

Community Sustainable Energy Programme

Application form for capital grants



Welcome to the Community Sustainable Energy Programme.

The Community Sustainable Energy Programme (CSEP) is an open grants programme run by BRE as an award partner of the Big Lottery Fund (BIG). BRE carries out research, consultancy, training and testing to help create better buildings and communities. We have been made an award partner because of our experience and expertise in renewable energy.

Use this form if you wish to apply for a **capital grant**. To apply for a project development grant, you need a different form, which is available from our enquiry line or website.

This form can also be downloaded from our website: www.communitysustainable.org.uk

Before completing your application, make sure you have read the guidance notes. These will help you to fill in the form. You will also need help from your chosen certificated installer(s) to complete section four. Please write clearly in black ink or type.

You may send your application to us at any time but we must receive it at the address below by the deadlines for the quarterly funding rounds for it to be considered at the next meeting of the Selection Panel. A list of these dates is available from our enquiry line and also on our website at www.communitysustainable.org.uk

We review our application forms regularly, so before making an application please call our enquiry line or visit our website to check that the form you have is still valid. This form was published on the date shown at the bottom of this page.

You must send the original application to us, with original signatures in Section six, as we will not accept photocopies. We will also not accept applications submitted by fax or email.

Send your completed application to:

**Community Sustainable Energy Programme
BRE
Building 17
Garston
Watford WD25 9XX**

If you have any queries about the application process, or have specific communication needs and would like to receive this document in a different format, please call our enquiry line on 08458 63 00 25 or email us at info@communitysustainable.org.uk

For office use only

Date received:

Ref:

Data Protection Statement

BRE and its agents, as scheme administrator and data processor on behalf of the Big Lottery Fund, will store the information you provide on a database.

Your information will be used during assessment and during the life of your grant (if awarded) to administer and analyse grants and for our own research purposes. It will also be circulated and discussed in confidence with any person or organisation helping to assess and monitor this application. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project. We may also share information with Lottery distributors, government departments, organisations providing match funding and other organisations and individuals with a legitimate interest in Lottery applications and grants, or for the prevention and detection of fraud.

We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

We may also wish to use your information for future PR and marketing purposes. Please tick boxes below, as appropriate, if you are willing to be involved in any of the following activities:

- Using your successful application as a case study
- General public relations activity
- Addition of your details on our website/literature
- Future market research (postal/phone questionnaires)

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act, we will release it subject to exemptions. We may choose to consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

Your signatures on this form will be taken as confirmation of your understanding of our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000 and that you accept that we will not be liable for any loss or damage to you pursuant to our fulfilment of our obligations under the relevant law.

Section 1: Organisation details

1.1 Organisation name

What is the legal name of your organisation (as shown in your governing document)?

1.2 Organisation address and contact details

What is your organisation's address including postcode and region?

Postcode

Region
(see Guidance Notes
Appendix five)

If this is not your registered address, please tell us why.

Phone number 1 (or textphone)

Email address

Phone number 2 (if applicable)

Web address (if applicable)

Fax number (if applicable)

1.3 Related organisation

If you are a branch of, or related to, a larger organisation, tell us who they are as they may have some legal responsibility if we award you a grant. If you are a church-based or other faith organisation, please refer to Appendix six of the Guidance Notes for any special terms that may apply.

Tick to confirm that your parent organisation knows about your application for a grant.

1.4 Main contact details for the project

Complete the following details about the person in your organisation who will be the main contact for your application. We may need to contact this person to discuss the application in more detail. They must be available to talk about your project and organisation.

Title	Forenames (in full)	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position or job title

Date of birth

Address including postcode for correspondence (leave blank if same as the organisation's address)

Postcode

Phone number 1 (or textphone)

Email address

Phone number 2 (if applicable)

Fax number (if applicable)

If correspondence address is different from the organisation's address, please tell us why.

Please tell us if we should be aware of any particular communication needs your main contact has. This might include text phone, sign language, large print, audiotape, Braille or a community language.

1.5 Organisation type

What category does your organisation fit into? (Please tick one box)

- | | |
|--|---|
| <input type="checkbox"/> Community group with a written constitution | <input type="checkbox"/> Mutual society |
| <input type="checkbox"/> Registered charity or trust | <input type="checkbox"/> Church based or other faith organisation |
| <input type="checkbox"/> Parish Council | <input type="checkbox"/> Other – please describe below |
| <input type="checkbox"/> School or college | <input type="text"/> |
| <input type="checkbox"/> Company with a charitable purpose and community focus | <input type="text"/> |

How many committee members do you have? (You must have at least three):

1.6 Organisation summary

Briefly describe the main purpose of your organisation and the services you provide.
(maximum 100 words)

1.7 Reference or registration numbers

Does your organisation have a charity, company or other reference or registration number? If so, please write it below.

Charity number

Company number

Other (please specify)

1.8 Your organisation's bank account

All organisations that receive a grant from us must have a bank or building society account, in the name of the organisation shown at section 1.1 of this form and in your governing document. Cheques and other withdrawals must require the signatures of at least two committee members who are not related to each other. You must enclose three consecutive pages of your original bank or building society statement with your application. The most recent of these must be no more than three months old. (We will not accept photocopies but will return the originals to you).

Do you meet this requirement?

Yes (statement enclosed) No

1.9 Your organisation's accounts

All organisations that receive a grant from us must produce annual accounts. You must include a copy of your most recent approved accounts, signed and dated by your chair, secretary or treasurer and by your auditor or independent examiner where appropriate. The accounts you send us should be not more than 12 months old. However, we realise that this can be difficult if your organisation's financial year-end coincides with the period in which you are sending us your application. If this is the case, send us your previous year's accounts and a copy of your most recent management accounts.

If you are a parish council or a school, we do not need you to send us your accounts at this stage, however we may ask to see your financial records when we assess your application.

Do you meet this requirement? (Please tick as appropriate.)

Yes (accounts enclosed) No Parish Council or school

Please tell us whether you have been awarded a Lottery grant before. (Please tick as appropriate.)

Yes No

If 'Yes', tell us when the grant was awarded, which distributor it was from and what the money was for.

Section 2: About your project

2.1 Project name (in no more than 10 words)

2.2 Site details

What category of site will the project take place at? (Tick one box.)

- Existing buildings New buildings Mixture

What category does the building or buildings fit into? (Please tick as appropriate.)

- Community building Sports facility
 Church or other place of worship Museum
 Village hall Visitor centre
 Headquarters or offices School or college
 Other, for example, mixed use development – give details

Site address including postcode (leave blank if same as the organisation's address)

Postcode

Region (see the Guidance Notes Appendix five)

Your organisation must hold the freehold (registered or unregistered) of the site of your intended capital project or a lease that cannot be brought to an end by the landlord for at least five years (from the date the capital project is completed).

Do you meet this requirement?

- Yes No

Tell us your approximate current annual fuel bills for the proposed site:

Electricity: £ Gas: £ Oil: £ LPG: £ Coal: £

2.3 Project details

Technologies proposed: (Please tick as many boxes as apply.)

- Solar Photovoltaics – print and complete Section 4.2*
 Solar Thermal Hot Water – print and complete Section 4.3*
 Wind Turbines – print and complete Section 4.4*
 Heat Pumps – print and complete Section 4.5*
 Automated Wood Pellet Stoves – print and complete Section 4.6*
 Wood Fuelled Boiler Systems – print and complete Section 4.7*
 Micro-hydro Turbines – print and complete Section 4.8*

*These additional 2-page sections cover each of the seven microgeneration technologies for which grants are available. The separate forms may be ordered from our enquiry line: 08458 63 00 25 or downloaded from our website: www.communitysustainable.org.uk

Have you completed a development study funded by a project development grant from us? (If yes, you should enclose a copy of the final report with your application).

- Yes No

Describe your project, including the role of the buildings to be served by the proposed installation.
(maximum 300 words)

A large, empty grey rectangular box intended for the applicant to describe their project and the role of the buildings to be served by the proposed installation.

Describe how you have identified which technologies and measures are most suitable for the installation.
(maximum 300 words)

A large, empty grey rectangular box intended for the applicant to describe how they have identified which technologies and measures are most suitable for the installation.

Describe any plans you have for energy monitoring before or after installation, and/or energy output displays, and indicate in what format this data would be available to the public and BRE.
(maximum 300 words)

A large, empty grey rectangular box intended for the applicant to describe any plans for energy monitoring, energy output displays, and the format of data availability to the public and BRE.

2.4 Agent details

Have you appointed an agent to manage the project? (Please tick as appropriate)

Yes – please provide details below

No – please go to section 2.5

What is your agent's main address including postcode?

Postcode

Phone number

Web address

Who is your main contact at the agent?

Title

Forenames (in full)

Surname

Position or job title

Address including postcode (leave blank if same as the agent's main address)

Postcode

Phone number

Email address

2.5 Project beneficiaries

Tell us about the people and organisations that will benefit most from your project.

How many people do you expect to benefit directly from your project?

How many organisations do you expect to benefit directly from your project?

2.6 Outcomes

The Community Sustainable Energy Programme aims to achieve the following outcomes:

- reduction in CO₂ emissions
- increased community awareness of climate change and the effect of behaviour on reducing it
- increased skills base of local trades
- reduction in energy bills
- reduction in reliance on imported energy, increased independence from commercial energy suppliers
- stronger partnerships within communities with lasting social benefits
- growth of local enterprise in new technologies.

Please describe briefly what difference your project will make by listing up to six proposed outcomes.

1.

2.

3.

4.

5.

6.

How will your proposed project help achieve three or more of the outcomes of the Community Sustainable Energy Programme?

Section 3: Project concept and design

Please provide us with project concept and design information – up to a maximum of 5,000 words plus relevant diagrams and images, addressing all of the areas listed below in order. This should be enclosed with the application on CD-ROM or floppy disk, or sent by email.

You must also provide a separate summary of your responses to each of the 16 criteria listed below, using no more than 150 words per criteria. This must be provided in Microsoft Word format.

If you are unable to send this information in the formats requested above, please contact us for guidance.

If you have completed a development study funded by a project development grant from us, you should also enclose a copy of the final report.

p Tick the boxes to confirm that your document has addressed the following issues.

- q** **Options appraisal** – Show how you have identified which renewable energy technologies are most suited to your community.
- q** **Overall project concept** – Give a brief summary of the project describing the purpose of the building (for example, community building), the role of the building in the local community, any unique features of the project and why the building would be a good site for the proposed installation. This summary should include an outline plan of works and should demonstrate that the project is technically sound and financially viable. Give details of any innovation in your project concept, (for example, use of large visual displays showing energy generation, linkage to computer for demonstration purposes).
- q** **Project management** – Show how you will ensure that this project will be delivered effectively and be well managed. Include details of your timetable for feasibility, design, planning and construction activities, and when you think the project will start and be completed. Your project must be completed in time to claim your grant within 12 months of our offer.
- q** **Community involvement** – Provide details and evidence that the project design and development has had real community involvement and input, including an effective process of community consultation. Projects may demonstrate that consultation and project development have involved several sectors of the community, including those not directly benefiting from the project. Tell us who these groups are and their level of involvement.
- q** **Establishing need** – Show how you have established that there is a need for the project. Estimate the total number of people benefiting from your project and indicate the basis that you have used to calculate this figure. Where appropriate, you may show that your project is located in an area of social and economic disadvantage. Show how you have determined this need and estimate the total number of people benefiting from your project who may be socially and/or economically disadvantaged.
- q** **Public profile and promotion** – Show how the project will enhance public awareness and understanding of renewable energy (visibility, open days, etc) and where appropriate state the level of public access. Say how you will promote your project to the people who could benefit from it and how they will be involved in its development and on-going operation, including any planned publicity and PR in the local area.
- q** **Project longevity** – Tell us how you will fund your project once our grant is over.
- q** **Energy efficiency** – Where relevant, state how the project concept implements (where relevant) appropriate energy efficiency measures beyond those required by the grant scheme, for example, low or “zero-energy” building design, high insulation standards, retrofit measures etc.

- q **Energy performance** – Include details of the projected performance for all parts of the installation (including energy rating or output, in kWh, kWe or kWh/year); estimated savings in imported electricity or bought fuels (say which fuel - oil, gas, coal etc - your assumed fuel price and £ per year saving). State all your assumptions, for example, sources of wind data or solar radiation data.
- q **Sustainability** – Where relevant, say how the project concept demonstrates evidence of linking to wider sustainability issues, for example, rainwater harvesting, use of recycled construction materials.
- q **Building integration** – Supply basic drawings showing relevant buildings and clearly marking the site and integration of all aspects of the proposed installation. Also, mention any other innovation related to the system(s) or its architectural integration into the building structure and operation. You do not need to provide full architectural plans.
- q **Structural design** – Give details with accompanying basic drawings of structural aspects of the system – for example, fixture to the building, weatherproofing, free-standing structures, underground piping etc.
- q **Electrical schematics** – Include basic electrical schematics/wiring diagrams for all electrical aspects of the installation – in particular for grid-connected components, and to include electrical protection systems and earthing connections.
- q **Project team** – Give details of main project team members (including developer, builder, and agent(s)). Also give brief details of any environmental policies the team members have and previous experience of similar renewable energy and/or environmental projects (e.g. green buildings). Give details of any training/local skill development (e.g. solar installation training) that will form part of the project.
- q **Legal issues** – Show how legal considerations have been addressed i.e. ownership of project, management of project, local regulations.
- q **Uncertainties** – Give details of any outstanding statutory approvals, planning consents, funding or resource issues that may affect the progress of the project. Also, if new build, indicate the stage the building project is at.

Section 4: Proposed measures and technologies

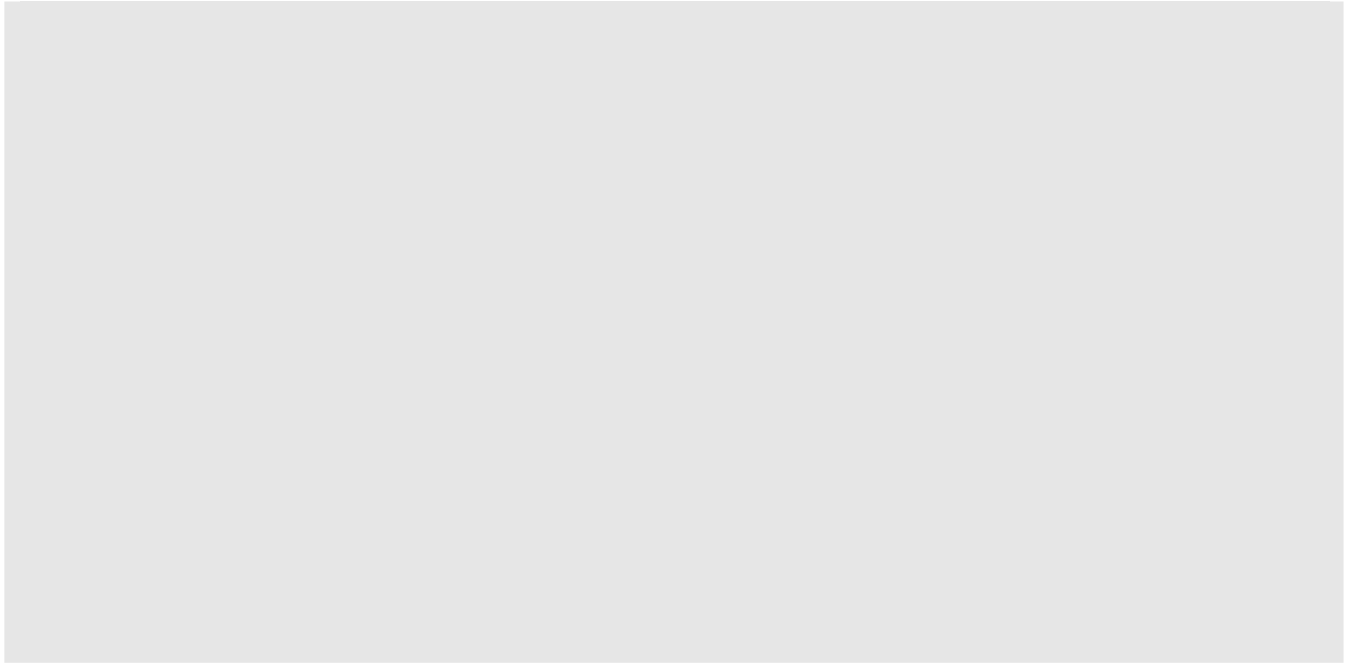
4.1 Energy efficiency measures

4.1.1 Energy efficiency survey

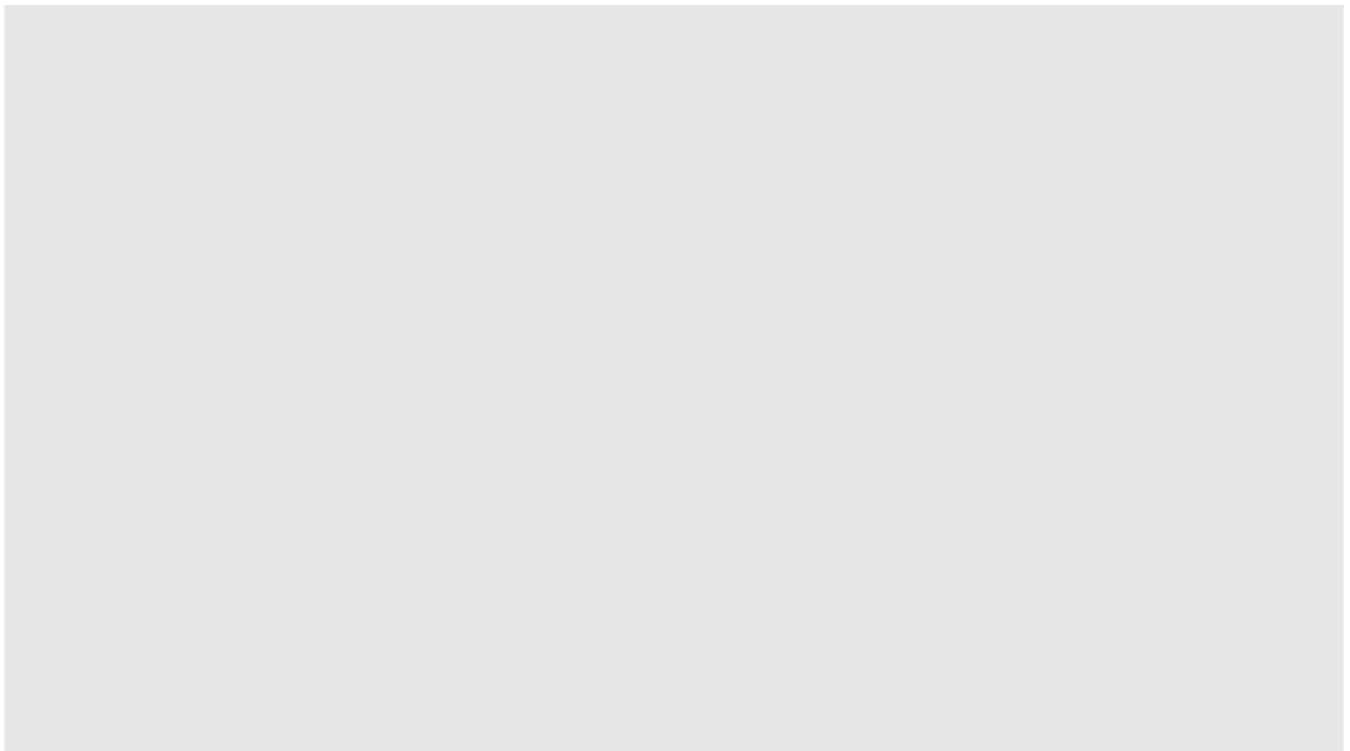
Have you carried out a walk-round energy efficiency survey? (Tick as appropriate)

Yes No

If "yes", give details of any measures you have carried out following the survey.



If "no", please indicate the steps taken to reduce energy demand prior to, or in conjunction with the proposed installation?



4.1.2 Installer(s) details for proposed grant-assisted measures

(If more than 3, please complete additional copies of this page as appropriate)

Company Name 1:

Address:

Postcode:

Trade body (member of):

Company Name 2:

Address:

Postcode:

Trade body (member of):

Company Name 3:

Address:

Postcode:

Trade body (member of):

4.1.3 Quotation

Cavity wall insulation

£

Loft insulation

£

Heating, lighting controls

£

Installation - labour

£

- access equipment

£

Building Materials

£

Other

Please specify:

(check terms and
conditions to
confirm eligibility)

£

4.1.3a Total (see Guidance Notes, Appendix two)

£

4.1.3b Grant requested (must not exceed 50 per cent of 4.1.3a above)

£

You must also complete and enclose the relevant sections 4.2 to 4.8 that cover each of the seven microgeneration technologies for which grants are available (see question 2.3). The separate forms may be ordered from our enquiry line: 08458 63 00 25 or downloaded from: www.communitysustainable.org.uk

Section 5: Your grant request

5.1 How much grant are you applying for?

5.1.1 Total grant applied for: £ This must not be more than £50,000

5.1.2 Amount in words:

5.1.3 Total project cost: £

5.1.4 Grant as % of total cost: % This must not be more than 50 per cent

5.1.5 Anticipated date of completion / grant claim: Month Year

Grants must be claimed within 12 months of the grant offer letter.

5.1.6 Estimated project length: Month(s)

5.2 How is the balance of the project cost to be funded?

Examples of other funding are: own funds, bank loans, public funding from local authorities, utility grants from other funders (for example, EDF, Powergen, Scottish and Southern).

Possible sources of loans can be found on our website (www.communitysustainable.org.uk)

Source of match funding	Amount	Secured	To be secured
<input type="text"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Please tick as appropriate)

Please enclose details of all applications and any letters of commitment from potential funders.

5.3 VAT status

Are you registered for VAT? (Tick one box.)

Yes No If yes, please give the VAT number:

We need to know that you have considered your VAT position for the project. When calculating the total cost of your project you should take into account any potential non-recoverable VAT costs that may arise. If you are registered for VAT, you can apply to us for the cost of non-recoverable VAT only. Organisations not registered for VAT should include VAT costs in their budget. We will consider any application for non-recoverable VAT costs and include the agreed amount in the grant, where appropriate. If you later find that the costs of your project increase because you have made an error about whether you can recover VAT, we will not increase our grant to cover this. If we agree to fund the cost of VAT, which you then recover, you will be liable to repay the proportion of it that relates to our grant. We cannot provide VAT advice so we recommend you contact your local HM Revenue and Customs office or a VAT expert to find out how much VAT you can recover on the costs of your project.

Section 6: Compliance

6.1 Checklist *(Please **p** tick every box to confirm grant eligibility).*

- I, on behalf of the applicant organisation, have read the scheme Guidance Notes and terms and conditions and completed all sections of the application form relevant to the project and organisation.
- The grant is to be used to support the capital and installation costs of a microgeneration scheme in England, which will operate at the installation address for a minimum of 5 years from the date of commissioning.
- I confirm that the installation has **NOT** started.
- I confirm that the organisation is not an “undertaking” as set out in Article 87 (1) ES Treaty (see guidance notes for further details)
- The organisation I represent, or the larger organisation of which we are a part, is the freehold owner of the property or holds a lease that cannot be brought to an end by the landlord for at least five years (from the date the capital project is completed). If we hold a lease, we have gained all necessary consents for the proposed installation from the owners.
- We, the applicant organisation, will obtain all necessary planning and building regulations consents from our local authority.
- I have enclosed “Section 3: Project concept and design” on CD-ROM / floppy disk / via email, or I have agreed an acceptable alternative format with you.
- I have enclosed copies of installer quotations for all proposed measures and microgeneration technologies on CD-ROM, floppy disk or as paper copies.
- I have completed the relevant additional forms for sections 4.2 - 4.8
- I have enclosed our proof that we are a not-for-profit organisation on CD-ROM, floppy disk or as a paper copy (for example, our constitution, set of rules, memorandum, articles of association).
- I have enclosed three consecutive pages of an original bank or building society statement. The most recent of these is no more than three months old.
- I have enclosed our most recent set of accounts. (Not required for parish councils or schools).
- I have enclosed our equal opportunities policy document on CD-ROM, floppy disk or as paper copy.
- I have enclosed our environmental policy document on CD-ROM, floppy disk or as paper copy (see section 3.2 of the guidance notes).
- I have enclosed details of all applications and any letters of commitment from potential funders.
- We agree to give pre-arranged access to the installation to BRE or its representatives for inspection purposes.
- We agree to cooperate with BRE or its representatives if the installation is selected for monitoring purposes, including publicising of live monitoring data.

6.2 Declaration – to be completed by the contact named in section 1.4

I, on behalf of the applicant organisation, confirm that I have read and understood the guidance notes, and terms and conditions for the Community Sustainable Energy Programme, and agree to be bound by them.

I confirm that the application complies with these terms and conditions in all respects.

I certify that the information entered on this application form is true, accurate, and complete.

Contact name: (BLOCK CAPITALS PLEASE)	<input type="text"/>
Signed:	<input type="text"/>
Date:	<input type="text"/>

If you have not already done so, you should now also complete one or more of sections 4.2 to 4.8 as appropriate to your proposed installation. These separate forms may be ordered from our enquiry line: 08458 63 00 25 or downloaded from the scheme website: www.communitysustainable.org.uk

6.3 Counter-signatory – to be completed by a senior member of your organisation

This should be the chair, chief executive, or person of similar authority in your organisation. If you are a church-based or other faith organisation, please refer to Appendix six of the Guidance Notes. You may need to copy this page and provide a second counter-signatory.

I confirm that this application and the proposed project described within it has been authorised by the management committee, other governing body or board.

Title	Forenames (in full)	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Position in organisation	Date of birth	
<input type="text"/>	<input type="text"/>	
Address including postcode for correspondence (leave blank if same as the organisation's address)		
<input type="text"/>		
<input type="text"/>		
Postcode	<input type="text"/>	
Phone number 1	Email address	
<input type="text"/>	<input type="text"/>	
Phone number 2 (if applicable)	Fax number (if applicable)	
<input type="text"/>	<input type="text"/>	
Signed:	<input type="text"/>	
Date:	<input type="text"/>	

6.4 Reference

Declaration of independent referee:

q I confirm that I have known this organisation and its work for at least one year or from its start.

q I have read this application and support this request for funding and am willing to discuss this application further.

q I am willing to talk about the grant at a later date if the application is successful and I will provide a written report if you need one.

q I confirm that I am not at present nor have ever been, a member, beneficiary or trustee of the organisation, or related to a person who is currently a member, trustee or member of staff of the organisation.

Title	Forenames (in full)	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position or job title	Name of employer
<input type="text"/>	<input type="text"/>

Date of birth

Address including postcode for correspondence

Postcode

Phone number 1

Email address

Phone number 2 (if applicable)

Fax number (if applicable)

Signed:

Date:

Section 7: Beneficiary monitoring

The following information is being gathered for monitoring purposes only and will not be used to assess your application:
(Please tick boxes as appropriate)

7.1 Ethnic background of direct beneficiaries

Is your project directed at, or of particular relevance to, people from a specific ethnic background?

Yes – please provide details below No – please go to section 7.2

If 'Yes', please indicate the ethnic background of the people who will benefit from your project, ticking up to three categories.

White		Black / Black British		Other ethnic		Asian / Asian British	
British	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Mixed	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Irish	<input type="checkbox"/>	African	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Other	<input type="checkbox"/>	Other	<input type="checkbox"/>	Other	<input type="checkbox"/>	Bangladesh	<input type="checkbox"/>
						Other	<input type="checkbox"/>

7.2 Gender

Is your project directed at, or of particular relevance to, people of a specific gender?

Yes – please provide details below No – please go to section 7.3

If 'Yes', please indicate which gender below.

Female Male

7.3 Age

Is your project directed at, or of particular relevance to, people of a particular age group?

Yes – please provide details below No – please go to section 7.4

If 'Yes', please indicate which age groups below, ticking up to two categories.

0-24 yrs 25-64 yrs Over 65

7.4 Disability

Is your project directed at, or of particular relevance to, people with disabilities?

Yes No

7.5 Faith

Is your project directed at, or of particular relevance to, people of a specific faith?

Yes – please provide details below No – please go to section 7.6

If 'Yes', please indicate the faith of the people who will benefit from your project (you may select more than one box):

Christian Hindu Jewish Muslim
 Sikh Buddhist Other

7.6 Sexual orientation

Is your project directed at, or of particular relevance to, lesbian, gay or bisexual people?

Yes No