

# South Cambridgeshire District Council



## Community Energy Grant Application Form 2018-19

Please ensure that you have read the guidance notes before completing this form.

A. Your details	Complete this section
1 Name of organisation	
2 Address of organisation	
3 Contact name and position (plus address if different from above)	
4 Telephone number	
5 E-mail	
6 Name of project	

B. About your organisation	Guidance
1 What does your organisation do? <div data-bbox="165 1554 1157 2083" style="border: 1px solid black; height: 236px;"></div>	Please state the overall aim of your organisation and describe the usual activities / services your organisation provides.

2 If your organisation is a charity, please provide your charity number.

3 Does your organisation have a bank account?

Yes

No

Is your organisation affiliated to another body? If Yes state which.

Please include any national or local bodies to which your organisation belongs.

**C. About your proposal** **Guidance**

1 Which parishes will benefit from the funding?

Please note that projects based solely in one village are as important to us as those covering more than one village

2 How do you plan to use the funding? Please be specific in your reply and relate it to the eligibility criteria

Please remember that this fund is for one-off projects and purchases and should not be used for overheads, or relied upon in future years. Therefore, the sustainability of your project should be considered before submitting your application.

3 Outline the environmental benefit of your project. For example, reduced carbon emissions, reduced energy consumption or increased use of low carbon energy sources.

Please include details of the anticipated reductions, & estimated cost savings. & efficiencies

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4 If you are working with any other organisations on this project, please provide the names of these groups and the nature of the relationship with your organisation.

5 How have you identified this energy measure as appropriate for your organisation? If you have undertaken an energy self-survey, or received professional advice, please provide details.

6 Please indicate an approximate date when your project is likely to be undertaken / started.

7 Does your organisation own the premises where the project is planned?

Yes  No

If you are using rented facilities, do you have permission from the owner / leaseholder?

Yes  No

8 Does your project require any regulatory consent? (Please indicate all that apply)

Planning Permission	
Listed Building Consent	
Building Regulations Approval	
County Highways Approval	
Faculty Approval (if a Church building)	

If yes, please give details.

9 Are your local District Councillors in support of your project? Please provide details.

D. Financing your project	Guidance
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1 Does your parish council support your project? Please give details.

You should approach your parish council for support – they may have a local fund available for small projects, or monies from building developments (s106) that could be used for your project.

2 Do you have/hope to obtain other sources of income in relation to this project? If so, please give details, including the total from these sources.

This might include your own fundraising, other grants or sponsorship. Please be clear about the status of the funding e.g. secured or applied for.

3 Please give a breakdown of total estimated costs for your proposal?

**Expenditure Item**

**Cost (£)**

Please give as much detail as

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<b>Total Project Cost</b>	<b>£</b>

possible and include ALL costs. We will also require an up to date copy of your accounts.

If you do not provide correct information, it may jeopardise your application's success.

4 Amount of funding requested from SCDC

**E. Checklist and Declaration**

In submitting this form I confirm that I have read and understood the criteria and general conditions under which any grant may be awarded. The information I have given in this form and any supporting documentation is correct to the best of my knowledge.

I understand that any grant given is discretionary and that eligibility does not confer an automatic right to receive grant aid.

I understand that no works/purchases should be undertaken until a grant offer has been made and accepted and that the grant may be reclaimed in part or in whole if the conditions of the grant offer are not adhered to.

It is my responsibility to ensure that all aspects of the project have been considered and that adequate risk assessment, insurances and training of personnel has been undertaken.

I have submitted the following documents in support of my application:

**Required Documents**

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 for the project which provides an appraisal of the investment taking into account expected benefits, risks, costs and timescale.

**Other supporting documents**

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Public rights of Way Consent from landowner

Completed Community Building Energy Self Survey (if completed)

Any other material you feel would support this application (this may include a professional energy survey or audit if you have had one completed).

Signed

Print name & position  
(if different from section A)

Date


**F. What to do now**

Send your postal application to:

**Sustainable Communities and Partnerships Team  
South Cambridgeshire District Council  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA**

Or sign, scan and return it, along with supporting documentation to: [duty.communities@scams.gov.uk](mailto:duty.communities@scams.gov.uk)

If you have any queries about the Community Energy Grant Scheme, please email [duty.communities@scams.gov.uk](mailto:duty.communities@scams.gov.uk) or call 01954 713070.

**\*\*PLEASE DO NOT STAPLE DOCUMENTS\*\***