**Community Energy Fund**

**Application Form**

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| **KEY INFORMATION** | | |
| 1. **Project Name:** |  | |
| 1. **Name of organisation:** |  | |
| 1. **Lead contact name and job title:** |  | |
| 1. **Telephone number:** |  | |
| 1. **Email address:** |  | |
| 1. **Organisation type:**   (eg. private sector, public sector, charity, voluntary sector) |  | |
| 1. **Organisation address:** |  | |
| 1. **Project Partners** If your project involves other organisations, please list them here |  | |
| 1. **Amount of funding requested** | **£** | |
| 1. **When will your proposed activity start?** | | DD / MM / YYYY |
| 1. **When will your proposed activity finish?** | | DD / MM / YYYY |

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| **YOUR PROJECT** | | | | | | | | | | |
| 1. **Project location.** Please state where your project is located and the geographical area that will benefit | | | | | | | | | | |
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| 1. **Project description.** Please explain what your proposal involves, the main activities and how these will be delivered. You may include diagrams and images. | | | | | | | | | | |
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| 1. **What will funding from the Community Energy Fund be spent on?** Please state what the CEF investment will pay for.   (You will also need to complete the Costs & Funding sheet in Appendix 1) | | | | | | | | | | |
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| 1. **Who are the main target beneficiaries of the project?** Please describe the main target groups of people who will benefit from the project | | | | | | | | | | |
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| 1. **Please explain how your project will help to develop capacity and skills, either within your organisation or for other project beneficiaries.** Will the participants gain accredited skills and when will they gain accreditation? If you are setting up a new Community Energy Company, how will you ensure that you have the right skills? | | | | | | | | | | |
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| 1. **Please explain how you will engage the wider community with your activities and build awareness and knowledge of the benefits of community energy.** | | | | | | | | | | |
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| 1. **How will your project aid the economic recovery of the community or communities it serves?** You may wish to refer to the [Team Devon COVID-19 Economy and Business Recovery Prospectus](https://www.devon.gov.uk/coronavirus-advice-in-devon/document/team-devon-covid-19-economy-and-business-recovery-prospectus/) | | | | | | | | | | |
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| 1. **Which of the Community Energy Fund outputs and outcomes will your project deliver?**Please refer to the Information & Guidance (Section 5) for help with completing this section.   **You will also need to complete the Outputs sheet in Appendix 1** | | | | | | | | | | |
| ***Output/Outcome Delivered*** | | | | **2021/22** | | | | **2022/23** | | **Beyond 2023** |
| **Employment & Skills Outputs** | | | | | | | | | |  |
| Number of businesses/organisations supported | | | |  | | | |  | |  |
| Jobs created/safeguarded | | | |  | | | |  | |  |
| Number of new apprenticeships | | | |  | | | |  | |  |
| Number of participants engaged on an accredited training course  eg Advisor / Assessor / Coordinator | | | |  | | | |  | |  |
| Number of participants completing an accredited training course | | | |  | | | |  | |  |
| Number of participants gaining an accredited qualification | | | |  | | | |  | |  |
| Number of new Community Energy Companies set up | | | |  | | | |  | |  |
| Number of Devon residents engaged with the community energy sector | | | |  | | | |  | |  |
| **Community Energy Outputs** | | | | | | | | | |  |
| Potential energy savings | | | |  | | | |  | |  |
| Potential renewable energy capacity created | | | |  | | | |  | |  |
| **If your project will also deliver other outputs/outcomes, please list them here:** | | | | **2021/22** | | | | **2022/23** | | **Beyond 2023** |
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| **PROJECT COSTS & FUNDING** | | | | | | | | | | |
| 1. **Amount of funding requested from the Community Energy Fund** (This should match your answer for Q9) | | | | | | **£** | | | | |
| 1. **Funding from other sources (cash or in-kind)**   Note that match funding cannot include money already spent before being offered a grant | | | | | | **£** | | | | |
| 1. **Total project costs** | | | | | | **£** | | | | |
| 1. **Are you able to reclaim the VAT on this project?** | | | | | | | | | | |
| YES (please complete the Costs & Funding sheet in Appendix 1 exclusive of VAT)  NO (please complete the Costs & Funding sheet in Appendix 1 inclusive of VAT) | | | | | | | | | | |
| 1. **Please provide quotes for your costs or explain here why it has not been possible to obtain these** (please refer to Section 6 of the Information & Guidance) | | | | | | | | | | |
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| **PROJECT MANAGEMENT** | | | | | | | | | | |
| 1. **Please tell us about your organisation:** is it a new organisation? What experience do you have of similar projects? How is your organisation well suited to developing a Community Energy initiative in Devon? | | | | | | | | | | |
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| 1. **Partner organisations:** if you are working with other organisations, please explain their role(s) in the project and how you will ensure that you work well together | | | | | | | | | | |
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| 1. **Project Milestones.** Please list the milestones you will use to manage the delivery of your project, from project start through to project end. The month/year you expect to complete each milestone should be included. Please add additional rows, as required. | | | | | | | | | | |
| **Milestone** | | | | | | | **Target Date** | | | |
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| 1. **What project management systems and resources will you use to ensure the successful delivery of your project?** | | | | | | | | | | |
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| 1. **Risks.** What risks do you consider your project may face that might prevent it being successfully delivered? Are the impact and likelihood Low, Medium or High? What can you do to minimise this risk? | | | | | | | | | | |
| **Risk**  Identify the risk | | **Impact**  L, M or H | **Likelihood**  L, M or H | | **Managing the Risk**  How will you minimise the risk? | | | | | |
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| **PERMISSIONS** | | | | | | | | | | |
| 1. **If applicable, please provide evidence that you have the necessary permission(s) to proceed with your project** | | | | | | | | | | |
| Do you own the site(s) where the activity will take place? | | | | | | YES/NO | | | | |
| If you are leasing premises, please confirm that you have a secure lease of at least three years  *Please provide confirmation in writing from the owner of the premises that you have permission to proceed with your project* | | | | | | YES/NO  *or Not Applicable* | | | | |
| Is Planning Consent required? | | | | | | YES/NO | | | | |
| If YES above, please indicate the status *eg. Not yet applied, permission pending, permission granted*  *Please supply a copy of the relevant document(s)* | | | | | |  | | | | |
| Please state any other permissions required eg. environmental permits, grid connection agreements. Please indicate the status. | | | | | |  | | | | |
| **SUBSIDY CONTROL** | | | | | | | | | | |
| Grants from the Community Energy Fund are awarded through the Small Amounts of Financial Assistance (SAFA) allowance.  Please complete the table below to declare any subsidies that your business has already received. We will seek further information from you should our due diligence checks highlight that you have exceeded the Small Amounts of Financial Assistance Allowance of £335,000 (subject to exchange rates) over a period of three years.  **Small Amounts of Financial Assistance (SAFA)**  I confirm that I have previously received the following subsidies granted as *de minimis* aid or as Small Amounts of Financial Assistance under Article 3.2(4) of the EU-UK Trade and Co-operation Agreement (TCA) during the current and two previous fiscal years from any subsidy awarding body: | | | | | | | | | | |
| Body providing the subsidy | Value of assistance (£) | | Date subsidy awarded | | | | | | Nature of subsidy | |
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| **Declaration**  I declare that to the best of my knowledge and belief, the information given on this application form and in any supporting materials is correct. I understand that this information will form part of the Grant Agreement if the project is subsequently approved for funding by Devon County Council.  **Data Protection Statement**  The information you submit on this application form is a mandatory requirement and will be held by Devon County Council and will be shared in full with the Community Energy Fund appraisal panel and independent expert advisors. It will contribute directly to the decision that is made regarding allocation of funding. If you are awarded funding, the information you have supplied will form part of the binding Grant Agreement.  Whether or not you are successful, summary information from this application may be published online to assist other applicants in future. Your personal details will not be published online.  Community Energy Fund Privacy Notice | | | | | | | | | | |
| **Signature:** | | | | | |  | | | | |
| **Name and Title:** | | | | | |  | | | | |
| **Status of signatory (eg partner, director, trustee, authorised agent)** | | | | | |  | | | | |
| **On behalf of:** | | | | | |  | | | | |
| **Date:** | | | | | |  | | | | |

**Please return to:** [**economygrants@devon.gov.uk**](mailto:economygrants@devon.gov.uk) **by 12 noon on Monday 8th November 2021.**