**Project Zero Reserves: Guidance**

**Introduction**

A number of reserves which supported work on climate change have been brought together in to one Project Zero reserve that will help deliver the commitments in the [Climate Change Challenge Plan](https://www.valeofglamorgan.gov.uk/Documents/Our%20Council/Achieving%20our%20vision/Consultation/Project-Zero-Challenge-Plan.pdf) (also in a [summary document](https://live-staffnet-vog.cloud.contensis.com/Documents/Directorates/Resources/Strategy-and-Partnership/Project-Zero/PZ-Climate-Change-Challenge-Plan-summary.pdf)).

The Project Zero Board will consider proposals for projects that directly support Project Zero and go beyond usual working practices. Projects at multiple scales are encouraged: you may be seeking match funding for a large project, or a small pot to try something new and innovative. Examples of proposals that could be considered include project match funding, training, feasibility studies, consultancy, equipment, engagement activities and other project costs.

Project areas where carbon emissions can be targeted include reducing energy and water use in buildings, increasing biodiversity and green areas, enabling active travel, reducing petrol and diesel use in transport, reducing business travel and commuting by car, reducing waste, and promoting reuse to reduce our procurement spend.

Please note that we will not fund projects that are considered to fall within the usual working practice of the Vale of Glamorgan Council, and ask that you explore other funding routes before applying for Project Zero reserves.

**Next steps for applicants**

If you wish to apply for Project Zero reserves, please read this document fully and complete the reserves proforma as below:

* Proforma section 1: please complete numbers 1-4.
* Proforma section 2: please complete all sections.
* Proforma section 3: the decision-making panel will complete this section.

Once you have sign off from your Head of Service, please submit the proforma to Susannah McWilliam, Project Zero Programme Manager, at projectzero@valeofglamorgan.gov.uk marked ‘Project Zero reserves application’ in the subject heading. Further details and the timescale for response is laid out below.

**Process**

The process for allocating funding is set out below.

**Level One: Projects requesting £5k or more**

* Lead Officer to complete the reserves proforma and submit to Project Zero Programme Manager at projectzero@valeofglamorgan.gov.uk
* Lead Officer to have discussed the proposal with their Head of Service prior to submission.
* Project Zero Programme Manager to share the proposal with finance colleagues and ensure all relevant information is provided.
* Board convenes for a special budget meeting every quarter, in line with time sensitive deadlines, and may change advertised meeting dates as required.
* All relevant papers including the proforma will be circulated in advance of the meeting.
* Lead Officer may be invited to present the proposal to the Board.
* Wherever possible the decision will be made at the meeting, but further information may be requested by the Board.
* The Lead Officer will be notified of the decision by the Project Zero Programme Manager by email. The discussion and decision, including reasons for the decision will be added to the proforma.
* The Programme Manager to keep a log of all applications and decisions.

Finance to liaise with the Lead Officer in recording and monitoring the commitment and regarding transferring the funds from reserves in line with actual expenditure.

**Level 2: Projects requesting between £500 and £4999**

* Lead Officer to complete the reserves proforma and submit to Project Zero Programme Manager at projectzero@valeofglamorgan.gov.uk
* Lead Officer to have discussed the proposal with their Head of Service prior to submission.
* Project Zero Programme Manager to share the proposal with finance colleagues and ensure all relevant information is provided.
* Director of Corporate Resources is to consider the proposals, discussing with relevant SROs and making a decision where possible within 10 days.
* The Lead Officer will be notified of the decision by the Project Zero Programme Manager. The discussion and decision, including reasons for the decision will be added to the proforma.
* The Programme Manager to keep a log of all applications and decisions.
* Where requests are turned down, a reason will be given.

Finance to liaise with the Lead Officer in recording and monitoring the commitment and regarding transferring the funds from reserves in line with actual expenditure.

**Monitoring and reporting**

* The Programme Manager will keep a record of all requests and decisions.
* Monitoring of the overall budget will be undertaken by finance.
* Reports will be made at each Board meeting regarding recent funding decisions and funding commitments.
* Details of the projects funded will be included in progress reports to Scrutiny and Cabinet.

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