



Thank you for your interest in delivering a community energy project in Hounslow. Community groups play an essential role in the Borough's journey to net-zero, as you are best placed to identify, build, operate, and own impactful carbon reduction projects.

If you have questions about your project's eligibility or need help with the application, please contact us at environmental.strategy@hounslow.gov.uk to arrange a support call with an officer.

Before You Start Your Application

Please ensure that you:

- **Review the guidance notes** on the [council website](#). The guidance notes include details on what kind of projects are eligible, how to estimate carbon and/or energy savings, and a step-by-step process map to help you complete your application.
- **Check your eligibility** and make sure your organisation and project are eligible for funding.
- **Complete an energy survey and obtain an EPC rating**
- **Gather your data on carbon savings**
- **Prepare project details:** What type of project you're proposing, the amount you wish to request, and how the funds will be used.
- **Check planning and building requirements:** Confirm if any building notice forms or planning permissions are needed before starting your project. Please contact our Planning or Building Control teams if you're unsure.
Planning: planning@hounslow.gov.uk;
Building Control: buildingcontrol@hounslow.gov.uk
- **Collect necessary supporting documents** (e.g., permissions). If your project involves a council-owned property, please reach out to us early to discuss permissions. We will work with you on your project idea and relevant permissions.

Documents to Include with Your Application

We will likely require the following documents:

- Copy of Constitution
- Annual accounts or 6-month cash flow forecast
- Equal Opportunities Policy
- Safeguarding vulnerable children and adult policy

Depending on the project's scope and funding amount requested, we may also need:

- Copy of Insurance Documents (e.g., Public Liability, Employers Liability)
- Quotations for project delivery work
- Feasibility or pre-feasibility surveys, including LBH Non-Domestic Energy Survey
- Proof of planning permission
- Project plans, pictures, and drawings of the work to be undertaken)

Completing and Submitting Your Application

Please fill out the form in full, addressing all questions and keeping descriptions concise but thorough (please keep to the maximum words limit per question). List all supporting information you are including with your application in the appendix. All supporting documentation should be submitted as a PDF file.

Once your application is complete, submit it to environmental.strategy@hounslow.gov.uk. The application deadline is listed on our website.

SECTION 1: Bid Summary

Project name	
Project location, including ward (must be in Hounslow)	
How much funding are you applying for? (cap at £40,000) <ul style="list-style-type: none"> - Small grants of approximately £2,500 - Medium grants of approximately £10,000-£30,000 - Single large grant of approximately £40,000 	
Other funding secured (value and source of funding)	
Do you have permission in principle to carry out your project? <i>Answer yes or no. If no, please reach out to your landlord before proceeding with your application.</i>	
Have you investigated the planning permissions and/or building notice needed for your project? <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> <i>Planning: planning@hounslow.gov.uk</i> <i>Building Control: buildingcontrol@hounslow.gov.uk</i>	
Does your project have strong support from all key stakeholders within your organisation? If yes, please list all key stakeholders who have given project signoff <i>Note: you should include your organisation's wider community in your stakeholder assessment.</i>	

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?	
Briefly describe what your organisation does	
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

Will your project be delivered through a partnership or collaboration with any other community groups or organisations? <i>Answer yes or no</i>	
If 'Yes', please list the names of the organisations you will be working with and what they will contribute.	

SECTION 4: Your Project

<p>1. Has your project been identified as a result of an energy survey? (only applies to retrofit)</p> <p><i>Answer yes or no. If 'Yes', provide brief details. Survey copies can be attached at the last stage of this form.</i></p> <p><i>If 'No', please note all projects are required to have been identified as the result of an energy survey. Complete an energy survey before continuing your application.</i></p> <p><i>(max 100 words)</i></p>

2. Write a brief description of the project you would like to deliver. (max 150 words)

3. Tell us the main aims of your project and what methods you will use to monitor whether these have been met? (max 150 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.'

4. Outline the long-term durability of your project and how you plan to maintain any completed works (max 100 words)

SECTION 5: Carbon/ Energy Savings

Provide an estimate of the carbon savings your project will make per year, in tonnes of CO2 saved, with evidence to support your estimation

Ensure you have read the guidance notes for a range of suggestions on how to calculate emissions savings.

<i>This should be carried out by your energy surveyor</i>	
<p>Provide an estimate of the energy savings your project will make per year, in kWh saved. With evidence to support your estimation</p> <p><i>Ensure you have read the guidance notes for a range of suggestions on how to calculate emissions savings.</i></p> <p><i>This should be carried out by your energy surveyor</i></p>	
<p>Provide any other measurable outcomes you expect the final project to achieve. (max 200 words)</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>	

SECTION 6: Community Engagement

1. How will your project build on or enhance existing local or organisational sustainability plans or projects (max 100 words)
2. How will your project engage the wider community and encourage behaviour change or education focussing on climate change? (max 100 words)
3. Will your project include skills training for members of your community? (max 50 words)

SECTION 7: Social Inclusion

1. How might your project improve social outcomes in your local area? (max 100 words).
<i>For example, reduces fuel poverty in ward with least energy efficiency.</i>

SECTION 8: Your Delivery Plan

<p>When is the estimated start date?</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>	
When is the estimated end date?	

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.	
How will your project support local supply chains, jobs, or volunteering?	

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

Milestone	Delivery Period
<i>e.g. Design and feasibility stage completed</i>	<i>e.g. End of October 2025</i>
<i>e.g. Battery storage purchased</i>	<i>e.g. 8th November 2025</i>

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

Risk	Mitigation Strategy
<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 9: Costs

1. What is the total estimated cost of your project, including match funding?	
2. Provide a detailed breakdown of what the Community Energy Fund will be used for below. Please add/remove rows as necessary.	<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>

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

Have you received any quotations for this work?	
<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>	

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SECTION 11: Declaration

How did you hear about the London Borough of Hounslow Community Energy Fund?

Word limit: 100

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Declaration

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.

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Thank you for completing this application.

Please send your proposal to: environmental.strategy@hounslow.gov.uk