



## ISLINGTON COMMUNITY ENERGY FUND APPLICATION FORM 2017-18

### **(STREAM 1 – Development Fund)**

All applications for funding need to demonstrate a clear benefit to the local community and have a clear set of objectives that can be measured. Please see the Community Energy Fund (CEF) Guidance document on Islington Council website.

Please complete this application form in full. If you do not fully complete the form, your application cannot be considered.

Please keep all descriptions as brief as possible. List all supporting information you are including with your application.

You must apply by **Wednesday 5pm on 30 April 2018**.

Please email completed application forms in electronic format (Word or pdf) to:  
[energy.advice@islington.gov.uk](mailto:energy.advice@islington.gov.uk)

Please note that decisions to grant funding (if any) are subject to a formal process. You must not rely on London Borough of Islington CEF (Stream 1) support until we have notified you in writing that your application has been successful. Your authorised signatories must then sign and return the funding agreement to us. After that you will be provided with funding.

If you would like to discuss your proposal before sending it to us, please contact us using the email address above.

If you need support to help you fill in your application, please contact our Community Development Officer, Lucja Paulinska on 0207 527 7906, [lucja.paulinska@islington.gov.uk](mailto:lucja.paulinska@islington.gov.uk) to find out about how we can help.

## 1. Your Organisation

Name of organisation			
Main contact			
Position in organisation			
Charity Number (if applicable)		Company Number (if applicable)	
Organisation's registered address			
Correspondence address (if different to registered address)			
Telephone			
Email address			
Website (If available)			
Are there any Islington councillors connected to your organisation? (e.g. trustee/ board member, employee or volunteer)			Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes' please provide the name(s) of the councillor(s)			

1a. What are three main objectives of your organisation/group?
1.....
2.....
3.....

## 2. Pre-Application Questions

Is your organisation/ main activity based in London Borough of Islington?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your organisation/group non-for profit	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your organisation have a charitable aim?	Yes <input type="checkbox"/> No <input type="checkbox"/>

To which category your group belongs to?	Registered Charity <input type="checkbox"/> Community and Voluntary Group <input type="checkbox"/> Co-operative <input type="checkbox"/> Faith and Equalities Group <input type="checkbox"/> Social Enterprise <input type="checkbox"/> Community Interest Company <input type="checkbox"/>
Do you work in partnership with residents that are most likely to be affected by Fuel Poverty in the borough?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a an active bank account?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your organisation currently receive any Islington Council funding or have contact with any other Islington Council department(s)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes' please provide the name of the council officer(s) and the department.	
Are you applying for CEF Stream 1 to develop a new energy project/activity?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide short summary of any relevant projects you have run or are running.	

### 3. Your Project Idea

3a. Does your project idea focus on any particular themes? (select all those that apply):			
To support Islington residents to reduce their energy use and carbon emissions			<input type="checkbox"/>
To support Islington residents in moving towards cleaner sources of energy			<input type="checkbox"/>
To support Islington residents to achieve affordable energy			<input type="checkbox"/>
<b>Other (Please specify)</b>			
3b. Delivery period:			
What is the start date?		What is the end date?	
Additional information about the research/development timetable:			

Do you see any issues/ problems with starting and ending on these dates?	
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**3c. Please tell us what your research/development objectives are and how you will know these have been met. e.g. how you will monitor these: (Maximum 200 words)**

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**3d. Please give three reasons why your research/ development might not be completed on time or lead to formal project proposal under Stream 2b? Please provide a simple viability plan. (Maximum 400 words)**

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**3e. Please tell us how your intended Stream 2b project will reduce carbon emissions through decreasing energy use or providing renewable generation. If you can provide an indicative saving in either kWh or tonnes CO<sub>2</sub>(eq) (Maximum 200 words)**

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**3f. Development Costs**

What will be the total cost of this research?	£
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How much funding are you requesting?	£
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Please provide a detailed breakdown of what the Islington Community Energy Fund (Stream 1) will pay for: (This may include for example, staffing costs, equipment costs, commissioning consultancy agency service. Please ensure that you show how you have calculated the costs for each item e.g. Consultancy service £70/1h x 5h = £350)

Item (e.g. staff reimbursement - travel expenses and refreshments)	Amount (£)
	£
	£
	£
	£
	£

	£
	£
	£
	£
	£
	£
	£
	£
<b>Total amount of Islington Community Energy Fund (Stream 1) requested Min.£250 max £2500</b>	£
If you have secured or are seeking additional source(s) of funding, please provide details here:	
<b>Income/Match Funding Source</b>	<b>Amount</b>
	£
	£
	£
	£
	£
	£
	£
	£
<b>Total amount of match funding:</b>	£

**4. Supporting Documents**

Please provide electronic copies of the following documents along with your application form.

<b>Governance documents:</b>	<b>Previously Provided up-to-date document?</b>	<b>Attached?</b>	<b>Unable to provide?</b>	<b>Please explain If you are unable to provide this document.</b>
Copy of Constitution (Essential)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of Insurance Documents - e.g. Public Liability Insurance, Employers Liability Insurance and Professional Indemnity Insurance (Essential)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Key policy documents:</b>				
Equal Opportunities Policy (Essential)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Data Protection Policy (If applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Any other relevant policy documents, eg. Safeguarding Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Finance and accounting documents:</b>				
Annual Audited Accounts or Accounts signed by Chair or Treasurer (Essential)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of most recent Bank Statement (Essential)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Please email the form and supporting documents before the Islington Community Energy Fund (Stream 1) deadlines listed on the Council's webpages to: [energy.advice@islington.gov.uk](mailto:energy.advice@islington.gov.uk)**

Lucja Paulinska, Community Development Officer, Energy Policy and Advice Team, 1 Cottage Road, London, N7 8TP.