



London Borough  
of Hounslow

# **Hounslow Community Energy Fund Application Form**

**2023 - 2024**

## HOUNSLOW COMMUNITY ENERGY FUND – 2023/24

Thank you for considering delivering a community energy project in Hounslow. Community groups play an indispensable role in supporting our net-zero ambition. Should you face any difficulties in completing the application or have any doubts about your project and its eligibility, please get in touch with us in the first instance at [environmental.strategy@hounslow.gov.uk](mailto:environmental.strategy@hounslow.gov.uk) where you can arrange a support call with an officer.

Please review the guidance notes prior to completing your application, which are available on the council [website](#). The main guidance provides information on what kind of projects qualify for funding, and the application guidance is intended to guide you through this form. Information on how to estimate your carbon/energy savings can also be found, as well as a process map for what steps should be taken to build your application.

### **Before you begin your application**

Please ensure that you:

- Have read the guidance notes and checked that your organisation and the project are eligible for this amount of funding.
- Have all the information we require about your estimated carbon savings.
- Know what type of project you want to deliver, the amount of funding you wish to apply for and what the funding will pay for.
- Are aware of any building notice forms and/or planning permissions needed prior to beginning the project. Please reach out to our Building Control and/or Planning team if you are unsure of the requirements of your project. Planning: [planning@hounslow.gov.uk](mailto:planning@hounslow.gov.uk); Building Control: [buildingcontrol@hounslow.gov.uk](mailto:buildingcontrol@hounslow.gov.uk).
- Have access to any supporting documents you will need for the application e.g., permissions. If works are planned on a council-owned property, please reach out to us before completing your application and we will work with you on your project idea and relevant permissions.

### **Key documents to submit:**

We will likely require the following documents:

- Copy of Constitution
- Annual accounts or 6-month cash flow forecast
- Equal Opportunities Policy

Depending on the project and the amount requested, we may also require you to provide:

- Copy of Insurance Documents - e.g., Public Liability Insurance, Employers Liability Insurance
- Quotations for project delivery work
- Feasibility or pre-feasibility surveys (includes LBH Non-Domestic Energy Survey)
- Evidence of planning permission

Please complete this form in full, including all questions with an asterisk \* and keep all descriptions brief but as detailed as possible (please keep to the maximum words limit per question). List all supporting information you are including with your application in the appendix.

Once your application is complete, submit to [environmental.strategy@hounslow.gov.uk](mailto:environmental.strategy@hounslow.gov.uk). **The deadline to submit your application is the 31st of July 2023.**

## SECTION 1: Bid Summary

<p><b>Project name *</b></p>	
<p><b>Project location, including ward (must be in Hounslow) *</b></p>	
<p><b>How much funding are you applying for? *</b>  <i>(cap at £40,000)</i></p> <ul style="list-style-type: none"> <li>- <i>Small grants of approximately £2,500</i></li> <li>- <i>Medium grants of approximately £10,000-£30,000</i></li> <li>- <i>Single large grant of approximately £40,000</i></li> </ul>	
<p><b>Other funding secured</b>  <i>(value and source of funding)</i></p>	
<p><b>Do you have permission in principle to carry out your project?</b></p> <p><i>Answer yes or no. If no, please reach out to your landlord before proceeding with your application.</i></p>	
<p><b>Have you investigated the planning permissions and/or building notice needed for your project?</b></p> <p><i>Answer yes or no. If no, please reach out to the appropriate teams at the Council to discuss what permissions are needed to proceed with your project.</i></p> <p><i>Planning: <a href="mailto:planning@hounslow.gov.uk">planning@hounslow.gov.uk</a></i>  <i>Building Control: <a href="mailto:buildingcontrol@hounslow.gov.uk">buildingcontrol@hounslow.gov.uk</a></i></p>	

## SECTION 2: Your Organisation

What is your organisation/group registered as? *	Please tick	Registration number (if applicable)
Registered Charity		
Constituted Voluntary or Community Group		
Social Enterprise		
Co-operative		
Community Interest Company		
Constituted Tenants and Residents Association		
Faith and Religious Group		
School(s) working with constituted community group(s)		
Businesses in joint partnership with constituted community group		
Individual, sponsored by constituted group/organisation		
Other, please specify:		

What is your organisation's name? *	
What is your organisation address? *	
Who is the project manager responsible for development/implementation of your project? *	
Email address *	
Telephone	
Website/Social Media	
Do you have an active UK based bank account? * <i>Answer yes or no</i>	
Has your organisation adopted a governing document (e.g. a constitution)? * <i>Answer yes or no</i>	

**SECTION 3: Your Experience**

<p><b>Does your organisation have experience of delivering a community-led environmental project? *</b></p> <p><i>Answer yes or no</i></p>	
<p><b>If 'Yes', please provide a short summary of completed projects or those that are underway.</b></p>	
<p><b>What experience do you have working with the local community where your project will be located? *(max 100 words).</b></p>	
<p><b>Will your project be delivered through a partnership or collaboration with any other community groups or organisations?</b></p> <p><i>Answer yes or no</i></p>	
<p><b>If 'Yes', please list the names of the organisations you will be working with and what they will contribute.</b></p>	
<p><b>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.</b></p>	

**SECTION 4: Your Project**

**1. Please write a brief description of the project you would like to deliver. \* (max 300 words)**

**2. Please tell us the main aims of your project and what methods you will use to monitor whether these have been met? \* (max 300 words)**  
*For example, 'improving the energy performance of a community, open-air swimming pool from a Display Energy Certificate score of C to B, monitoring progress early on by installing a smart meter.'*

**3. Has your project been identified as a result of an energy survey? (only applies to retrofit)**  
*Answer yes or no. If 'Yes', provide brief details. Survey copies can be attached at the last stage of this form.*  
*If 'No', please fill in as much of the 'LBH Non-Domestic Energy Survey' as you can and attach this with your application for retrofit.*  
*(max 100 words)*

**SECTION 5: Carbon/ Energy Savings**

<p><b>Please provide an estimate of the carbon savings your project will make per year, in tonnes of CO2 saved. *</b></p> <p><i>Please ensure you have read the guidance notes for a range of suggestions on how to calculate emissions savings.</i></p>	
<p><b>Please provide us with any evidence to support your estimation of carbon savings. * (max 100 words).</b></p> <p><i>Please ensure you have read the guidance notes for a range of suggestions on how to calculate emissions savings.</i></p>	
<p><b>Please provide any other measurable outcomes you expect the final project to achieve. * (max 200 words)</b></p> <p><i>This can include energy savings, energy generation/storage capacity (in kWp/kWh); estimated heat/energy to be generated per annum (kWh); (in)direct job creation; number of beneficiaries engaged.</i></p>	

<p><b>1. Can you provide evidence of alternative carbon saving projects that have been considered but discounted e.g., technologies with potentially longer payback period? * (max 100 words)</b></p>
<p></p>



**SECTION 6: Community Engagement**

1. How will your project engage the wider community and encourage behaviour change focussing on climate change? \* (max 200 words)

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2. How will your project be promoted to the wider community? \* (max 100 words).

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3. What community engagement work have you already undertaken related to your project idea? \* (max 100 words)

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**SECTION 6: Social Inclusion**

**1. 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? \* (max 100 words).**

*See the Application Guidance Notes if you are having trouble envisioning how your project can contribute towards Hounslow’s Green Recovery Strategy.*

Empty response box for question 1.

**2. How might your project improve social outcomes in your local area? \* (max 100 words).**

*For example, reduces fuel poverty in ward with least energy efficiency.*

Empty response box for question 2.

## SECTION 7: Your Delivery Plan

<p><b>When is the estimated start date?</b></p> <p><i>Tell us when this funding will first be used – this should be within 3 months of the funding being awarded</i></p>	
<p><b>When is the estimated end date?</b></p> <p><i>Tell us when the funding will last until – this should be within 12 months of the project start. Large projects can take up to 2 years.</i></p>	

**Please outline the project’s key milestones and timeframes below. Add/remove rows as necessary, ordering them chronologically. Funding will be aligned to this schedule.**

<b>Milestone</b>	<b>Delivery Period</b>
<i>e.g. Design and feasibility stage completed</i>	<i>e.g. End of October 2022</i>
<i>e.g. Battery storage purchased</i>	<i>e.g. 8th November 2022</i>

**Please outline the key risks associated with your project delivery and what measures will be used to mitigate them below. Add/remove rows as necessary.**

<b>Risk</b>	<b>Mitigation Strategy</b>
<i>e.g. Installations do not deliver the benefits expected in terms of key outputs, greatly reducing the carbon impact of our project.</i>	<i>e.g. Mitigation strategy - smart monitoring installed to understand impact early on. Warranty with contractors to ensure performance levels.</i>

## SECTION 8: Costs

<p><b>1. What is the total estimated cost of your project, including match funding? *</b></p>	
<p><b>2. Please provide a detailed breakdown of what the Community Energy Fund will be used for below. Please add/remove rows as necessary. *</b></p>	<p><i>For example, this may include equipment costs, staffing costs, installation costs, staff reimbursement/travel related to the project. Please ensure you show how you have calculated the costs for each item. Please refer to the Guidance Notes for reference on what we cannot fund</i></p>

Item	Calculation	Amount
<i>e.g. equipment costs</i>	<i>e.g. £10 x 4</i>	<i>e.g. £40</i>

<p><b>Have you received any quotations for this work?</b></p> <p><i>Answer yes or no or not applicable. Please note: 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). If 'No', please provide us with details about why this was not obtained.</i></p>	
<p><b>What is your funding plan with regard to costs of future maintenance of your project e.g. replacing solar PV inverters? * (max 100 words)</b></p>	
<p><b>Are there any conflicts of interest between your trustees and your contractor?</b></p> <p><i>Answer yes or no or not applicable. If yes, please outline how you will mitigate or remove this conflict of interest.</i></p>	

## SECTION 9: Checklist

Please tick	Proposal Checklist	
	Fully completed proposal	Any incomplete proposals will be returned
	Copy of governing document e.g. constitution included	All to include
	Annual accounts or 6-month cash flow forecast included	All to include
	Copy of equal opportunities policy included	All to include
	Copy of public liability insurance included	Include if seeking over £3,000
	Copy of employers' liability insurance included	Include if your organisation employs paid employees
	Copy of safeguarding vulnerable children and adult policy	Include if your organisation works with children or older vulnerable adults
	Copy of permissions	All to include
	Copies of quotes, evidence of tendering process where required, estimated carbon savings of project	All to include
	Copy of energy survey/feasibility work	Include if your organisation has completed an energy survey/feasibility work for your project
	Project plans, pictures, and drawings of the work to be undertaken)	All to include

**Please briefly explain if you are unable to provide any of the necessary documents – a copy of constitution, annual accounts or six-month cash flow forecast, insurance policy, equalities and opportunity policy, minimum quotes.**

## SECTION 10: Declaration

**How did you hear about the London Borough of Hounslow Community Energy Fund?**  
**Word limit: 100**

### **Declaration**

Please tick below to confirm that by submitting this application:

- I certify that the information in this report, and on any supplementary information provided, is accurate and true to the best of my knowledge.
- 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.

## APPENDIX

**List all supporting information you are including in your application.**

**You can attach links to information relevant to your application here e.g. the necessary and supporting documents or you can include this as an email attachment to your application.**

Thank you for completing this application.

Please return your proposal to: [environmental.strategy@hounslow.gov.uk](mailto:environmental.strategy@hounslow.gov.uk)