



ISLINGTON COMMUNITY ENERGY FUND (STREAM 1) GUIDANCE NOTES

To help you with your application we have provided the following guidance notes explaining what information to include for some of the questions.

Pre-Application Questions	Guidance Notes
Is your organisation/ main activity based in London Borough of Islington?	Organisations/ community groups applying for funding should be either based or work in London Borough of Islington. Please check Islington borough boundaries here: https://www.islington.gov.uk/map
Is your organisation/group non-for profit	<p>Community Interest Companies and Social Enterprise will only be eligible for a grant if they operate on wholly not-for-profit basis and meet the following criteria:</p> <ul style="list-style-type: none"> ▪ 100% of surplus income is re-invested into the organisation ▪ The organisation does not have a 'profit distribution' clause in its governing documents, which allows it to pay Executive Directors as shareholders. Executive Directors must operate in a voluntary capacity
Does your organisation have a charitable aim?	<p>What is a charitable purpose/ aim?</p> <p>For the purposes of this process we have defined charitable under the following 11 headings:</p> <ol style="list-style-type: none"> 1. The prevention or relief of poverty 2. The advancement of education 3. The advancement of employment 4. The advancement of health 5. The advancement of citizenship or community development 6. The advancement of the arts, culture, heritage or science 7. The advancement of human rights, conflict resolution or reconciliation or the promotion of religious or racial harmony or equality and diversity 8. The advancement of environmental protection or improvement 9. The relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage 10. The promotion of the energy efficiency 11. Any other purposes currently recognised as charitable or which can be recognised as charitable by analogy to, or within the spirit of, purposes falling within (1) to (10) or any other purpose recognised as charitable under the law of England and Wales

<p>Do you work in partnership with residents that are most likely to be affected by Fuel Poverty in the borough?</p>	<ul style="list-style-type: none"> ▪ Partnership has to be established between the partners and have established legal basis. ▪ Groups which might be most affected by Fuel Poverty could be: <ul style="list-style-type: none"> - pensioners - vulnerable - disabled - unemployed - families with children - people on low income - people in risk of fuel poverty
<p>Are you applying for CEF Stream 1 to develop a new energy project/activity?</p>	<ul style="list-style-type: none"> ▪ Stream 1 exist to develop new energy projects or innovate within existing projects. It cannot be used to pay the cost of established project
<p>Please provide short summary of any relevant projects you have run or are running.</p>	<p>Please tell us about any other projects you are running at present. We are interested in knowing:</p> <ul style="list-style-type: none"> ▪ a brief outline of your existing project ▪ when is expected to end ▪ how is it funded

Your Project Idea Section	Guidance Notes
<p>Please tell us what your research/development objectives are and how you will know these have been met.</p>	<p>Please tell us:</p> <ul style="list-style-type: none"> • what you planning to achieve through research/ development funding stream provided by Islington Community Energy Fund? ▪ how will you measure that above objectives have been met? ▪ what methods will you use to monitor meeting above objectives?
<p>Please give three reasons why your research might not be completed on time or lead to formal project proposal under Stream 2b?</p>	<ul style="list-style-type: none"> ▪ Please give us a reasons for why your project might not be completed on time, for example: force majeure, shortage of staff, lack of funding, etc. ▪ Please tell us why you think the research stream might not end with actual project proposal, for example: unsuccessful research, lack of idea, loss of interest in proceeding with a project proposal ▪ Please provide simple viability plan
<p>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_{2(eq)}</p>	<p>Either:</p> <ul style="list-style-type: none"> ▪ Please explain how your project will contribute to reducing carbon emissions in local community ▪ Please explain how your project will contribute to energy use reduction in local community ▪ Please explain how your project will contribute to renewable generation in local community ▪ Please give supportive calculations, if possible
<p>Development costs</p>	<ul style="list-style-type: none"> ▪ Please ensure that the 'Total Amount of Islington Community Energy Fund requested' added to the Total amount of match funding' equals the total cost of the project ▪ The minimum grant award is £250 maximum is £2500

Supporting Documents**Guidance Notes**

For model policies, please see <http://www.vai.org.uk/services/policies-resources-and-toolkits> (Please note that these will need to be adapted for your organisation or group)

Copy of Constitution	<ul style="list-style-type: none">Document outlining your organisation's / group's aims and objectives.
Copy of Insurance Documents	<ul style="list-style-type: none">Document outlining that you have obtained the required level of insurance for your activity.If your proposal is to deliver an external activity / event (e.g. hiring a coach for trip, using a community hall, etc.) we will require the partner organisation's insurance documents (e.g. Public Liability Insurance, Employers Liability Insurance and Professional Indemnity Insurance). Please see the additional document on Public Liability Insurance which provides information on whether you need this for your initiative
Equal Opportunities Policy	<ul style="list-style-type: none">We want to know that your organisation is inclusive and has no discriminatory procedures and practices
Data Protection Policy	<ul style="list-style-type: none">This is required if your organisation is working with residents and collecting their personal information (e.g. address, telephone numbers, date of birth, etc.)
Any other relevant policy documents, eg. Safeguarding Policy	<ul style="list-style-type: none">If your project with work with vulnerable adults or children, you should provide relevant Safeguarding Policy documents.Any other policy documents you consider relevant to the project
Annual Audited Accounts or Accounts signed by Chair or Treasurer	<ul style="list-style-type: none">Audited accounts must be submitted if the organisation has these
Copy of most recent Bank Statement	<ul style="list-style-type: none">We want to make sure that the council is not awarding any funding to organisations that are in financial arrears/ debt in order to ensure proper use of public money