Southwark Community Energy Fund 2023/24

# Stream A – Pre-feasibility development Application Form

All applications for funding need to demonstrate a clear benefit to the local community and have a clear set of objectives that can be measured. Please visit [the Southwark Community Energy Fund Prospectus on our website](http://www.southwark.gov.uk/community-energy) for more information.

Please complete this application form in full and return to it to Southwark along with all supporting documentation that is referred to at the end of this document. If you do not fully complete the form, your application cannot be considered.

The application assessment criteria for Stream A can be found at **Appendix 1**.

You must submit your application by **11:59 pm on 22 January 2024.**

To qualify for funding, projects must be in Southwark, be led by or deliver benefits to communities and result in carbon emissions reductions. Potential for emissions reductions must be clearly identified, and the project must seek to deliver carbon reductions that would not have occurred without the support of the Southwark. Providing these outcomes can be demonstrated, a wide range of projects will be considered, for example

* Installation of renewable or clean energy projects and technologies
* Installation of retrofitting and energy conservation measures
* Increasing awareness of energy issues and changing attitudes and behaviour around energy use

**You must make one application per project**. A project may comprise measures across one site or multiple sites.

Please email completed application forms in electronic format (Word or pdf) to: [communityenergy@southwark.gov.uk.](mailto:communityenergy@southwark.gov.uk) Completed forms should be no longer than 30 sides of A4.

Please note that decisions to grant funding (if any) are subject to a formal process.   
You must not rely on funding secured through the Southwark Community Energy Fund until we have notified you in writing that your application has been successful. Your authorised signatories must then sign and return the funding agreement to us. After that, you will be provided with funding. Please see the prospectus for further information.

Where relevant, we need to ensure that the projects we would be supporting have already engaged with the landowner/landlord and have received consent in principle from them to develop a community energy project and potentially install measures on their building(s). Please provide that evidence as an additional document (an email you have received from the landowner/landlord could be sufficient).

Any costs you incur and/or to which you commit prior to your return of a funding agreement, including those related to preparing your proposal, are at your own risk and Southwark Council accepts no liability in this regard.

If you have questions about the application form or if you would like this document in another language or alternative format, please contact us by email at [communityenergy@southwark.gov.uk.](mailto:communityenergy@southwark.gov.uk)

## Project snapshot

|  |  |
| --- | --- |
| Project name |  |
| Location(s) of project (including postcode/s) |  |
| Name of organisation applying |  |
| Amount of funding requested |  |
| Number of people/volunteers working on project |  |
| Project summary  (maximum 50 words) |  |

## Applicant details

|  |  |
| --- | --- |
| Main contact |  |
| Position in organisation |  |
| Telephone |  |
| Email |  |
| Postal address |  |
| Name of organisation |  |
| Charity number  (if applicable) |  |
| Company number  (if applicable) |  |
| VAT registration number *(if applicable)* |  |
| Organisation’s registered address |  |
| Website (if applicable) |  |
| Who will manage the development and/or delivery of your project? |  |

## Conflict of interest

|  |  |
| --- | --- |
| Are there any Southwark Council councillors or officers connected to your organisation?  (e.g. trustee / board member / employee / volunteer). |  |
| If yes, please provide their name(s) |  |

## Eligibility

Please mark ‘X’ in the appropriate box.

Which category does your group belong to?

|  |  |
| --- | --- |
| Community or Voluntary Group |  |
| Co-operative |  |
| Company Ltd by Guarantee |  |
| Registered charity |  |
| Faith and Equalities Group |  |
| Social Enterprise |  |
| School or education |  |
| Community Interest Company |  |
| Community Benefit Society |  |
| Other / constituted |  |
| Other / un-constituted |  |
| Other |  |

If Other, please describe:

Do you have an active bank account?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

Will this project be delivered through a partnership or collaboration?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If yes, please list the names of the organisations which you will be delivering this project with.

## Project overview

Please keep responses as concise as possible. For each of the criteria below please try to keep your response to 300 words maximum unless otherwise stated in brackets.

Please mark ‘X’ in the appropriate boxes.

Technologies

|  |  |
| --- | --- |
| Solar PV |  |
| Air Source Heat Pump (ASHP) |  |
| Ground Source Heat Pump (GSHP) |  |
| Solar thermal |  |
| Battery Storage |  |
| Insulation / Retrofit |  |
| LED lighting |  |
| EV Charging |  |
| Building Management System (BMS) |  |
| Other (please specify): |  |

Building / site type

|  |  |
| --- | --- |
| Community Centre |  |
| Place of worship |  |
| Sports/Leisure |  |
| School or education |  |
| Residential |  |
| Arts/Culture |  |
| Other (please specify): |  |

### Brief project description

## A brief description of the community energy project you are aiming to develop including anticipated outcomes. This could include generation capacity; energy storage capacity; number of community members engaged; greenhouse gas emission savings per year (in tonnes of carbon saved per year); etc. Please include units where applicable (e.g. kWp).

Let us know the story so far in developing your project, what you expect to do next, and what you finally hope to achieve. You can give more details later in the form.

|  |
| --- |
|  |

What, if anything, is innovative about the project you are looking to develop? *Tell us if there is anything about your proposal that has not been tried by community energy projects before – e.g. use of a particular technology, ways of engaging community members, innovative finance model etc.*

|  |
| --- |
|  |

By when do you expect to complete this pre-feasibility project?

|  |
| --- |
|  |

If applicable, when would you expect subsequent installation of measures to be installed by?

|  |
| --- |
|  |

Who will need to consent to the installation of measures in or on the site(s) and assessing/surveying the site? (e.g. landlord/landowner). What consent has been provided to date? (Y*ou will need to provide evidence of this as an additional document sent with this application)* (100 words)

|  |
| --- |
|  |

## Project proposal

For each of the criteria below please try to keep responses to 200 words. If detailed information about your project is not available prior to pre-feasibility work being undertaken for which funding is sought, please provide estimates and forecasts in this regard. For calculating carbon savings, we recommend you use the [BEIS conversion factors for company reporting 2020](https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting) and quantifiable data should use the following units where possible:

* generation capacity in kWp
* energy storage capacity in kWp
* level of demand side response in kW
* number of community members engaged in number of individuals or events
* greenhouse gas emission savings per year in kg or tons of CO2e.

### Project proposal details

|  |
| --- |
| Please describe what background research has been carried out so far in relation to the proposed project, and potential issues that have been considered or addressed. |
|  |
| Explain how the funding will be used to achieve the objectives of the Southwark Community Energy Fund (as outlined in the prospectus).  What outputs will the funding help deliver? How many people will benefit from your project? |
|  |
| What are the estimated carbon and fuel bill savings this project could lead to? |
|  |
| Explain what extra skills, advice or expertise are required and how the funding will assist. |
|  |
| Please outline which communities will benefit from the project? What community engagement have you already undertaken for your project? |
|  |
| How will you share the experiences gained from your project to inform and inspire others? |
|  |

### Key milestones

Please outline the key milestones for the project plan below including timescales. *Activities for successful Stream A applications must be completed by 31 March 2025.*

|  |  |  |
| --- | --- | --- |
| Milestone | Date | Description |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### Next steps

|  |
| --- |
| Please describe the next steps for this project once this pre-feasibility project is complete? What further needs to be done to deliver this project? |
|  |

### Risks

What are the three main risks associated with the project development and how do you propose to manage these risks?

*Please include details of any permissions that will need to be secured to deliver the final project. Also include any COVID-19 related risks to the project development.*

|  |  |  |  |
| --- | --- | --- | --- |
| Risk |  | Description | Mitigation Strategy |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

### Cost

Please breakdown estimated total costs of the project work (£) required to make the project happen. How has this figure been derived? *Please include estimated costs.*

|  |  |
| --- | --- |
| Activity | Cost (£) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total | £ |

### Quotations to deliver this project

|  |
| --- |
| How many quotations have you received for this work? (Please note we recommend at least two quotations for projects) |
|  |
| Please give an outline of the quotes received and provide copies as attachment to your application form. |
|  |
| Please provide a detailed breakdown of what elements of the project SCEF pre-feasibility grant will pay for. |
|  |

### Additional funding

How will you be funding the remainder of the pre-feasibility cost (if applicable)? Please provide details and specify if this has been secured or not.

|  |  |  |
| --- | --- | --- |
| Income/match funding source | Amount (£) | Secured? (Yes/No) |
|  |  |  |
|  |  |  |
|  |  |  |

Please include any maps, designs or photographs that will help to illustrate your project.

Please label and list the supporting information (drawings, photographs, etc.) you are including with your application. Attach a separate document if necessary. Email attachments should not exceed file size of 20 MB.

## Contact with us

|  |
| --- |
| How did you hear about the SCEF funding? |
|  |
| If you have discussed your activity with any of our staff, please tell us their name (or names), if you know, and the team they work in. |
|  |

Please include any maps, designs or photographs that will help to illustrate your project.

Please label and list the supporting information (drawings, photographs, etc.) you are including with your application. Attach a separate document if necessary. Email attachments should not exceed file size of 20 MB.

## Meeting equality aims

|  |
| --- |
| Please describe how your proposed actions reflect your duties under the Equality Act 2010 *(**e.g. how the process surrounding your project development is transparent and accessible to all)* |
|  |
| How will the project be accessible to community members? *(**e.g. how anyone can get involved in the project and community members benefit equally)* |
|  |
| Describe how you intend to use the funding openly and equitably, and how this will be monitored (where applicable) |
|  |

## Equalities Monitoring

This information is used to monitor the diverse backgrounds of grant applicants and recipients. It is not part of the assessment and is optional.

We will identify organisations as Black Asian and minority ethnic led if the organisation self identifies as Black Asian or minority ethnic led and 75% of the governing body, i.e., Board of Trustees, Directors, Management Committee, and 50% of the senior staff of the organisation, (key decision-makers) self-identify as being from that specific community or identity. The same percentage is used to define disabled-led and LGBT+ led organisations.

This information will not be used identify any individual and is only used for the purpose of equality monitoring. To the extent that this information relates to an identifiable individual (as defined under Article 4 of the General Data Protection Regulation (GDPR)), it will be processed in accordance with section 8, Schedule 1, of the Data Protection Act 2018 - the purpose of identifying or keeping under review the existence or absence of equality of opportunity.

Please mark ‘X’ in the appropriate box(es).

Is your organisation:

|  |  |
| --- | --- |
| Black Asian and minority ethnic led? |  |
| Disabled-led? |  |
| LGBT+ led? |  |

|  |
| --- |
| What percentage of your organisations’ senior staff/board/trustees is male? |
|  |
| Do young people have a formal role in the decision-making within your organisation e.g. a youth advisory board |
|  |

## Data protection, freedom of information and transparency

You must ensure you meet the requirements of the Data Protection Act 1998 and our data protection policy, available on [our data protection policy webpage.](http://www.southwark.gov.uk/council-and-democracy/freedom-of-information-and-data-protection/corporate-data-privacy-notice)

As a public authority, we are subject to the Freedom of Information Act 2000. That means unless a relevant exemption applies, we will release any information we hold about this programme to those requesting it.

We are committed to openness and transparency at Southwark Council. That means we will publish a range of information held by us relating to this programme. This includes grant agreements, targets, performance and spending information and other data. Successful bidders should meet this commitment too, by making available information to us so we can publish it and respond to specific requests.

## Supporting documents

Please also enclose the following documents or provide a weblink with the completed application form.

|  |  |  |
| --- | --- | --- |
| Governance Document | Include either a link to the document on your organisation website, or ‘YES’ for attached document | If no evidence provided, please explain why you are unable to provide this. |
| Constitution /Terms of Reference |  |  |
| Public Liability Insurance |  |  |
| Employers Liability Insurance |  |  |
| Professional Indemnity Insurance |  |  |
| Health and Safety Policy |  |  |
| Equal Opportunity Policy |  |  |
| Data Protection Policy |  |  |
| Risk Assessment |  |  |
| Evidence of Disclosure and Barring Service (DBS) checks, if applicable to your project |  |  |
| Reference from at least one previous grantor including contact details, if your organisation has previously received a grant |  |  |
| Copies of your governing document (for example articles of association) if applicable |  |  |
| Evidence for consent in principle from the landowner/landlord if relevant (an email from the landowner/landlord could be sufficient) |  |  |

## DECLARATION

*I the undersigned confirm the information given in this application is correct. The organisation is neither established for profit nor is conducted for profit. We will inform the relevant officer of Southwark Council of any changes in the organisation’s contact details or circumstances that would affect this application or the use of any grant relating to it.* **This declaration can be typed and sent in electronically.**

Signed:

on behalf of the organisation

Name in block capitals:

Position in the Organisation:

Date:

# Appendix 1

## Stream A Pre-feasibility development criteria

|  |  |
| --- | --- |
| Criteria 1 | Applicant Experience |
| What this should cover | 1. **Relationship with the local community** - What experience does the applicant have of working with the local community where the proposed project is located? If none, how do they intend to work with other experts or community groups including CEGs (Community Energy Groups)? 2. **Developing energy projects** - What experience does the applicant have delivering community energy projects? 3. **Working in partnership** - To what extent has the   applicant investigated opportunities for working jointly, including other community groups who are working towards the similar goals and community energy sector experts? If not, have they explained why they are not? |
| Weighting | 1 |
| Criteria 2 | Planning a successful project |
| What this should cover | 1. **Research** - To what extent has the project feasibility been investigated prior to application? Have planning issues, lease/legal negotiations and site access been considered. 2. **Project plan** - To what extent is there a clear project plan in place with milestones to deliver the project?  Are the risks manageable? 3. **Project budget** - Are the proposed budget and the associated costs realistic and reasonable? |
| Weighting | 1 |
| Criteria 3 | Route to delivery |
| What this should cover | 1. **Delivery plan** - To what extent is there a clear delivery plan in   place for pre-feasibility works identified through project development? This should be supported by a timetable of milestones leading to anticipated delivery of measures by 31 March 2025.   1. **Understanding of stakeholders –** Have they identified the important stakeholders who they will need to be engage with to deliver the project (e.g. landlords, local authority) 2. **Inspiring others** - To what extent will this project help inspire others to become involved in community energy projects? |
| Weighting | 1 |
| Criteria 4 | Additionality |
| What this should cover | 1. **Additionality** - To what extent does the SCEF funding enable or enhance a project that otherwise might not happen? |
| Weighting | 2 |
| Criteria 5.1 | Outcome and impact (carbon saving) |
| What this should cover | 1. **Carbon saving** - Does the impact lead to meaningful carbon savings? 2. **Next steps** - Are their clear next steps after this pre-feasibility stage, innovation research that could lead to delivery of a community energy project? |
| Weighting | 2 |
| Criteria 5.2 | Outcome and impact |
| What this should cover | 1. **Job creation/retention and skills** - To what extent does the   project lead to jobs being created or retained, assisting the economic recovery, and helping with the cost of living crisis?   1. **Community empowerment and cohesion** - Does the project demonstrate an ability to support community cohesion and wellbeing, or address other community specific needs and challenges of that locality? |
| Weighting | 2 |
| Criteria 5.3 | Innovation |
| What this should cover | 1. **Innovation** - Is the proposed project innovative? Does the   project use new technologies or existing technologies in a new way? |
| Weighting | 1 |