Grant form for Stage 2 funding up to £100,000

To help complete this Development grant application form please read the Rural Community Energy Fund (RCEF) **Stage 2 Development Grant Guidance Notes.** The guidance includes information on the aims and objectives of the programme, timelines for submission and approval.

Your Local Energy Hub will be able to help develop your proposal and assist you with completing the Stage 2 Full Application.

Application forms should be fully completed and emailed to your Local Energy Hub contact with all supporting documents. Development Grant applications will be considered, as a minimum, on a quarterly basis and funding decisions will communicated as soon as is appropriate.

**Joint venture and partnership projects** must fill out all **orange sections**



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| **Section 1 - Basic project information** | | | | | |
| **1.1 Project title** | | | | | |
| Please keep the title relatively short, preferably to a maximum of 6 words | | | | | |
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| **1.2 Project ref no** | | | | | |
| Please only use the Local Energy Hub reference number, if this has been provided | | | | | |
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| **1.3 Project summary. Max 200 words** | | | | | |
| Please relate this specifically to the project and keep it as clear and concise as possible. Max. 200 words. For larger projects, or energy systems projects, it is recommended that you also include a project diagram here to help the panel understand how your project works. | | | | | |
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| **1.4 Project funding request. Max 100 words** | | | | | |
| Please list the specific elements of the project seeking Stage 2 grant funding. | | | | | |
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| **1.5 Project status and history. Max 200 words** | | | | | |
| Please describe the current position (planning granted, continuing project, etc). If you have completed a feasibility study please provide brief details here and provide a copy of the study with your application. | | | | | |
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| **1.6 Project location** | | | | | |
| Detail local authority area, a descriptor and postcode(s) of the project delivery area. For larger projects it is helpful to include a map of the project area as well. Please provide evidence that the location is eligible. | | | | | |
|  | | | | | |
| Is the project site a: | | | | | |
| Public sector building? | | Yes | | No | |
| Public sector site? | | Yes | | No | |
| Please also provide the latitude and longitude of the site (e.g. 55.981232, -3.1752677) | | | | | |
| Latitude: |  | | Longitude | |  |
| Please visit <http://gridreferencefinder.com/> for help in finding latitude and longitude. | | | | | |

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| **Section 2 - Applicant details** | | |
| **2.1 Registered name of applicant organisation** | | |
| Awards are to single, eligible organisations, responsible for meeting any grant condition terms | | |
|  | | |
| **2.2 Registered number of applicant organisation** | | |
|  | | |
| **2.3 Registered address, post code and other organisation contact details.** | | |
|  | | |
| **2.4 Legal status of applicant organisation** | | |
| Please detail your organisation’s legal type | | |
|  Registered Charity  Community Interest Company (CIC)   Co-operative   Community Benefit Society (Bencom)   Registered Social Landlords   Charitable Incorporated Organisation (CIO)   Development Trust   Registered Society (pre 2014 Industrial Provident Society)   Parish or Town Council  Sports Clubs with (Community Amateur Sports Club) status   Other | | |
| If you selected ‘other’ please provide additional details | | |
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| **2.5 Group skills – Please detail what skills the group has including previous experience developing or delivering energy projects and how many hours has been spent on the project to date. Max 200 words.** | | |
|  | | |
| **2.6 Group Governance – please tell us more about the type and structure of your organisation and how it is governed. We would like to know who has ultimate control of your organisation (directors, trustees, shareholders, members) and how decisions are made.** | | |
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| **2.7 Directors or Trustees**  **Please name all of your directors or trustees, and anyone who has ‘voting rights’ over decisions made in your organisation. This would include members of any parent organisation if your group is a subsidiary** | | |
|  | | |
| 🞏 **I confirm that our organisation (including any directors or partner or any other person who has powers of representation, decision or control) has not been convicted of conspiracy, corruption, bribery, fraud, money laundering or drug trafficking, and has not been declared bankrupt.** | | |
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| **2.8 Have you received funding through RCEF in the past?** | | |
| Yes  No | | |
|  | | |
| **2.9 Is your project setting up a Joint Venture or new entity to own the project asset? If so has that organisation been incorporated?** | | |
| e.g. a company limited by guarantee or as a Community Interest Company (CIC). | | |
| Yes  No | | |
| If No, please tell us about any plans you have for becoming incorporated. | | |
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| If you are a parish or town council you do not need to become incorporated. | | |
| **2.9.1 Registered number (if applicable)** | | |
|  | | |
|  | | |
| **2.10 VAT is not an eligible project cost unless you are unable to reclaim VAT. Is your organisation able to reclaim VAT?** | | |
| Yes  No | | |
| **2.11 What is the most recent (audited where applicable) annual turnover and profit/loss?** | | |
| Please provide the annual turnover (& year) and profit and loss statement from your most recent audited accounts (alternatively use non-audited management accounts, stating why audited accounts are unavailable). You will need to include audited accounts or financial statement as a supporting document to your application. | | |
| Turnover (YEAR)  Profit & Loss (YEAR) | | |
| **2.12 Lead applicant contact details**  These contact details will be used in line with our data protection statement in Section 12. We would also like to keep you up to date with new funding announcements, events and news. Please let us know if you are happy to receive this type of communication by email. | | |
| Please provide 2 contacts | Main contact | Alternative contact |
| Name |  |  |
| Position in organisation |  |  |
| Address |  |  |
| Tel |  |  |
| Email |  |  |
| Check the box to receive emails from Local Energy Hub about funding announcements, news and events. |  |  |
| **2.13 Partner details (if applicable)** | | |
| Please list all project partner organisations with details of their role in the project | | |
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| **Section 3 - Project objectives and impact** | | | | |
| **3.1 Please indicate which of the RCEF activities your project aims to address by checking the box(es) below** | | | | |
| Planning the installation of a renewable or low carbon energy facility  Supporting community involvement in local energy systems that lead to new installations of locally owned renewable energy generation  Supporting rural growth, job creation and/or opportunities for volunteers  Assisting communities to maximise the impact and benefits of rural community energy | | | | |
| **3.1.1 Please provide a summary of how your project aligns(s) with the activity indicated above. Max 100 words.** | | | | |
| Please refer to the general guidance notes for details as required. | | | | |
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| **3.2 Project outcomes** | | | | |
| What are the desired outcomes or changes that will happen because of your project | | | | |
|  | | | | |
| **3.3 Please indicate which technologies will be included in your project** | | | | |
|  Wind turbines   Hydropower   Solar photo voltaic   Solar thermal   Ground, water and air source heat pumps   Anaerobic digestion,   AD (biogas) fuelled heat network   Bio liquids, biogas and biofuel   Low carbon / renewable heat networks   Biomass heat network   Multi-technology approaches (energy efficiency, storage, grid services and demand management can be considered in bundled approaches on a case by case basis)   Other, please state | | | | |
|  | | | | |
| **3.4 Proposed technology to be installed (max 250 words)** | | | | |
| If you are seeking funding for the installation of any renewable energy source and/ or multi-technology approach and/or innovative technology, please provide the following:   * The rationale for the renewable energy source / multi-technology / innovative technology chosen. * The capacity of the renewable energy source / multi-technology / innovative technology. * How the capacity was calculated. * If your proposed project will replace any existing energy source/ plant. | | | | |
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| **3.5 Business model & investment plan** | | | | |
| The RCEF grant is expected to fund development costs prior to financial close, this includes a firm financial model. In this section, please explain your approach, including, proposed ownership structure, business model for operation and management of the installation and investment strategy for raising capital finance. If this has not yet been determined, please indicate what activities will be funded by the RCEF grant to meet this objective and how this will be procured. | | | | |
| **3.5.1 Community ownership** | | | | |
| Please describe the ownership structure of the proposed installation, this should include, asset owner(s), project investors and project beneficiaries.  Please include detail of community benefit and engagement in section 7. | | | | |
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| **3.5.2 Business model** | | | | |
| Please describe the business model for the installation, outline the critical success factors for the project to be profitable, how revenues will be generated, including the proposed customers base and any engagement to date/or planned to secure agreement in principal from prospective customers. | | | | |
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| **3.5.3 Investment strategy** | | | | |
| Please describe how the finance will be raised, who the potential investors are, any engagement to date/or planned with the investment community and when you expect the investment strategy to be finalised.  Please outline the relationship between the business and investment model and how community benefit will be achieved. | | | | |
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| **3.6 Energy efficiency** | | | | |
| If applicable, please provide details of how your project will review, plan for and focus on energy efficiency | | | | |
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| **3.7 Consumer protection** | | | | |
| Please explain how you will provide support for the consumers participating in the project. | | | | |
|  | | | | |
| **3.8 Project objectives associated with deliverables** | | | | |
| Please list the project aims and objectives related to each project deliverable provided.  (for example, if a deliverable is a land agreement or energy supply contract clearly list the aims) | | | | |
| No | | Deliverable | Objectives / Aims | |
| 1 | |  |  | |
| 2 | |  |  | |
| 3 | |  |  | |
| 4 | |  |  | |
| 5 | |  |  | |
| 6 | |  |  | |
| 3.9 Measuring the benefits to be delivered | | | | |
| Please list tangible benefits from the project, which can be commercial, social and environmental. The numeric indicator should be something you can measure to indicate success in delivery. For example, MW installed, £ investment secured, no. of volunteers engaged, no. of jobs created, tonnes of carbon saved. If you are not sure what to fill in here please discuss with your Local Energy Hub. | | | | |
| No | Benefits to be realised if project is developed | | | Numeric indicator |
| 1 |  | | |  |
| 2 |  | | |  |
| 3 |  | | |  |
| 4 |  | | |  |
| 5 |  | | |  |
| 6 |  | | |  |
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| 3.10 Monitoring and evaluation, Max 200 words | | | | |
| In addition to providing a case study describing the learning from the overall project, explain your approach to the on-going monitoring and evaluation of the project – including how data gathered from the installation will be recorded and utilised | | | | |
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| **Section 4 - Project delivery** | | | | | | | |
| **4.1 How will you deliver the RCEF development grant funded activities? Max 250 words** | | | | | | | |
| Please describe your approach to deliver the project. For example, will you employ a project manager to oversee the project, manage consultants, engage with investors and potential customers. | | | | | | | |
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| **4.2 Project manager. Max 100 words** | | | | | | | |
| Please provide the name of your project manager with an outline of their relevant skills and experience. If you do not have a project manager, please describe how you will get one with the right skills and experience to deliver the project. | | | | | | | |
|  | | | | | | | |
| **4.3 Start and end date of project** | | | | | | | |
| Project Start: |  | | | Project End: | |  | |
| **4.4 Please provide details of project milestones** | | | | | | | |
| Please provide confirmed or estimated dates for any relevant applicable project milestones.  **For joint venture and partnership projects please indicate if you have access to these project documents, if they are subject to a NDA please arrange with your Local Energy Hub to see them** | | | | | | |
| Milestone | | Date commenced | Date completed | | Comments | |
| Feasibility Study | |  |  | |  | |
| Options Agreement | |  |  | |  | |
| Grid Connection Application | |  |  | |  | |
| RADAR Study | |  |  | |  | |
| Communications Study | |  |  | |  | |
| Bird Surveys | |  |  | |  | |
| Environmental Surveys | |  |  | |  | |
| Planning Application | |  |  | |  | |
| Community Consultation | |  |  | |  | |
| Community Agreement | |  |  | |  | |
| Financial plan | |  |  | |  | |
|  | |  |  | |  | |
| Other | |  |  | |  | |
|  | |  |  | |  | |
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| **4.5 Procurement** | | | | | | | |
| Please describe any procurement &/or tendering process undertaken or planned for RCEF funded activities. Please refer to the guidance notes on procurement of contractors and complete Appendix 1.  You will need to include a clear record of the procurement process, including tender package, responses and evaluation method. Where services are being provided in-house quotes should be appended detailing activities and costs and a justification for undertaking these activities in-house. | | | | | | | |
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| **4.6 Lessons learned from past RCEF funded projects** | | | | | | | |
| Please explain how you have sought to learn lessons from past RCEF projects | | | | | | | |
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| **4.7 Strategic development** | | | | | | | |
| If your project is of a larger scale (e.g. affecting multiple properties) it may be of importance to the Energy Strategy in your local authority area. You should make your Local Enterprise Partnership (LEP) aware of your project and provide any details of the outcome of correspondence here. Your Local Energy Hub will support you to engage with your LEP. | | | | | | | |
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| **Section 5 – Beyond the funded project** |
| **5.1 Scope for awareness raising, replication, learning and documentation** |
| Please outline the potential scope for awareness raising, and replication of the approach taken to support other community energy projects. |
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| **5.2 What resources would your community provide to Community Energy England for sharing across all new schemes?** |
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| **5.3 How could your community energy group support the Local Energy Hubs to develop a peer-to-peer support network to build capacity at a local level?** |
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| **5.4 Next steps** |
| How will you deliver the capital project? Please describe any planned next steps following completion of the development work you are seeking funding for. |
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| **Section 6 – Permissions, consents and planning** | | | |
| **6.1 Land and building tenure details** | | | |
| Own the land/building  Lease the land/building  Have an options agreement with landowner/building owner  **Joint venture project where partner has right to the land (own of lease).**  None of the above | | | |
| If further detail is required please include below | | | |
|  | | | |
| **6.2 Please provide details of consents, permissions and contractual arrangements required for project** | | | |
| No | Name of consent/ permission/ contract | Confirm status (e.g. required or applied for and if rejected or approved) | |
| 1 |  |  | |
| 2 |  |  | |
| 3 |  |  | |
| 4 |  |  | |
|  |  |  | |
| Please highlight key conditions of consents, permissions or contractual arrangements here. | | | |
|  | | | |
| **6.3 Planning status** | | |
| All projects should complete this section fully | | |
| **6.3.1 Local planning policy** | | |
| Detail any local planning policy specific to the scale and nature of the project | | |
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| **6.3.2 Pre-application meeting** | | |
| Detail the outcome of your pre-application meeting(s) with the local planning department. | | |
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| **6.3.3 Planning applications** | | |
| Please provide details on any previous planning applications submitted for this or nearby sites. | | |
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| **Section 7 - Community benefit and engagement** |
| The project must be community led and involve a renewable energy generating or low carbon technology. The project must be majority owned by the community and have a clearly defined community benefit.  If your organisation is located in a different geographical location to that of the infrastructure being developed please also complete 7.4 |
| **7.1 Community benefit** |
| Please indicate the anticipated benefit to your community from this project. This could be the anticipated income per year, &/or the level of community benefit or community investment. Please also quantify direct community benefits e.g. project customer or recipient of energy efficiency measure |
|  |
| **7.2 Community investment model** |
| Please describe how the funds generated by the installation will be spent, invested & managed. Provide clear and explicit information on the investment model, how revenues generated by the installation will be spent or invested, if a community benefit fund is proposed how and where this will be distributed, what the scope of benefit is and how it will be administered. |
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| **7.3 Community engagement** |
| It is a requirement of the RCEF scheme that projects should engage with the wider community and have support, this should have been undertaken at the project feasibility stage to demonstrate support for the project. Projects should engage with residents and businesses in the project area and potential customers if applicable. Please detail community engagement undertaken to date.  Depending on technology, where required, in line with current planning guidelines, properties should be notified in writing with details about the project and feedback collated.  Projects should continue to engage with the community as the project progresses. Please detail any other community engagement about the project and the benefits anticipated from it. |
|  |
| **7.4 Local Community Engagement and Benefit**  Projects from organisations located in a different geographical location from the site of the energy project will be considered if they can demonstrate the support of the local community and that the income and benefits generated will be of direct benefit to that community. |
| **7.4.1 Please describe how you have engaged the community where the infrastructure is to be located and what level of support your project has.** |
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| **7.4.2 Please describe how the funds generated by the installation will be spent, invested and managed to benefit the community where the infrastructure is located.** |
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| **Section 8 - Risk management** |
| **8.1 Approach to risk management (Max 100 words)** |
| Please describe your approach to risk management, including how this will be reviewed with your Local Energy Hub. |
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| **8.2 Risk identification** |

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| --- | --- | --- |
| Please address applicable project risks and briefly describe how these risks will be managed. Please append a risk register with full details of identified risk, likelihood, impact and mitigation. | | |
| No | Risk | Mitigation actions required |
| 1 | Land tenure |  |
| 2 | Financial viability |  |
| 3 | Site access (permission to use land/water) |  |
| 4 | Capacity to manage and deliver project |  |
| 5 | Grid connection |  |
| 6 | Planning consent |  |
| 7 | Environmental issues |  |
| 8 | Noise |  |
| 9 | RADAR and communications |  |
| 10 | Landscape and visual issues |  |
| 11 | AD feedstock supply (if applicable) |  |
| 12 | Managing pre development costs |  |
| 13 | Managing capital costs |  |
| 14 | Access to finance |  |
| 15 | Other |  |
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| **Section 9- Project finance** |
| **9.1 Project Development Costs:** Please indicate how you intend to finance the project development costs. |
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| **9.2 Financing the construction phase** |
| Please provide details on how you expect the capital costs of the project will be raised. |
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| **9.3 Estimated total development cost to financial close (£) excluding VAT (do not include capital costs)** |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 9.4 Sources of Finance for the Project | | | | | | | | | |
| Funding Source | | Amount (£) | % | Secured yes/no | | Comments | | | |
| RCEF | | £ |  |  | |  | | | |
| Own funds | | £ |  |  | |  | | | |
| Other funding | |  |  |  | | e.g. project partner | | | |
|  | | £ |  |  | |  | | | |
|  | | £ |  |  | |  | | | |
|  | | £ |  |  | |  | | | |
| Total Cost to financial close | | | | | | | | **£** | |
| 9.5 Schedule for Cost Payment by Element (costs excluding VAT) | | | | | | | | | |
| No | Detail cost elements to be paid | | | | Date (estimated) | | Total requirement | | RCEF requirement |
| 1 |  | | | |  | | £ | | £ |
| 2 |  | | | |  | | £ | | £ |
| 3 |  | | | |  | | £ | | £ |
| 4 |  | | | |  | | £ | | £ |
|  |  | | | | | |  | |  |
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| **9.6 Additionality** | | | | | | | | | |
| Explain reasons why the project cannot be self-funded or alternative funding sources obtained. | | | | | | | | | |
|  | | | | | | | | | |
| **9.7 Match funding** | | | | | | | | | |
| Please describe any sources of match funding. If the project is a partnership or joint venture, please provide details of how project partners are funded, if applicable. | | | | | | | | | |
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| **Section 10 – UK Subsidy Control Requirements** |
| In compliance with current controls on subsidies, all subsidies received from a public body in the last three fiscal years count towards an organisation’s limit. As these three years are rolling, an organisation applying for a RCEF grant must look back over the previous  36 months. The current limit on subsidies for the purposes of RCEF has been set at £300,000, including funding from this application.  **All applicants are required to submit a Subsidy Control Declaration Form as part of their RCEF Stage 2 grant application.**  **Have you received less than £300,000 of public funding over the past three years?** |

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| --- | --- | --- | --- | --- |
| Yes  No | | | | |
| **If you answered ‘yes’, please complete the table below:** | | | | |
| RCEF reference no. (if applicable) | Name of project | Name of grant/  award scheme | Date grant received | Grant value (£) |
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| **Section 11 - Supporting documentation** | |
| Please list supporting documents included, and tick the right-hand column once provided this should include but is not limited to the list below and can include documents that support your application and provide an evidence base to support your project. (E.g. letters of support, community consultation and engagement, engagement with DNO, financial advice, legal agreements etc | |
| Evidence of rural location eligibility |  |
| Governing document |  |
| Financial accounts |  |
| A signed Subsidy Control Declaration form |  |
| Procurement - tender package |  |
| Procurement - consultant tenders |  |
| Procurement - evaluation method |  |
| Procurement - in-house quotes and justification |  |
| Project plan |  |
| Risk register |  |
| Feasibility studies |  |
| Planning authority engagement |  |
| Evidence of progress towards site and access options agreements |  |
| Evidence of community consultations & engagement |  |
| Evidence of engagement with DNO |  |
| Full Risk register |  |
| Project Plan |  |
| Declaration of conflict of interest (if applicable) |  |
| Annual Community Interest Report (if applicable) |  |
| Other (please list) |  |
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| **Section 12 - Data protection** |
| The Energy Hub is collecting your information for the purpose of assessing and administering your funding application. The Energy Hub may need to contact you for further information to support your application. We will retain your information for monitoring, analysis and targeting, and may contact you, by email and telephone, in the future to assess customer satisfaction. We may share your details with the department of Business Energy and Industrial Strategy who fund the scheme and your local authority to help inform policy and target funding.  For further information about how we use your data please use the following web-link:  <https://cambridgeshirepeterborough-ca.gov.uk/assets/Uploads/Data-Protection-policy2.pdf> |

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| **Section 13 - Approval Signatures** | |
| Authorised Signatory for Organisation | |
| Signature |  |
| Print Name |  |
| Position in Organisation |  |
| Date |  |
| Witness signature | |
| Signature |  |
| Print Name |  |
| Position in Organisation |  |
| Date |  |

By signing this page, you are confirming that the information provided in this application form is accurate and that you meet the Eligibility Conditions included in the RCEF Stage 2 Grant guidance.

**Appendix 1 – Professional Contractors**

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| **Please detail who will carry out any professional work you intend to pay for with the RCEF grant.**  You should aim to provide three quotes for each task that will cost more than £1,000. Where the total value is above £5,000 it is expected that procurement has been carried out as detailed in the guidance notes. If you are unable to provide 3 quotes for a particular task, please explain why.  If you are undertaking any of the activities yourself and are requesting funds towards this, you will need to include a quote detailing activities, costs and a justification for undetaking these activities in-house. Please include a summary in this table along with any external contractor(s).  Please add extra lines to this table where needed. | | | | |
| **Task** | **Supplier name** | **Supplier credentials\*** | **Quote £** | **Rationale for choosing supplier** |
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| **Conflict of Interest** |
| 🞏 **I confirm that our selected contractor(s) has not been involved in the development of tender documents, the collation, evaluation or selection of proposals and has not had access to proposals from other bidders.** |
| 🞏 **I confirm that our selected contractor(s) do not have any personal or business relationships with our organisation or technology supplier, which may influence their advice.**  **OR**  **🞏 Our selected contractor(s) do have a personal or business relationship with our organisation.**  Please provide a declaration of the conflict of interest and how this will be managed to your Local Energy Hub. The Local Energy Hubs reserves the right to reject applications where a conflict of interest may influence a contractor(s) advice. |

\* This can include accreditations or qualifications. You can attach further information (such as a CV) or include a web address if the supplier has an informative website with contact details.