

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:

- 1-2 – Poor response, does not meet criteria**
- 3-4 – Good response, meets the criteria**
- 5 – Excellent response, exceeds expectations**

Out of 10:

- 1-3 – Poor response, does not meet criteria**
- 4-6 – Good response, meets most of the criteria**
- 7-9 – Very Good response, meets all the criteria**
- 10 – Excellent response, exceeds expectations**

Out of 15:

- 1-4 – Poor response, does not meet criteria**
- 5-9 – Good response, meets most of the criteria**
- 10-14 – Very Good response, meets all the criteria**
- 15 – Excellent response, exceeds expectations**

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 |