

Hounslow Community Energy Fund – Application Review Sheet

Project name:

Funding amount requested:

Explanation of the matrix:

Scoring is either out of 5, 10 or 15 depending on the criteria's weighting within the scoring matrix. For each weighting level, your score will reflect the following assessment. Your total score is out of 100.

Out of 5:

0 – No response provided

1-2 – Poor response, meets some criteria

3 – Satisfactory response, meets all criteria

4 – Good response, exceeds some criteria

5 – Excellent response, exceeds all criteria

Out of 10:

0 – No response provided

1-4 – Poor response, meets some criteria

5-6 – Satisfactory response, meets all criteria

7-9 – Good response, exceeds some criteria

10 – Excellent response, exceeds all criteria

Out of 15:

0 - No response provided

1-4 – Poor response, meets some criteria

5-9 – Satisfactory response, meets all criteria

10-14 – Good response, exceeds some criteria

15 – Excellent response, exceeds all criteria

1. Technical and Environmental Impact

Focus: Decarbonisation potential, energy savings, and environmental contribution.

Sub-criteria	Description	Score
Carbon Reduction	Estimated CO ₂ e savings (tCO ₂ /year) from the intervention	/15
Energy Efficiency Impact	Demonstrable reduction in kWh consumption	/10
Asset Robustness	Long-term durability, maintainability, and appropriateness of technology (e.g., LED lighting, solar PV, insulation)	/5

Climate Resilience	Contribution to climate adaptation (e.g. reducing overheating, improving building fabric)	/5
		TOTAL:

2. Strategic Fit & Supplemental Sustainability Work

Focus: How well the intervention complements other sustainability efforts.

Sub-criteria	Description	Score
Integration with Existing Initiatives	Builds on or enhances existing local or organisational sustainability plans or projects	/10
Contributes to education	Contributes to broader sustainability education within the organisation	/5
		TOTAL:

3. Community Benefit & Social Value

Focus: Social inclusion, engagement, and community capacity building.

Sub-criteria	Description	Score
Community Engagement	Quality of community involvement in project design and delivery	/10
Local Economic Benefit	Supports local supply chains, jobs, or volunteering	/5
Educational Value	Raises awareness or includes skills training, particularly for underrepresented groups	/5
		TOTAL:

4. Equality, Diversity and Social Value

Focus: Ensuring fair access and reducing inequality.

Sub-criteria	Description	Score
Serving Marginalised Groups	Targets or includes people in fuel poverty, ethnic minorities, disabled people, etc.	/10
Accessible Delivery	Project is inclusive in its design and outreach (e.g., signage in multiple languages, venues accessible to all)	/5
		TOTAL:

5. Value for Money and Delivery Confidence

Focus: Efficient use of funds and project deliverability.

Sub-criteria	Description	Score
--------------	-------------	-------

Cost per Tonne of CO₂ Saved	Ratio of investment to carbon impact (e.g., £/tCO ₂ saved)	/10
Delivery Readiness	Project is shovel-ready with planning, suppliers, and permissions in place	/5
		TOTAL:

Submission 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