

# Community Sustainable Energy Programme

## Application form for project development 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 **project development grant**. To apply for a capital grant, you will 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](http://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. Please write clearly in black ink or type.

You may send your application to us at any time. We will assess project development grant applications on a first-come first-served basis and aim to let you know our decision within 20 to 30 working days from the date we receive a complete application.

We review our application forms regularly so before making an application please call our enquiry line or visit our website to check that it 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 four, as we will not accept photocopies.**

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

**We will not accept applications submitted by fax or email**

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](mailto: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 matched 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.

## 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)

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.

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
<input type="text"/>	<input type="text"/>

Phone number 2 (if applicable)	Fax number (if applicable)
<input type="text"/>	<input type="text"/>

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

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 |   |

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

## 1.6 Organisation summary

Please describe briefly 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? (  Tick as appropriate)

Yes (accounts enclosed)       No       Parish Council or school

Please tell us whether you have been awarded a Lottery grant before. (  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 Guidance Notes)

Approximate current annual fuel bills for site:

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

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

### 2.3 Study details

Technologies to be considered: (  Tick as many boxes as apply.)

- Solar Photovoltaics       Automated Wood Pellet Stoves  
 Solar Thermal Hot Water       Wood Fuelled Boiler Systems  
 Wind Turbines       Micro-hydro Turbines  
 Heat Pumps

Describe your project, including the role of the buildings to be assessed for microgeneration installation. Show how you consider the proposed scheme to be technically and financially viable.  
(maximum 300 words)

A large, empty grey rectangular area intended for the applicant to describe their project, including the role of the buildings to be assessed for microgeneration installation and how they consider the proposed scheme to be technically and financially viable. The area is currently blank.

Explain how your project will achieve three or more of the programme outcomes listed in section 1.5 of the programme guidance notes.  
(maximum 200 words)

A large, empty grey rectangular area intended for the applicant to explain how their project will achieve three or more of the programme outcomes listed in section 1.5 of the programme guidance notes. The area is currently blank.

## Section 3: Your grant request

### 3.1 How much grant are you applying for?

3.1.1 Total grant applied for:

£

This must not be more than £5,000

3.1.2 Amount in words:

3.1.3 Total study cost:

£

3.1.4 Grant as % of total cost:

%

This must not be more than 75 per cent

3.1.5 Anticipated date of study completion / grant claim:

Month

Year

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

3.1.6 Estimated study length:

Month(s)

### 3.2 How is the balance of the study cost to be funded?

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

Possible sources of loans can be found on the scheme website ([www.communitysustainable.org.uk](http://www.communitysustainable.org.uk))

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

(Please  tick as appropriate)

### 3.3 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 study. When calculating the total cost of your study 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 study 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 4: Compliance

### 4.1 Checklist

(Please  tick every box to confirm grant eligibility)

- I, on behalf of the applicant organisation, have read the programme guidance notes, and the terms and conditions and completed all sections of the application form relevant to the study and organisation.
- The study relates to a proposed installation of a microgeneration scheme in England.
- I have enclosed a copy of an estimate from a CSEP Registered Consultant on their company headed paper.

Company:

Registration No:

- I have enclosed our proof that we are a not-for-profit organisation on CD-ROM, floppy disk or as paper copy (for example, our constitution, set of rules, memorandum, articles of association).
- I have enclosed our most recent set of accounts. (Not required for parish councils or schools).
- 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.

### 4.2 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)

Signed:

Date:

### 4.3 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.

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)

Postcode

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:

Date:

## Section 5: 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)

### 5.1 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 5.2

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

<b>White</b>	<b>Black / Black British</b>	<b>Other ethnic</b>	<b>Asian / Asian British</b>
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"/>

### 5.2 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

### 5.3 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

### 5.4 Disability

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

Yes     No

### 5.5 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   

### 5.6 Sexual orientation

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

Yes     No