Grant form for Stage 1 funding up to £40,000

You must complete in a pre-application form before we can accept a full application – if you have not done so please request one from your Local Energy Hub.

To help complete this application form please read the Rural Community Energy Fund (RCEF) Stage 1 guidance notes together with the supplementary guidance notes on Feasibility Study Requirements and Assessment Criteria. The guidance includes information on the aims and objectives of the programme, timelines for submission and approval, and guidance on how to procure technical support to determine the feasibility of your project.

Your Local Energy Hub will be able to help develop your proposal and assist you with completing the application. Your dedicated Energy Hub Manager can help you think through your objectives, outcomes and risks which can be difficult to do. The contact details for your Local Energy Hub Officer are on our website.

Application forms should be fully completed and emailed to your Local Energy Hub Contact (See website for your local contact details) with all supporting documents. Following an initial review, it will be assessed and presented to your Local Energy Hub board’s independent panel for consideration. Grant applications are considered on a quarterly basis and funding decisions will typically be communicated three weeks after they have been considered by the Local Energy Hub Board.



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|  **Section 1 - Basic project information** |
| **1.1 Project title** |
| Please keep the title relatively short, preferably to a maximum of 6 words |
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| **1.2 Project ref no** |
| Please only use the Regional Energy Hub reference number, if this has been provided |
|  |
| **1.3 Project summary. Max 200 words** |
| Please relate this specifically to the project and keep it as clear and concise as possible. Max. 200 words.  |
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| **1.4 Project funding request. Max 100 words** |
| Please list which parts of the project require grant funding.  |
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| **1.5 Project description and background. Max 200 words** |
| Please describe your project. If you have completed a feasibility study or other initial works please provide brief details here.  |
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| **1.6 Project categories** |
| Please check all relevant categories that directly apply to the outcomes from your project |
| [ ]  Professional support in assessing basic technical feasibility for the technology in question (this could include the work done to determine which technology you are going to focus on, and whether it is feasible to connect to the grid). |
| [ ]  Professional support for arranging an exclusivity agreement with a landowner, where necessary.  |
| [ ]  Professional support costs for carrying out initial public engagement work |
| [ ]  Professional support for carrying out initial stakeholder engagement with public bodies that have an interest in your project, such as English Heritage and the Environment Agency (where necessary) |
| [ ]  Professional support in assessing the planning issues that will need to be addressed and determining that there are no absolute barriers that would prevent you from applying for planning permission.  |
| [ ]  Professional support in assessing the permitting, licensing and consenting issues that will need to be addressed and determining that there are no absolute barriers that would prevent you from applying for them.  |
| [ ]  Professional support in assessing the basic financial viability of your proposed project and building a business model. |
| [ ]  Reasonable costs associated with legal advice and registration fees relating to the establishment of an incorporated body. |
| [ ]  Project management costs |
| [ ]  Reasonable direct costs associated with any of the above, such as travel, venue hire, printing of leaflets etc. |
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| **1.7 Project location** |
| Please provide your local authority area, a description of where your energy project will be located, and postcode(s)  |
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| **Section 2 - Applicant details** |
| **2.1 Registered name of applicant organisation** |
| Awards are to single, eligible organisations who will be responsible for meeting any grant offer terms |
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| **2.2 Have you received funding through RCEF in the past?** |
|  [ ]  Yes [ ]  No |
| **2.3 Is your organisation incorporated?** |
| e.g. a company limited by guarantee or as a Community Interest Company (CIC).  |
|  [ ]  Yes [ ]  No |
| If No, please tell us about any plans you have for becoming incorporated.  |
|  |
| If you are a parish or town council you do not need to become incorporated. |
| **2.4 Registered number (if applicable)** |
|  |
| **2.5 Legal status** |
| Please detail your organisation’s legal type  |
|  Community Interest Company (CIC) Co-operative Community Benefit Society (Bencom) Local Community Groups in partnership with a Local Authority  Registered Social Landlords Charitable Incorporated Organisation (CIO) Development Trust Registered Society (pre 2014 IPS) Parish or Town Council Faith Group Other We will be taking legal advice on the most suitable incorporated form and/or undertaking the process of incorporation as part of the grant. |
| If you selected ‘other’ please provide additional details |
|  |
| **2.6 Registered address, post code and other organisation contact details.**  |
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| **2.7 VAT is not an eligible project cost unless you are unable to reclaim VAT. Is your organisation able to reclaim VAT?** |
|  [ ]  Yes [ ]  No |
| **2.8 What is the most recent (audited where applicable) annual turnover?** |
| Please provide the annual turnover (and year) from your most recent audited accounts (alternatively use non-audited management accounts, stating why audited accounts are unavailable). |
|   |
| **2.9 Applicant contact details**These contact details will be used in line with our data protection statement in Section 9. We would also like to keep you up to date with new funding announcements, events and news. Please let us know if you are happy to receive this type of communication by email. |
| Please provide 2 contacts |  Main contact | Alternative contact |
| Name |  |  |
| Position in organisation |  |  |
| Address |  |  |
| Tel |  |  |
| Email |  |  |
| Check the box to receive emails from Local Energy Hubs about funding announcements, news and events. | [ ]  |[ ]
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| **2.10 Group skills – Please detail what skills the group has including previous experience developing or delivering energy projects and how many hours each person has spent on the project to date. Max 200 words.** |
|  |
| **2.11 Group Governance – please tell us more about the type and structure of your organisation and how it is governed. We would like to know who has ultimate control of your organisation (directors, trustees, shareholders, members) and how decisions are made.** |
|  |
| **Directors or Trustees****Please name all of your directors or trustees, and anyone who has ‘voting rights’ over decisions made in your organisation. This would include members of any parent organisation if your group is a subsidiary,** |
|  |
| 🞏 **I confirm that our organisation (including any directors or partner or any other person who has powers of representation, decision or control) has not been convicted of conspiracy, corruption, bribery, fraud, money laundering or drug trafficking, and has not been declared bankrupt.** |
|  |
| **2.12 Project Management – Has a Project Manager been appointed? If so please explain their previous experience. If recruiting, please outline essential criteria you require. Max 150 words.** |
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| **2.13 Partner details (if applicable)** |
| Please list all project partner organisations with details of their role in the project |
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| **Section 3 - Project objectives and impact** |
| **3.1 Please indicate which technologies will be included in your project** |
|  Wind turbines Hydropower Solar photo voltaic Solar thermal Ground, water and air source heat pumps  Anaerobic digestion,  AD (biogas) fuelled heat network Bio liquids, biogas and biofuel Low carbon / renewable heat networks Biomass heat network Multi-technology approaches (energy efficiency, storage, grid services and demand management can be considered in bundled approaches on a case by case basis) Other, please state |
|  |
| **3.2 Do you have a particular site in mind? If so please give a brief description and provide the postcode(s) or grid coordinates. You can check** [Defra’s Magic Map](https://magic.defra.gov.uk/MagicMap.aspx) **to check if it is in a rural area. Max 150 words.** |
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| **3.3 Please describe how local ownership and/ or community involvement are at the heart of this project, including the proportion of legal ownership. Max 150 words.**  |
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| **3.4 Community engagement – what is the relationship between your organisation and the community where your renewable energy installation will be based? If you are not locally based we need to understand what your link is to the local area. Max 150 words.** |
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| **3.5 Communication – What communication channels does your group use to engage with the community? Max 100 words.** |
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| **3.5 Project outcomes** |
| What are the desired outcomes or changes that will happen because of your project |
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| **3.6 Project objectives associated with grant funding** |
| Please list the project aims and objectives related to each part of the project that requires grant funding(deliverable) provided (for example, if a deliverable is producing a feasibility study clearly list the aims of the study) |
| No | Deliverable | Objectives / Aims |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

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| **Section 4 - Project delivery** |
| **4.1 How will you deliver the project? Max 100 words** |
| Please describe your approach to deliver the project. For example, will you employ a project manager to oversee the project and tender for contractors for capital works, will you complete a feasibility study and review delivery?  |
|  |
| **4.2 Start and end date of project** |
|  Project Start:  |  | Project End: |  |
| **4.3 Please provide details of project milestones** |
| Include any key milestones (if already achieved, please state “achieved” in the notes) |
| Milestone | Start Date | End Date | Notes |
|  |  |  |  |
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| **4.4 Procurement** |
| Please describe any procurement and/or tendering process undertaken or planned. Do you have 3 contractor quotes? If so please append to this form. Please refer to the guidance notes on procurement of contractors and complete Appendix 1. |
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| **4.5 Lessons learned from past RCEF funded projects** |
| Please explain how you have sought to learn lessons from past RCEF or community energy projects |
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| **4.6 Energy efficiency**  |
| If applicable, energy efficiency can only be considered as part of a multi-technology project that will be investible. Please provide details of measures and buildings that you are considering and how you plan to finance this as part of the wider project. |
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| **Section 5 – Beyond the funded project** |
| **5.1 Scope for awareness raising, replication, learning and documentation** |
| Please evaluate the potential scope for raising awareness about community energy and sharing your experiences to help other groups develop community energy projects and replication of the approach taken. |
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| **5.2 Next steps** |
| Please describe any planned next steps following completion of the work you are seeking funding for. |
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| **Section 6 – Permissions and consents** |
| Please answer the following questions where they are relevant to your project.  |
| **6.1 Land and building tenure details** |
| Please provide details of any ownership or use issues, and how you plan to address these. |
|  |
| **6.2 Please provide details of consents, permissions and contractual arrangements required for project** |
| No | Name of consent/ permission/ contract | Confirm status (e.g. if applied for and if rejected or approved) |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
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| Please highlight key conditions of consents, permissions or contractual arrangements here. |
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| **Section 7 - Risk management** |
| **7.1 Approach to risk management. Max 100 words** |
| Please describe your approach to risk management, including how this will be reviewed with your Regional Energy Hub. |
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| **7.2 Risk identification** |
| Please highlight the top three risks for your project and the ways you plan to reduce these risks (mitigating measures)  |
| No. | Risk | Mitigation | Likelihood | Impact |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

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| **Section 8- Project finance** |
| **8.1 - Project cost breakdown (costs excluding VAT)** |
| No | Description of main cost items / activities over entire project | E/F\* | Match funds provided | RCEF funds requested | Total project costs |
| 1 |  |  | £ | £ | £ |
| 2 |  |  | £ | £ | £ |
| 3 |  |  | £ | £ | £ |
| 4 |  |  | £ | £ | £ |
| 5 |  |  | £ | £ | £ |
|  |  |  |  |  |  |
| Totals |  |  |  |
| \* Please confirm whether costs listed are estimated (“E”) or fixed (“F”) |
| **8.2 How will you provide evidence of expenditure to show progress with your project grant funding. This is required as evidence that the project is spending the grant on eligible activities. Funding will be provided for your project in stages, to ensure the grant can demonstrate good value for money. You will need to include the costs (excluding VAT) associated with getting to each stage of your project** |
| Please discuss how you will provide evidence of progress with your local Energy Hub Project Manager.  |
| Please provide details of how you will provide evidence of progress to control project expenditure  |
|  | Detail of project work to be evidenced  | What needs to happen before further funding is approved for the next stage of your project  | Total cost to get to this stage in your project(£) ex. VAT  |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| Total |  |
| **8.3 - Proposed grant payment schedule** |
| Payment instalment | Estimated payment date | Estimated payment amount (£) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  Total |  |
| **8.4 - Project and grant cost** |
| This should match the total figures in tables 9.1, 9.2 & 9.3 |
| RCEF funding requested (excluding VAT): | £ |
| Add VAT (only if not VAT registered and unable to reclaim): | £ |
| **Total feasibility grant requested:** | **£** |
| Other match funds: | £ |
| Total project cost: | £ |
| Planned completion date for this funded work: |  |
|  |  |
| **8.5 Additionality** |
| Explain reasons why the project cannot be self-funded or alternative funding sources obtained. |
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| **8.6 Match funding** |
| If the project is a partnership or joint venture, please provide details of how project partners are funded, if applicable. |
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| **Section 9 - State aid assessment** |
| Funding is provided in line with state aid guidance. |
| **9.1 Does your funding request constitute state aid?**  |  [ ]  Yes [ ]  No |
| **9.2 Is your project is working under State Aid De Minimis regulations?** |  [ ]  Yes [ ]  No |
| If No, please refer to the supplementary guidance notes and complete the following table. |
| GBER/ABER article | Project element | Total cost for this element | Total Grant funded | % | Assumptions made |
|  |  | £  | £ |  |  |
|  |  | £ | £ |  |  |
|  |  | £ | £ |  |  |

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| **Section 10a - Supporting documentation** |
| Please list supporting documents included, and tick the right-hand column once provided (Memorandum or articles of association, financial accounts, , project plan, risk register, professional services brief(s), quotations and evaluations etc.).  |
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| **Section 10b - Banking documentation** |
| To ensure swift payment of the grant please provide a letter on organisational-headed paper that includes: Address of Registered Organisation, Mailing Address, Bank Address, Account Number, Sort Code.  |
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| **Section 11 - Data protection** |
| The Local Energy Hubs are collecting your information for the purpose of assessing and administering your funding application. The Local Energy Hubs may need to contact you for further information to support your application. We will retain your information for monitoring, analysis and targeting, and may contact you, by email and telephone, in the future to assess customer satisfaction. We may share your details with the UK Government who fund the scheme and your local authority to help inform policy and target funding. For further information about how we use your data please use the following web-link: <http://www.nottinghamcity.gov.uk/privacy-statement>  |

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| **Section 12 - Approval Signatures** |
| Authorised Signatory for Organisation |
| Signature |  |
| Print Name |  |
| Position in Organisation |  |
| Date |  |
| Witness signature |
| Signature |  |
| Print Name |  |
| Position in Organisation |  |
| Date |  |

By signing this page, you are confirming that the information provided in this application form is accurate and that you meet the Eligibility Conditions included in the RCEF Stage 1 grant guidance.

Appendix 1 – Professional Contractors

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| **Please detail who will carry out any professional work you intend to pay for with the RCEF grant.**You should aim to provide three quotes for each task that will cost more than £1,000. If you are unable to provide 3 quotes for a particular task, please explain why.Please add extra lines to this table where needed. |
| **Task**  | **Supplier name**  | **Supplier credentials\*** | **Quote £** | **Rationale for choosing supplier** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\* This can include accreditations or qualifications. You can attach further information (such as a CV) or include a web address if the supplier has an informative website with contact details.