



GUIDANCE NOTE - RCEF Stage 2 Business Development Grants

Rural Community Energy Fund guidance: applying for a Stage 2 business development grant

Background

The Rural Community Energy Fund (RCEF) is being delivered by the five Local Energy Hubs in England using funding provided by the Department for Business, Energy & Industrial Strategy (BEIS) and the Department for Environment, Food and Rural Affairs (Defra).

Clean renewable energy generation at community level is beneficial both to the community and the wider environment. By reducing dependence on fossil fuel-based energy generation communities can secure future energy supply, gain protection from rising fuel costs and duties and reduce the risk of fuel poverty. Income from renewable projects can be used to provide benefits to the community, create jobs, and promote social cohesion.

The Fund aims are to:

- Support rural communities – by helping them to maximise the income generating potential of renewable energy and putting this to work locally;
- Increase the uptake of community and locally owned renewable energy, to support the Government's targets for renewable energy and carbon reduction; and
- Promote rural growth, job creation and volunteering opportunities – to enable communities to access the economic benefits associated with renewable energy schemes.

The Fund will achieve its aims by removing the barriers to investment, which are currently seen to be preventing the development of community scale projects, such as the up-front costs associated with gaining planning permission, designing a scheme and providing evidence of technical feasibility. It does this by providing funding to community organisations to establish the feasibility of and developing the business plan for a renewable energy facility. Currently the costs of exploring feasibility and developing an investment ready business plan are high and finance for this is not readily available in the commercial market.



GUIDANCE NOTE - RCEF Stage 2 Business Development Grants

RCEF – stage 1 or 2 support

Stage 1 – Feasibility Grant

For those communities at an early stage of exploring the possibility of a renewable energy project, and which meet the Fund's eligibility criteria, this stage offers grants of up to a maximum of **£40,000** to cover consultancy and professional costs for the development of a feasibility report in a standard format.

Stage 2 – Development Grant

For projects that demonstrate a good chance of securing planning permission and being implemented, the Local Energy Hubs will consider further development funding of up to £100,000 to be made available to cover more detailed investigation into the key areas of technology selection. This includes securing a site (legal fees for example), environmental impact assessments, submitting planning applications, permitting applications and developing a full investment business plan.

By the end of the development grant stage your project should be investment ready, because you should have been able to determine the following:

- Business case and delivery plan to take the project through to construction
- Financial model and investment strategy
- Community benefit agreement and/or community investment plan
- Secured finance or have a firm financial plan in place
- Planning permission will be granted and any studies that are a condition of the planning approval will be complete
- Legal agreements will be in place for the land and site access
- Grid connection will be agreed and secured
- Energy supply contracts will be agreed in principal
- Plans for procurement for the construction phase

Development grants should only be applied for after you have completed an independent feasibility study to understand the technical, financial and regulatory risks of your project. At this stage, it is important for projects to demonstrate a reasonable chance of becoming operational.

NB: This guidance is for applications to Stage 2 Business Development Grants. If your project is still at an early stage, we would recommend that you talk through your project proposals with your Local Energy Hub.



GUIDANCE NOTE - RCEF Stage 2 Business Development Grants

Introduction

RCEF Stage 1 funding is for community groups that are ready to procure the professional services needed to produce a feasibility report for their local energy project. The grant is dependent on several criteria that are set out in this guidance, but it is important to note that the project must be community-led and that some initial work will need to have been carried out before an application can be submitted.

The dedicated RCEF Officer within your Local Energy Hub will be able to help develop your proposal and assist you with completing the application. They will be able to assist you help you think through your objectives, outcomes and risks which can be difficult to do. The contact details for your Local Energy Hub Officer are on page 9 of this document.

Application forms should be fully completed and emailed to your Local Energy Hub Contact with all supporting documents. Grant applications are considered on a quarterly basis and funding decisions will typically be communicated three weeks after they have been considered by the Local Energy Hub Board.

Eligibility requirements

The following are the basic criteria that all applications must meet at the outset in order to be eligible for RCEF support (note that there are a number of actions that you will need to have taken in order for your application to qualify)

1. Projects must be based in a rural community

Funding support is available to rural community organisations in England. [Defra's Magic Map](#) will show you whether the postcode of your project location is based within a rural area. Please see Annex 2 for a short visual guide on how to use the Magic Map for this specific purpose.

Applications from organisations located in a different geographical location from that of the infrastructure to be developed will still be considered, provided they can demonstrate the support of the community in proximity to where the infrastructure will be located and how the income and benefits generated will flow to that community.

2. Applicants must be a qualifying community organisation

To be eligible for Stage 2 funding, applicants must have formed a legal entity that provides benefit to the community. Eligible organisations include:

- Community Interest Companies (CICs)
- Community Benefit Societies (Bencoms)
- Charitable Incorporated Organisations (CIOs)
- Pre-commencement societies
- Registered Charities (must be local, not national)
- Co-Operatives
- Development Trusts
- Amateur sports associations
- Town or Parish councils
- Registered Social Landlords



GUIDANCE NOTE - RCEF Stage 2 Business Development Grants

There are instances where groups can work with others to realise their project. For instance, although local authorities are not eligible for RCEF by themselves, they can support or partner community groups who wish to apply.

Applications for joint ventures (i.e. where a group has partnered with a business to realise the project) will be considered on a case-by-case basis. To be eligible for support the community organisation must be the lead partner and own at least 50% of the project.

3. Project must be community-led

Whilst you are free to work with other partners in order to realise your project, **funding will only be provided for projects that are at least 50% owned by the community**. Further, the project must be driven by your community group – project ideas that originate from private sector companies or consultants are not eligible for support.

4. Project must be based on eligible technologies

Below are example technologies which are eligible for support under RCEF given their ability to reduce carbon emissions:

- Solar photovoltaic
- Solar thermal
- Anaerobic digestion
- Wind turbines
- Multi-technology approaches
- Heat pumps (air, ground and water-source)
- heat networks (renewable fuels only)
- Hydropower
- Bioliquids/gas/fuels

Note that multi-technology approaches can include energy efficiency, battery storage, electric vehicle infrastructure, grid services and demand side management. Such projects will be considered on a case-by-case basis.

Please note the following are not eligible for support:

- Any technology that runs on fossil fuels
- Any technology that may provide extra community benefit (for example through increased income) but will not by themselves directly add to the reduction of carbon emissions e.g. projects to connect a private wire between two existing facilities

It may be the case that you will have been unable to determine the optimum technology for your project when you apply to RCEF. You may use a small part of the grant to do this, but the majority of the funding must be utilised in developing a project with an identified technology at site. Applications will not be accepted that are simply a review (i.e. a scoping study) of possible options.

5. Project must be of sufficient size or complexity

The scale of projects eligible for funding will vary according to the chosen technology type. In general terms your project should meet one of the following criteria:

- Require planning permission and significant pre-planning development
- Generate energy for multiple buildings (or export the equivalent to the grid).
- Applications for installations on multiple individual community buildings as part of one project will be accepted and reviewed on a case by case basis



GUIDANCE NOTE - RCEF Stage 2 Business Development Grants

- Single community buildings are eligible for RCEF if they are exporting the equivalent back to the grid, though the funds generated from this must be used for wider community benefit.
- We will also consider single buildings that generate their own energy and export excess to other buildings e.g. in the case of heat networks.
- Single buildings that generate energy purely for their own consumption, with no export back to the grid, will not be eligible unless their remote location means this is not feasible and the options for redevelopment are restricted. Such applications will be reviewed on a case by case basis.

6. Project must have a clear community benefit

A key aspect of RCEF is that the wider community should benefit from having the project based within it. It is therefore expected that the income that is expected from the final project – whether from energy generation or savings from reduced energy costs – should be passed to the wider community itself. Applicants will need to be clear about how they intend to do this.

7. Applicants must meet requirements on UK subsidy control

In compliance with current controls on subsidies, all subsidies received from a public body in the last three fiscal years counts 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.

This information should be submitted using the Subsidy Control Declaration Form which must be sent as part of your RCEF Stage 1 grant application.

8. Sharing project outcomes

RCEF funding projects must share outcomes and findings to benefit local energy generation in England. Any intellectual property (IP) generated by the Development Grant must be shared with the Local Energy Hub and BEIS. All partners contractors involved in the project must agree with this obligation.

Each community receiving development grant funds will need to agree to provide a) resources to Community Energy England for sharing across all new schemes and b) support the Local Energy Hub on engaging other communities to develop a peer-to-peer support network to build capacity at a local level. Resources will be hosted on the Community Energy England website and branded accordingly. The applicant organisation(s) will also be credited for their work.

All material produced, publicly undertaken or events delivered must adequately acknowledge the assistance of the RCEF.

Monthly updates and spend forecasts for the Local Energy Hub will be required.



GUIDANCE NOTE - RCEF Stage 2 Business Development Grants

Meeting Stage 2 funding requirements

Community Benefit and Engagement

Applicants must be planning a renewable energy project with a clearly defined community benefit, that should include the immediate beneficiaries (direct benefit from the project) and the wider community (e.g. local residents). Applicants should clearly outline the ownership structure of the proposed installation and indicate how the money will be used to benefit the rural community.

At the feasibility stage applicants are expected to have consulted with the wider community, (e.g. residents and businesses in the project area) and be able to demonstrate community support which is evidenced in the application. Applications will not be accepted where organisations cannot show that they have engaged appropriately with the wider community prior to applying. Projects should continue to consult with the community as the project progresses.

Where a business case is reliant on a customer base, the application should outline the customer proposition, customer benefit, detail the engagement to date and planned engagement to secure in principal agreement from potential customers.

Applicants should describe the community investment model, how revenues will be generated, spent or invested. If a community benefit fund is proposed how this will be distributed, what the scope of benefit is and how it will be administered.

Business Model and Investment Plan

The RCEF grant is expected to fund development costs to financial close i.e. when the finance for the capital construction is finalised. Projects are expected to be investment ready on completion of the RCEF development grant funded activities.

Applications must demonstrate that the project will be investment ready by providing detailed information on the work undertaken to date to determine the proposed ownership structure, business model and investment strategy. A robust business plan and financial model must be in place on completion of the RCEF grant.

Applications may not be accepted were there is no clear plan in place, unless this is an outcome of the RCEF development grant and based on a robust feasibility study with clearly defined next steps.

Local Planning Authority

Applications must demonstrate engagement with the local planning authority, specifically including discussion of options and proposals at a pre-application meeting. Applications may not be accepted where no pre-application meeting has taken place with the local planning authority; unless this form of engagement has been specifically declined by the planning authority. Written evidence should be referenced in such cases.

Procurement of Contractors

Where services have been procured, a clear record of the procurement process must be included in your application, including the tender package, responses and evaluation method. Clear rationale must demonstrate value for money in the preferred selection.



GUIDANCE NOTE - RCEF Stage 2 Business Development Grants

You will therefore need to send us the project brief that you sent out to consultants along with the quotes you received in return. A minimum of three quotations is expected for all services with a value of over £5,000 (if the value is lower you will be expected to have attempted to obtain three quotes before awarding the contract).

Your chosen contractor should represent the best value for money. **You should be prepared to submit evidence as how you have come to your decision**, particularly when you are undertaking work in-house.

You will also need to ensure the service provider you have chosen has the appropriate skills and experience to carry out the work. **The Local Energy Hubs reserve the right to decline an application if it is considered that the service provider does not have the appropriate skills and experience necessary.** We will look for:

- A demonstrable track record of experience and/or qualifications in the relevant field. This may be demonstrated by their professional accreditation, CV, case studies, testimonials etc. This will include having appropriate financial experience if required to put together financial plans for the project
- Professional indemnity insurance of over £1m to cover your community for the investment of time and money you will be making based on their advice.
- Value for money, given that the grant award falls under the remit of public funds

The selection of contractors must be undertaken through a transparent procurement process. Potential contractors must not be involved in the development of tender documents or the collation, evaluation and selection of proposals or have access to proposals from other bidders.

We will need to know whether your selected contractor(s) has/have any personal or business relationships, for example with your community organisation or technology supplier, which might influence their advice.

If you are in any doubt about procurement rules, please contact the Local Energy Hub - RCEF team for clarification.

Carrying out work in-house

If your community organisation has members qualified to undertake any of the activities and are requesting grant funds towards this, there are several criteria that must be met:

- If you intend to undertake the technical consultancy yourself, then **two external quotes will need to be provided** whilst you will need to comply with the criteria applicable to other service providers on experience.
- If you intend to undertake project management as part of any feasibility study, we expect these to be restricted to 10% of the overall costs claimed.
- Costs associated with core funding for the organisation such as general office costs will not be eligible.
- The funding cannot be used to cover the salaries of existing paid members of staff who could be expected to work on the project in their normal line of work.



GUIDANCE NOTE - RCEF Stage 2 Business Development Grants

- If you have developed several closely related projects (i.e. the same application of a given technology in a different location) you will be expected to demonstrate cost efficiencies due to the replication of work undertaken previously and any lessons learned.

VAT

You are likely to be required to pay VAT on purchases you make as part of your project. You must only include VAT in the amount you request from us if you cannot claim it back from HM Revenue and Customs. If you later find that you could have recovered VAT that we have included in our grant, these funds must be returned to us.

You will need to be VAT-registered in order to claim back VAT. You should also note that even where you are, not all VAT charged to you can necessarily be reclaimed. You should contact HMRC for advice on VAT.

Requirements of all projects

RCEF funding projects must share outcomes and findings to benefit local energy generation in England. Any intellectual property (IP) generated by the Development Grant must be shared with the Local Energy Hub and BEIS. All partners contractors involved in the project must agree with this obligation.

Each community receiving development grant funds will need to agree to provide a) resources to Community Energy England for sharing across all new schemes and b) support the Local Energy Hub on engaging other communities to develop a peer-to-peer support network to build capacity at a local level. Resources will be hosted on the Community Energy England website and branded accordingly. The applicant organisation(s) will also be credited for their work.

All material produced, publicly undertaken or events delivered must adequately acknowledge the assistance of the RCEF.

Monthly updates and spend forecasts for the Local Energy Hub will be required.



GUIDANCE NOTE - RCEF Stage 2 Business Development Grants

Application Process

Enquiries

If you are considering an application or have a general enquiry you should contact your Local Energy Hub. The RCEF Project Officer and/or Energy Hub Project Managers can provide support to help you develop your application.

North East, Yorkshire and Humber	rcef@teesvalley-ca.gov.uk
North West	team@localenergynw.org
Midlands	michael.gallagher@nottinghamcity.gov.uk
South West	swenergyhub@westofengland-ca.gov.uk
Greater South East	RCEF@energyhub.org.uk

Applications

Application forms should be fully completed, with supporting documents and a Word version emailed to your Local Energy Hub. Where applicable, a site visit will be carried out by an assigned Energy Hub Officer. Initial project due diligence will be undertaken by the Local Energy Hub.

Assessment Process

Applications will be assessed on the following criteria:

- Viability (technical & financial) and must demonstrate a reasonable chance of success.
- Demonstration of need
- Evidence of progress towards legally binding site and access options agreement
- Community engagement
- Community benefit proposal
- Community ownership
- Capacity to deliver the project
- Risk management and mitigation proposals
- Realistic timescales for development
- Likelihood of gaining planning consent and grid connection
- Cost effectiveness i.e. development costs are realistic
- Quality of local consultation
- Viability of capital finance plan for construction and operational phase
- Neighbourhood notification – in line with current planning guidelines

Where appropriate, the Local Energy Hubs reserve the right to consult with other Local Energy Hubs and/or independent experts. The decision of the Independent Funding Panel is final and there is no right of appeal on any funding decision although you will be provided with feedback and could be invited to re-apply.

Any applications considered by the Local Energy Hub to be incomplete, of insufficient quality, unclear in aims, or that are not considered to meet the objectives will be rejected.



GUIDANCE NOTE - RCEF Stage 2 Business Development Grants

Applicants will be informed of the outcome of applications within 3 weeks of the Funding Panel meeting.

Project approval period

Any award(s) of funding will be made subject to your acceptance of the funding terms and conditions.

It is expected that:

- The recipient will undertake all appropriate measures to secure planning consent and progress the project through development to construction.
- The applicant will endeavour to secure legally binding site and access options agreement
- Monthly progress reports must be provided.
- Access by the Energy Hub or its agents to all information necessary will be granted to ensure compliance with all commitments made by the applicant and obligations on the applicant arising from receipt of development grant funds
- Where the project is a joint venture, applicants must be willing to enter into legally binding agreement during the course of the development grant period governing the provision of community benefit with community benefit recipient(s) for the lifetime of project, which is enforceable on successors in title.
- Applicants must consider a community consultation strategy.
- Local community groups beneficiaries must undertake to supply a community investment plan during the course of the development grant period
- Applicants must satisfy the due diligence, financial and organisational checks required prior to the distribution of public funds to the applicant
- Applicants must allow publication of details of any grant-assisted work and reasonable access to other project groups or businesses wishing to learn from the project
- Satisfactory management and maintenance plan must be in place prior to financial close
- Should there be any material changes to the project once a funding decision has been made, e.g. changes to local planning guidance, applicants must approach their local Energy Hub for advice in the first instance.

The local Energy Hub reserves the right to terminate the grant agreement and require full repayment of monies outstanding at any stage if the grant conditions are breached or the information provided by you in the application form is false or incorrect.

The terms are non-negotiable and attempts to, and proposals for, changes may result in your application being rejected.



GUIDANCE NOTE - RCEF Stage 2 Business Development Grants

Claims for expenditure

Finance is released against stages of work, rather than a lump sum on approval. Funds can be claimed in advance of expenditure for each stage of work. However, further funds will not be released until satisfactory completion of the tasks for each stage of work, accompanied by evidence or copies of work undertaken, receipted invoices and a RCEF Claim Form.

Where a RCEF Development Grant is awarded your local Energy Hub will expect regular communication with the applicant as a requirement. This will include monthly project updates to be provided to your local Energy Hub on and including project milestones below:

- Changes on spend forecast, timetable or any other aspect of the project
- Lease agreement
- Planning application
- Grid connection
- Community benefit agreement
- And/or community investment plan
- Issues the project may be facing which is hampering its development and progress
- Fulfilment of any special conditions or any other identified project milestones

Claim Form

A Claim Form will be issued with your offer letter. Grant will be transferred to your account via BACs once we receive your signed form and have completed our checks. This process may vary between the Local Energy Hubs.

For each stage of work completed you will be expected to complete and submit a RCEF Claim Form. You will be required to provide evidence of progression on project milestones including:

- Changes in spend forecast, timetable or any other aspect of the project.
- Progress reports on lease agreements, planning applications, grid connection, community benefit agreements or community investment plans.

RCEF Development Grant funds will only be released after your Local Energy Hub has received original invoices and a progress report (as above) for work carried out. The following will apply:

- Claim forms and all relevant invoices must be sent to the local Energy Hub office.
- On receipt of the invoices the local Energy Hub will validate all claims and may undertake a site visit to check progress.
- If satisfactory, the local Energy Hub will make payment directly to your bank account.

Amending your Development Grant

The Energy Hub recognises that projects funded under RCEF may change in nature through the course of development and the nature of the changes may impact on the initial agreed development grant schedule:

- Where changes are required, please contact your local Energy Hub to complete a change request
- A reassessment of the project risks will take place at each change request.



GUIDANCE NOTE - RCEF Stage 2 Business Development Grants

Verifying bank details

We require Grant Recipients to have their own UK-based bank account. To minimise the risk of improper use of grant funds, we require there to be two authorised signatories on the account for all cheques and withdrawals including internet purchases. Account signatories must not be related or live at the same address.

So that we can verify your account details, we will also require you to provide an original bank statement which must have all pages included and must not be more than three months old.

If you are a new organisation that has only recently opened your account we will require you to obtain a letter from your bank confirming when the account was opened, your account details and the names/addresses of the account signatories.

Important: We will require original documents. On completion of our checks the original documents will be returned to you via secured post. If you are unable to provide originals we will require copies that must be stamped and certified as true copies by your Bank or Building Society.

Once we have received your signed form back and completed our final checks we will notify you of when you may proceed with the project.

Project Completion

On completion of your project we will require you to submit your final report. Satisfactory documentary evidence is required to demonstrate that:

- A viable business plan and financial model It has been possible to establish an option or access agreement for the site
- It has been possible to secure a cost-effective grid connection
- Formal planning permission has been granted
- Energy supply contracts are agreed in principal
- Finance for the capital project has been secured or there is an investment strategy with evidence of interest from institutional investors or evidence of progress towards setting up crowd funding
- The project has a community benefit agreement and/or community investment plan
- Procurement specification(s) or contracts are in place for the delivery of the capital project
- The project is able to achieve financial completion

Evidence of all expenditure such as invoices, receipts and proof of payment is also required. Should you have any grant funds remaining on completion of your project these must be returned to the Local Energy Hub.



GUIDANCE NOTE - RCEF Stage 2 Business Development Grants

Annex 1: Identifying your local Energy Hub

The Local Energy Hubs are split into Local Enterprise Partnership (LEP) regions. You can check which LEP your local authority is in by referring to the spreadsheet [here](#), then check the below to see which Hub covers that LEP:

North East, Yorkshire and Humber

- Tees Valley Combined Authority LEP
- North East LEP
- Leeds City Region Enterprise Partnership
- Humber Local Enterprise Partnership
- Sheffield City Region LEP
- York, North Yorkshire and East Riding Enterprise Partnership

North West

- Cumbria Local Enterprise Partnership
- Greater Manchester LEP
- Liverpool City Region LEP
- Cheshire and Warrington LEP
- Lancashire Enterprise Partnership

Midlands

- D2N2 (Derby, Derbyshire, Nottingham, Nottinghamshire) LEP
- The Marches Local Enterprise Partnership
- Worcestershire LEP
- Coventry and Warwickshire LEP
- Greater Lincolnshire LEP
- Stoke-on-Trent and Staffordshire Enterprise Partnership
- LLEP (Leicester and Leicestershire Enterprise Partnership)
- Black Country LEP
- Greater Birmingham and Solihull LEP

South West

- Swindon and Wiltshire LEP
- West of England Combined Authority
- GFirst (Gloucestershire) LEP
- Solent LEP
- Heart of the South West LEP
- Cornwall and Isles of Scilly LEP
- Dorset LEP

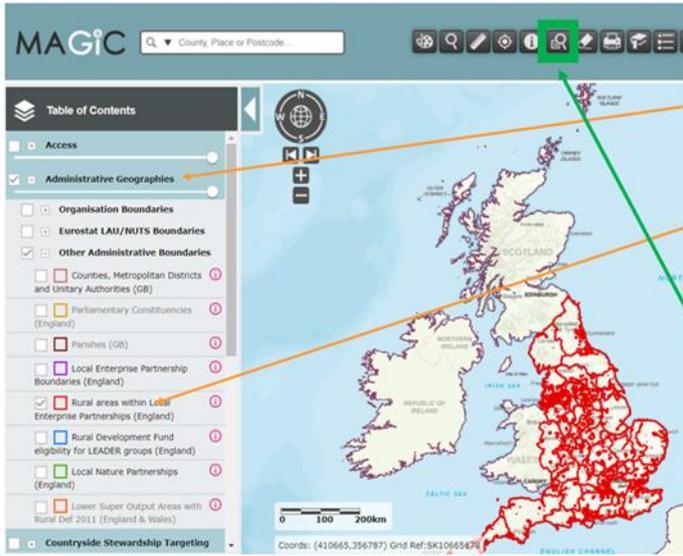
Greater South East

- Cambridgeshire and Peterborough Combined Authority
- Herts (Hertfordshire) LEP
- OxLEP (Oxfordshire) LEP
- Coast to Capital LEP
- Enterprise M3 LEP
- LEAP (London Economic Action Partnership)
- New Anglia Local Enterprise Partnership
- Buckinghamshire Thames Valley LEP
- SEMLEP (South East Midlands LEP)
- South East Local Enterprise Partnership
- Thames Valley Berkshire LEP

GUIDANCE NOTE - RCEF Stage 2 Business Development Grants

Annex 2: Navigating the Magic Map to check RCEF eligibility

The [Magic Map](#) can be used to help you determine eligibility for RCEF. The two images below provide guidance on how to do this.



On the left side of the page, expand 'administrative geographies', and then in the drop down expand 'other administrative boundaries'

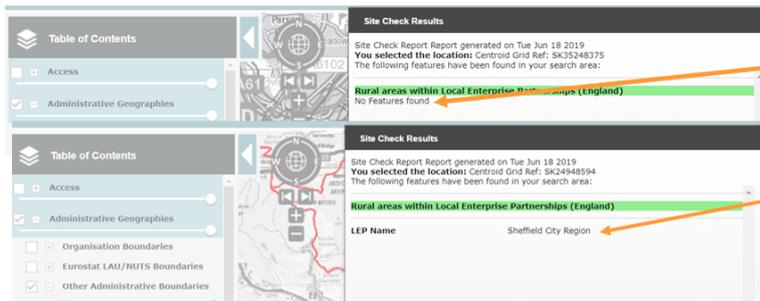
Select the red tick box- 'rural areas within local enterprise partnerships'

Enter a postcode or zoom in to the area you are interested in, click the 'site check' icon at the top of the webpage and then click on the area to determine whether it is considered rural. Defra have suggested zooming into street level, or even clicking the exact building to get the most accurate result.



Define your area of interest by choosing one of these buttons and then click on the area to determine whether it is considered rural. Defra have suggested zooming into street level, or even clicking the exact building to get the most accurate result.

Click on 'perform site check'.



If an area reads 'no features found' in the pop up box, this area is NOT considered to be rural.

If an area includes a LEP name (ie Sheffield City Region), then this area IS considered to be rural.



GUIDANCE NOTE - RCEF Stage 2 Business Development Grants

Annex 3: Applicant checklist

Your application will need to include the following information:

1. Project Location

The project location should be expressed as Eastings and Northings, which are written as two six-digit. This should not be confused with a grid reference number, which is expressed as two letters, followed by two sets of numbers, (e.g. NT 26742 77081).

If you can locate the project site on a map but do not know the Eastings and Northings for the location, visit <http://gridreferencefinder.com> when you have zoomed in to the correct location on the map, click on “Measure and Drawing Tool” and then right click exactly on the location of the project on the map. Eastings and Northings for that location will be shown below the map.

You will also need to provide evidence that the location is eligible, please use [Defra’s Magic Map](#) and read our guidance to MAGIC for Rural Development Funding.

2. Governing Document – required for unregulated organisations

Your governing document sets out in writing how your organisation is structured, what it is set up to do and how it does it. It may be called a number of things, such as a constitution, set of rules or trust deed. We also do not require this from statutory authorities such as parish councils.

3. Copy of your Annual Community Interest Report

If you are a registered Community Interest Company, please provide a copy of your most recent Annual CIC report.

4. Financial Accounts

If your organisation has been formed for 12 months or more please provide a copy of your most recent financial accounts which must be signed by the most senior representative within your organisation or by your accountant or auditor. If your organisation has been formed within the last 12 months please record your current and anticipated income stream(s), profit & loss statement in section 2.11 on the application form.

5. Subsidy Control Declaration

Please complete and sign the Subsidy Control declaration form.

6. Procurement documentation

You should include evidence of tender specifications, consultant(s) responses, evaluation method demonstrating value for money, in-house quotations and justification to undertake activities yourself.

7. Supporting Documents

You should also append a full risk register and project plan which summarises work streams, key milestones, timelines and budget to your application.



GUIDANCE NOTE - RCEF Stage 2 Business Development Grants

You should also append any other supporting documents such as feasibility studies that demonstrate the project is likely to be viable, evidence of engagement with your Planning Authority & District Network operator, evidence of progress towards legally binding site and access options agreement, community consultation and engagement,

8. Legal Agreements

If your application is successful, we will contact you with an offer in principle and to request the organisation's bank details. You will then be asked to sign and accept terms and conditions of the grant and confirm that the information within your application is correct.

Important: You must not start your project until we have received, checked and approved the signed offer letter and any other additional documents we may request.