

Appendix A



Guidance notes for Community Energy Grants 18/19

Revised September 2018

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What is the Community Energy Grant Fund?

The Community Energy Grant fund is available to voluntary and community sector groups, charities and parish councils seeking to deliver local energy saving and green initiatives.

Who can apply?

Applicants must:

- Be a non-profit group or organisation based in South Cambridgeshire or benefiting South Cambridgeshire residents, OR a South Cambridgeshire parish council. Individuals, businesses and educational establishments are not eligible.
- Have a written constitution or mission statement
- Have an elected committee or representative steering group
- Be able to provide an up to date copy of their accounts and any relevant protection policies. Parish councils can signpost us to relevant online documentation and do not need to submit hard copies.

If you have questions about these requirements please contact us on duty.communities@scamb.gov.uk or 01954 713070

If your organisation does not have a written constitution, mission statement and/or relevant protection policies please contact Cambridge Council for Voluntary Service for advice in meeting these requirements. Please call 01223 464696 or email enquiries@cambridgecvs.org.uk

Eligibility Criteria - What must the project deliver?

Projects must deliver one or more environmental benefit, for example, ~~the installation of energy efficiency measures,~~ reduced ~~carbon greenhouse gas~~ emissions as a result of reduced energy consumption, or increased use of low carbon energy sources. ~~This Expected benefits~~ must be outlined in your application. ~~Please note these can be quantified in terms of greenhouse gas emissions savings or simply as energy savings. If using greenhouse gas emissions savings please use recent standard conversion factors as supplied by BEIS (UK government).~~

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~~In the case of applications concerning community buildings, you are strongly encouraged to include a recent energy survey in your application. This could be a professional survey, or a simple DIY survey using a checklist as available online). Applications can be made for funding towards the cost of Grants can also be awarded for the purpose of energy surveys, for community buildings and village halls to allow organisations to investigate and consider which measures would be most suitable for their building.~~

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Examples of what can be funded?

- Internal wall insulation
- Loft/roof insulation
- Pipe insulation
- Electric vehicle charging points
- Secondary glazing
- Replacement windows/doors
- Replacement Energy efficient lighting
- Replacement Energy efficient boiler/ heating system
- Battery storage for solar panel or other low carbon energy generation measures
- Energy surveys

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What cannot be funded?

Grant funding cannot be awarded for/to:

- Renewable energy installations where it is intended to claim feed in tariffs or renewable heat incentive payments. (If public grants are used to fund any part of such installations, they become ineligible for such payments).
- On-going revenue costs or overheads (e.g. salaries, rent, advertising)
- Projects that replace funding by other public sector bodies (although it can be used to top up funding from other public sector bodies)
- Organisations that have previously received the maximum £3,000 of Community Energy Grant funding in the same financial year (including grants that may have been received for different projects, such as to fund the completion of an energy survey).
- Items that would only benefit individuals rather than community groups.
- Environmental education projects (please contact spep@scambbs.gov.uk to discuss alternative funding possibilities for environmental education projects)-
- Kitchen appliances such as cookers and fridges (these may be fundable through the Community Chest)

Please note that in any financial year (running from April to end of March) Community Groups and Parish Councils will only be eligible to receive either a Community Energy Grant, or a Green Energy Loan (set to launch later in the year). This is to ensure that funding is distributed to a broad range of organisations and projects.

Commented [SM1]: Removed pending decision on Green Energy loan

How much can be applied for?

The maximum award is £3,000 per organisation in each financial year (April-March) and can be for 100% of the project's costs; however high demand for funding may mean that the Council is only able to make a contribution to your project.

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When can groups apply?

Applications for Community Energy Grant funds can be accepted from 1 ~~March-April~~ each year. Groups can apply at any time during the financial year; while funds are available. Grants are allocated on a first come, first served basis.

What supporting documentation is required?

- A copy of your organisation's constitution or mission statement (except parish councils)
- A copy of your latest accounts (audited if available)
- ~~A quote for the project~~
- A simple business case (you may wish to use the template at the end of this document)

In addition, the following will be required if relevant to the project:

- ~~Public Rights of Way consent from landowner~~
- Building energy survey, or community building energy self-survey
- ~~Any other relevant material that would support your application, such as a recent energy survey if one has been completed, or a community building energy self-survey.~~

How will the grant be paid?

If successful, the applicant will receive the grant payment once we have received acknowledgement of the grant offer and acceptance of the terms and conditions.

What are the conditions of funding?

Groups that are awarded a grant will be expected to comply with the following conditions as a minimum:

- Funding must only be used for the agreed purpose and spent within 12-months of the award being made (unless otherwise agreed in writing)
- Publicity must take place acknowledging the award provided by South Cambridgeshire District Council
- Unused grant must be returned to South Cambridgeshire District Council
- An end of project evaluation must be submitted to South Cambridgeshire District Council within 3-months of project completion. Details about this are available on the SCDC website

Please note: **eligibility does not guarantee grant funding.** The Council reserves the right to prioritise based on funding available, number and type of applications received at any given time, priorities for the financial year, value for money, and the geographical spread and range of projects across South Cambridgeshire.

Any award will not be means tested but applicants will be expected to have sought other means of local funding, especially from the parish council who may have funds available through planning developments (S106).

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For further information please contact:

Contact details: duty.communities@scambs.gov.uk or 01954 713070

Optional template for Business Case for Community Energy project

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Project name:	
Applicant:	
Date:	

Reasons: <i>Why is the outcome needed?</i>
Options: <i>Outline the options that have been considered to deliver the required outcome. Describe what the chosen option involves and the reason it was selected.</i>
Benefits: <i>Identify each benefit that is claimed would be achieved by the outcome. Define current status and explain how measurement of improvements will be quantified. May include what will happen if the project is not done.</i>
Risks: <i>Outline any risks facing the issue and how these will be managed.</i>
Cost and Timescale: <i>Outline the estimated cost and timescale, including operating and maintenance costs and an appropriate contingency where relevant.</i>
Investment Appraisal: <i>Outline the balance between total costs against the value of the benefits anticipated over a period of time.</i>