

# **Hounslow Community Energy Fund**

## **Guidance Notes on How to Complete the Application Form**

**2023 – 2024**

## Section 1: Bid Summary

### Project name

*Enter the name of your project.*

### Project location, including ward

*Enter the location of your project, mentioning the ward that it is located in.*

### How much funding are you applying for?

*Enter the amount of funding that you are seeking. Projects are capped at £40,000.*

*The funding streams are set out below. These are merely indicative, to give you an idea about the expected costs of a decarbonisation project. Please refer to the main guidance document for further information.*

- 1. Small grants - approximately £100 - £2,500*
- 2. Medium grants - approximately £10,000 - £30,000*
- 3. Single large grant – approximately £40,000.*

### Other funding secured

*Match funding refers to a process where grant recipients raise a certain percentage of the money they are seeking, generally a sum roughly equal to that which is being granted, to fund their project. We encourage match funded applications which use the HCEF to seed something larger.*

*We recognise that not all projects will be able to secure match funding. However, applicants should be aware that cost-effectiveness will be included in our selection process which considers the overall funding package for each project. Please see resources for matching funding on our website.*

*Enter the amount of match funding secured, if applicable.*

### Do you have permission in principle to carry out your project?

*If your project involves works on a private property, permission must be obtained from the landlord to carry out this project. If the council is the legal owner of the property, please contact us at [environmental.strategy@hounslow.gov.uk](mailto:environmental.strategy@hounslow.gov.uk) and we can work with you on your idea.*

### Have you investigated the planning permissions and/or building notice needed for your project?

*Depending on the extent of your project, you may need to submit a building notice form and/or apply for planning permissions. If you are unsure of what may be required by your project, we recommend reaching out to the appropriate teams at the council as soon as possible to discuss the requirements of your specific project as planning permissions can take several months to be granted, depending on the project. Contact details for appropriate council departments are listed below. If you have any doubts, please contact [environmental.strategy@hounslow.gov.uk](mailto:environmental.strategy@hounslow.gov.uk) in the first instance.*

*Planning: [planning@hounslow.gov.uk](mailto:planning@hounslow.gov.uk)*

*Building Control: [buildingcontrol@hounslow.gov.uk](mailto:buildingcontrol@hounslow.gov.uk)*



## **Section 2: Your Organisation**

### **What is your organisation registered as?**

*Select the option that best describes your type of organisation.*

### **Organisation name**

*Enter the name of your organisation.*

### **Organisation address**

*Enter the address where your organisation is registered.*

### **Charity, society or registration number**

*If applicable, enter the charity, society, or registration number of your organisation.*

### **Who is the project manager responsible for development/implementation of your project?**

*Enter the name of the person that will be responsible for overseeing the implementation of your project idea.*

### **Email address**

*Enter your organisation's email or the project manager's email.*

### **Telephone**

*Enter in your organisation or project manager's telephone number, in case we need to contact you.*

### **Website/Social Media**

*If you have a website or social media presence for your organisation, enter this here.*

### **Do you have an active UK based bank account? \***

*We usually require a bank or building society account in your organisation's name with at least two unrelated signatories.*

*We also request that you provide annual accounts (independently examined where required) or for new groups (those operating for 15 months or less) a 6-month cash flow statement showing expected income and expenditure and the last three months bank account statements. This can be attached in section 10 of the application form.*

### **Has your organisation adopted a governing document (e.g., a constitution)?**

*We require a constitution or set of written rules which sets out your organisation's aims and objectives. This can be attached in section 10 of the application form.*

## **Section 3: Your Experience**

**Does your organisation have experience of delivering a community-led environmental project?**

*We welcome organisations that have not had prior experience in delivering an energy project. If you or your organisation has been involved in running similar environmental projects that involve the community e.g. tree planting, climate education, waste initiatives, provide brief details.*

**What experience do you have working with the local community where your project will be located?**

*If you or your organisation has been involved or engaged the local community where your project is located, please provide a short summary.*

**Will your project be delivered through a partnership or collaboration with any other community groups or organisations?**

*We welcome partnership bids. Community groups could work together with other organisations to build the expertise to set up a community energy project or to help fill in an application form for funding. Partnership bids must nominate a single organisation to submit the application and be able to receive funding. If successful, this lead organisation would receive the funding, distribute it to partners and complete project monitoring.*

**If you currently work or have worked with the council on a project, please tell us the name of your point of contact at the council.**

*If your organisation is currently involved with the council or has been in the past, please let us know the name of your main point of contact so that we can get in touch with them.*

## **Section 4: Your Project**

**Please write a brief description of the project you would like to deliver.**

*Write a short description which highlights the key features of your project. For example, we are seeking £3,000 to install solar panels on a partnership of children's playground facilities, estimated to save almost a half a tonne of carbon a year. We plan to involve children by installing an energy bike sound system and provide a 10-week internship to young people as part of this project.*

**Please tell us your main project objectives and what methods you will use to monitor whether these have been met.**

*For example, improving the energy performance of our facilities, monitoring progress early on with a smart meter.*

**Has your project been identified as a result of an energy survey?**

*This question applies to retrofit projects only (e.g. insulation, solar, heat pumps, etc). We recommend that projects receive an energy survey(s) before applying to the grant. If this has not been received, you should complete as much of the LBH non-domestic energy survey as you can, using information from energy bills, and attach this with your application. This can help identify if your building is 'retrofit ready'.*

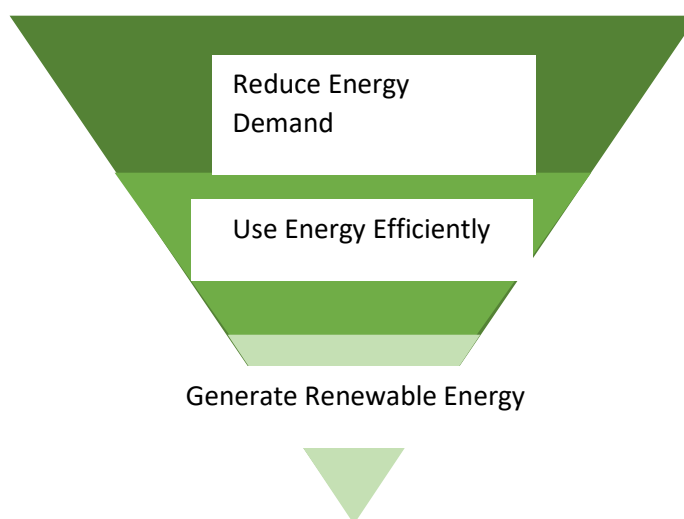
*We are able to fund £500 for successful applicants for feasibility works which were undertaken for your project. This can be attached in section 10 of the application form.*

## Section 5: Carbon/Energy Savings

*Installing low carbon heating systems such as heat pumps or generating renewable electricity through solar PVs and battery storage could save carbon. Considering the energy hierarchy below, this is most appropriate after, or in conjunction with energy efficiency and reduction measures which also save carbon e.g. lighting upgrades, smart heating units, draught-proofing, insulation, or replacing single glazing. We recommend you receive three energy surveys for quotes above £5,000 before applying to the grant to identify which changes would be best suited to your building.*

*Due to the limited nature of the fund, we may take a 'fabric first' approach which prioritises energy efficiency to maximise the number of projects we can fund. Nonetheless, we encourage innovative solar or heat pump projects, and if there is potential, we will work with you to incorporate this into your project.*

*If you obtain quotes from contractors, please enquire about the carbon savings, energy savings, the payback length of your project, and any drawings to submit alongside your application.*



**Please provide an estimate of the carbon savings your project will make per year, in tonnes of CO<sub>2</sub> saved.**

*If your project involves retrofit, please request this information from potential contractors in your quote. Please get in touch with [environmental.strategy@hounslow.gov.uk](mailto:environmental.strategy@hounslow.gov.uk) if you have trouble getting this information from contractors.*

**Please provide us with any evidence to support your estimation of carbon savings. Quotations which show this calculation can be attached at the last stage of this form.**

*This is to ensure the robustness of allocating offset funds, as projects must have a measurable and demonstrable carbon saving. The more detailed, the better.*

**Please provide any other measurable outcomes you expect the final project to achieve.**

*This can include energy reduction, energy generation/storage capacity (in kWp/kWh); estimated heat/energy to be generated per annum (kWh); (in)direct job creation; number of beneficiaries engaged.*

**Can you provide evidence of alternative carbon saving projects that have been considered but discounted e.g., technologies with potentially longer payback period?**

*This is to ensure the carbon effectiveness of your project. If your project has considered other technologies, your current idea might have been prioritised because it has a shorter payback period with similar carbon saving potential.*



## **Section 6: Community Engagement**

*Please focus on the 'wider' aspect of community engagement i.e., going beyond the immediate beneficiaries of your project (e.g. staff) and ensure this is more than just publicity, but something that will help promote changes in behaviour to reduce emissions.*

*For example, improving the energy performance of a church, and using the venue to host energy efficiency fairs, engaging families in reducing emissions and saving on energy bills and identifying local 'Energy Champions'.*

*If your project will include any innovative technologies, this could be an opportunity to educate and engage those who attend your community centre e.g., students in a youth club fitted with solar panels could be tasked with creating a DIY solar oven using materials found at home or designing their own energy efficient home.*

### **How will your project engage the wider community and encourage behaviour change in tackling climate change?**

*Please ensure that this is more than just publicity, but something that will help promote changes in behaviour to reduce emissions. Focus on the 'wider' aspect of community engagement i.e., going beyond the immediate beneficiaries of your project such as staff.*

*For example, improving the energy performance of a church, and using the venue to host energy efficiency fairs, engaging children and parents in reducing emissions and saving on energy bills. Be sensitive to your audience – you can use different media to communicate in an engaging manner.*

*For example, students in a youth club fitted with solar PV could be tasked with creating a DIY solar oven using materials found at home or designing their own energy efficient home.*

### **How will your project be promoted to the wider community?**

*Sketch out a plan for how you intend to promote your project in a way that encourages community engagement with your project's purpose.*

### **What community engagement work have you already undertaken for your project?**

*Tell us if you have already scoped interest from relevant stakeholders in the community about your project.*

## Section 6: Social Inclusion

*As outlined in Hounslow's [Green Recovery Strategy](#), there is a community need for a 'low carbon, resource efficient, and socially inclusive' economy. How might your project contribute towards this? This could be through increasing the green employment, skills, innovation and cohesion that the community receives after your project has been completed.*

*For example, a church looking to maximise the energy potential of their roof may want to install solar PV. However, they could also think about becoming an employment training centre for the local community on solar PV maintenance or use financial savings from reduced energy bills to provide support to residents who are fuel-stressed.*

*If you are finding it difficult to incorporate social inclusion, you can start by asking some basic questions from both your perspective and different stakeholders:*

- *What do you have? - This is about monetary and non-monetary assets, such as local networks or funds.*
- *Where do you live? – Will your project span across the borough? Is it located in a ward with low energy efficiency or high fuel stress? Where do your stakeholders live?*
- *Who are you? – What is the age and cultural mix of who your project could involve?*
- *What legacy can you create? – How could you expand your project to consider how jobs/skills/innovation could be created and retained within Hounslow? Who would this benefit?*

*The [Hounslow Data Hub](#) is a useful resource to consider social outcomes in your local area and may help you adapt your project to community needs. This provides local ward profiles, local health and wellbeing data, local employment data, local fuel poverty data, local ward COVID-19 data, and more.*

*Applicants should be aware that applications for a project which demonstrates readiness for delivery will be looked upon favourably. A three-month window should give you enough time to build the business case towards the implementation of your project idea – receiving quotes, identifying potential funding sources, energy surveys, etc.*

### **How might your project improve social outcomes in your local area?**

*We invite you to think creatively about environmental issues by considering social outcomes. For example, if you plan to target engagement with children and parents, you could use the Hounslow Data Hub to filter the areas where the Income Deprivation Affecting Children Index (IDAPI) is highest in Hounslow. Incorporating this into your strategy could widen the social inclusion of your project.*

*The Hounslow Data Hub provides fuel poverty data, local ward and support area maps, deprivation data, local health and unemployment data, local ward COVID-19 data, and more.*

*You may also find Community carbon calculator ([impact-tool.org.uk](http://impact-tool.org.uk)) useful background for your ward or any other relevant knowledge you can provide.*

## **Section 7: Your Delivery Plan**

### **What is the start date?**

*Tell us when this funding will first be used – this should be within 3 months of the funding being awarded.*

### **What is the estimated end date?**

*Tell us when the funding will last until – this should be within 12 months of the project starting date. Large projects can take up to 2 years.*

### **Please outline the project's key milestones and timeframes.**

Order these chronologically. *For example:*

- *'Design and coordination stage completed – 07/10/2023,*
- *Battery storage purchased – 08/11/23,*
- *Battery storage linked to local flexibility project with school – 30/01/2023'.*

### **Please outline key risks associated with your project delivery and what measures will be used to mitigate them.**

*For example:*

- *Risk - installations do not deliver the benefits expected in terms of key outputs, greatly reducing carbon impact of our project.*
- *Mitigation strategy - smart monitoring installed to understand impact early on. Warranty with contractors to ensure performance levels.*

## **Section 8: Costs**

**What is the total cost of your project, including match funding? Enter the figures only.**

*Please provide a detailed breakdown of what the Hounslow Community Energy fund will be used for. For example, this may include equipment costs, installation costs, staff reimbursement/ travel related to the project. Please ensure that you show how you have calculated the costs for each item, e.g. equipment costs £50 x 2 = £100. Add/remove rows as appropriate. This should include any VAT included in quotes provided.*

**Have you received any quotations for this work?**

*Quotations represent value for money. We require a minimum of three written quotations for projects above £5,000 unless you can provide an acceptable reason why these were not obtained.*

**What is your funding plan with regard to costs of future maintenance of your project e.g. replacing solar PV inverters? \***

*Maintenance costs are not covered by the grant e.g. replacing solar PV inverters. Please consider how your project can be sustained after funds are used.*

**Are there any conflicts of interest between your trustees and your contractor?**

*If 'Yes', please outline how you will mitigate or remove this conflict of interest.*

## **Section 9: Checklist**

*You must attach a copy of your constitution, annual accounts, equal opportunities policy, and other relevant financial documents to be eligible for funding.*

## **Section 10: Declaration**

**How did you hear about the fund?**

*Please tell us how you heard about the fund e.g. website, word of mouth, newsletter, etc.*

**Please tick to confirm that upon project completion, you would be willing to complete a simple grant monitoring report sent by the Council, including photos, details on how the grant was spent, and the benefits that Hounslow residents have received from the project – to be published in an accessible, final report.**

*If your application is successful, you will be sent a grant agreement report to confirm this.*

**I certify that the information in this form, and supplementary information provided, is accurate and true to the best of my knowledge.**

*Please check that all the relevant sections of your application have been completed and all the information provided is true to the best of your knowledge.*