Southwark Community Energy Fund 2023/24

# Stream D – Capacity building, training, events and engagement 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 D 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 succinct as possible. For each of the criteria below please try to keep your response to 300 words maximum unless otherwise stated in brackets.

|  |
| --- |
| A brief description of the project you are proposing including anticipated outcomes.  *Let us know why funding is needed for this project. You can give more details later in the form.* |
|  |

|  |
| --- |
| By when do you expect this to be completed? |
|  |

## Project proposal

For each of the criteria below please try to keep responses to 200 words.

|  |
| --- |
| Explain how the funding will be used to achieve the objectives of the London Community Energy Fund (as outlined in the prospectus).  What will be outcomes and outputs from this project? How will your results support the setup of new community energy groups and/or delivery of future community energy projects and extend the benefits of community energy to a broader range of diverse communities within borough? |
|  |

|  |
| --- |
| How many individuals do you intend to train or engage? Explain what extra skills, or expertise will be gained through this project and how. Consider gaps in the community group's existing capacity and knowledge and how the funding will be used to assist filling these. |
|  |

|  |
| --- |
| Please describe what engagement have you already undertaken for this project and evidence that the people or group you are proposing to work with are willing to engage with your proposals. |
|  |

|  |
| --- |
| Outline the project plan including timescales. *Activities must be completed by 31 March 2026.* |
|  |

### Cost

Please breakdown estimated total project costs in the following table. *How has this figure been derived? Please include estimated costs, noting this does not include final delivery of the project.*

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

|  |
| --- |
| How many quotations have you received for this work (if applicable)?  *(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 |
|  |

Have you requested funding from other sources for this work? Please provide details.

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

|  |
| --- |
| Please provide a detailed breakdown of what elements of the project SCEF capacity grant will pay for. |
|  |

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 |
|  |

## 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.

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 D Capacity building, trainings, events and engagement

|  |  |
| --- | --- |
| Criteria 1 | Applicant Experience |
| What this should cover | 1. **Developing energy projects:** What experience does the applicant have delivering community projects? If none, how do they intend to work with other experts or community groups including CEGs (Community Energy Groups)? 2. **Capacity building:** To what extent will the project lead to development of new skills and capacity for further community energy projects? Will use of revenue to help catalyse other community energy projects or other community benefits? 3. **Working in partnership** - To what extent has the applicant investigated opportunities for working jointly with key stakeholders, including local authorities and sector experts?  (Up to 5 points) |
| Weighting | 2 |
| Criteria 2 | Planning a successful project |
| What this should cover | 1. **Research and Engagement** - To what extent has the applicant demonstrated that the project's outcomes will be achieved through the means identified. 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** - To what extent are works required for the successful delivery of the project specified? This should be supported by a timetable of milestones leading to anticipated delivery of the project. 2. **Stakeholders** - Have they identified key stakeholders needed for delivery? 3. **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 would the SCEF funding enable or enhance a project that otherwise might not happen? |
| Weighting | 2 |
| Criteria 5 | Outcome and impact |
| What this should cover | 1. **Outcomes** - To what extent does the project lead to jobs being created or retained, assisting the economic recovery, helping with the cost-of-living crisis, or other tangible benefits to the community 2. **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? 3. **Diversity and Inclusivity:** Does this project aim to be inclusive and diverse, welcoming participants from different backgrounds and demographics to ensure a representative and equitable approach? |
| Weighting | 2 |