



ISLINGTON COMMUNITY ENERGY FUND PROSPECTUS



Table of content

1. Introduction and background	3
1.1 Why are we doing this?	3
1.2 Innovation	4
2. Islington Community Energy Fund	4
2.1 Who will be able to apply?.....	4
2.2 What will the fund cover?.....	5
2.3 Partnership bids	5
2.4 How much funding will be available?	5
3. What are we looking for in projects?.....	6
4. Islington partners	7
5. Applications requirements.....	9
5.1 Assessing applications.....	10
5.2 Timetable for Islington Community Energy Fund	10
5.3 Funding terms	10

1. Introduction and background

The Council has set up a Community Energy Fund that has been developed by the Council's Affordable Energy Board, which is chaired by Cllr Claudia Webbe. The Community Energy Fund has also been informed by the work of the Environment Scrutiny Committee and in particular its scrutiny on 'Community Energy'.

The fund has the following objectives:

- To support Islington residents to reduce their energy use and carbon emissions
- To support Islington residents in moving toward cleaner sources of energy
- To support Islington residents to achieve affordable energy

The grant programme can be used to cover all costs relating to a project or activity, including:

- capital costs (e.g. the cost of a renewable installation or deep retrofit)¹
- core costs (e.g. staff, office costs)
- project costs (e.g. venue hire, project worker)

The Community Energy Fund grants targets small organisations with charitable aims based and working in the borough of Islington. Applications are welcomed and actively encourage not only from energy and environmental group, but also from community groups looking to carry out an energy related project.

1.1 Why are we doing this?

Community energy covers aspects of collective action to reduce, purchase, manage and generate energy. The Community Energy Fund aims to help community groups develop and deliver energy projects which will benefit Islington residents. This will increase the number, and positive impact, of community groups in the borough. We aim to increase resident's awareness on energy efficiency and to reduce their energy use. We will promote sustainable living with the aim of reducing Fuel Poverty in Islington.

Community energy projects have an emphasis on local engagement, local leadership and control. They ensure the local community benefits collectively from the outcomes.

¹ Capital costs should form the majority of costs.

Community-led action often tackles challenging issues around energy, with community groups being best placed to understand their local area, bringing people for a common purpose.

1.2 Innovation

The Islington Community Energy Fund aims to improve energy literacy and stimulate new energy projects across the borough. We hope to see a wide variety of innovative ideas coming forward. This does not however mean that an established project that fits with the core aims of the fund would not be offered financial assistance.

2. Islington Community Energy Fund

2.1 Who will be able to apply?

The Islington Community Energy Fund is open to all constituted groups with charitable aims within Islington who would like to carry out an energy related project. Particularly targeting at small organisations with charitable aims based and working in the borough. We welcome applications from community groups who have not been involved in energy projects. You do not have to be an energy or environmental groups, however applications are limited to the following groups:

- Registered Charities
- Community and Voluntary Groups
- Co-operatives
- Faith and Equalities Groups
- Social Enterprises
- Community Interest Companies

Community Interest Companies and Social Enterprise will only be eligible for a grant if they operate on a wholly not-for-profit basis and meet the following criteria:

- 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.

When considering applications from groups, the grant programme will prioritise those working in partnership with groups that are most likely to be affected by Fuel Poverty, for example: older people, low income families, disabled people or those with long term health conditions.

Organisations seeking funding must have a bank account. If applications are submitted by a consortium, then the lead applicant must have a bank account.

2.2 What will the fund cover?

The grant programme covers all costs relating to a project or activity including:

- capital costs (to support the cost of a renewable installation or deep retrofit)
- core costs (e.g. staff, office costs)
- project costs (e.g. venue hire, project worker)
- project management costs

Projects must aim to save carbon either through generating renewable energy², reducing consumption of energy through retrofitting activities.

2.3 Partnership bids

When assessing applications for partnerships we will be looking for evidence that it is a genuine partnership. Applications should demonstrate meaningful leadership and control over project development delivery by a particular community partner.

2.4 How much funding will be available?

Funds will be available through two streams:

- **Stream 1** will allow organisations, which do not have an expertise in energy to conduct research and feasibility studies to develop a new project to the stage it is "shovel

² Renewable energy is energy which is collected from renewable resources and is naturally replenished in a human timescale such as sunlight, wind and geothermal heat. Projects generating heat or electricity in community buildings or across multiple domestic properties will be considered (we are not providing a list of technologies innovative technologies are welcome)

ready". Funding available in this stream is £20,000. We will offer grants for £250 up to £2,500

- **Stream 2a** will allow more advanced organisations with a shovel ready or projects in an advanced stage of development to submit bids. Total funding allocated for this Stream is £50,000 with £15,000 maximum per organisation, available for capital projects such as retrofit and renewable energy projects
- **Stream 2b** will be available to projects funded through Stream 1. Fund for this Stream will be open in late August 2018

3. What are we looking for in projects?

The sort of projects that may be funded are those that include:

- The installation of energy efficiency or microgeneration measures³ in community buildings or across a number of domestic properties⁴
- Providing information, advice and materials (e.g. insulation kits, survey equipment) to make community buildings more energy efficient
- Bulk buying schemes for items including low energy light bulbs or draught proofing material for low income or disadvantaged households in your community
- Training and materials to construct small scale renewables
- Capital cost of renewable technologies that form the basis of research projects

Examples of community energy projects across England can be found at the [Community Energy Hub](#)

Groups in the early stages of developing community energy projects may also benefit from the support of [Community Energy England](#) and from considering [central government guidance](#).

³ Measures will be assessed based upon cost effective carbon savings, we are keen to see innovative projects which demonstrate new technologies or techniques.

⁴ Preference will be given to projects which work with groups in or at risk of fuel poverty

4. Islington partners

We recognise that it might be difficult to find an idea for energy project or to complete an application form for funding.

Here is a list of partner organisations, who are happy to help your community group in setting up Community Energy Project.



Cloudesley - is an independent charitable trust that makes grants to people, organisations and churches within the London Borough of Islington. With a current grants budget of £900,000 a year, the Charity is able to have a significant positive impact on Islington people's lives. Through our health grants programme we give grants to address physical and mental health issues and financial hardship. We give small grants to Islington residents who have health problems, or who are disabled and in financial need, and also fund organisations and projects that support them. Our church grants programme supports the Church of England churches in Islington, helping to repair the buildings and maintain services within them. As part of our 500th anniversary celebrations, in 2018 we are making grants to these churches to become more energy efficient, through our Sustainable Church Buildings Project. We work closely with other local funders and are one of the core partners of Islington Giving.

Contact details: Office 1.1, Resource for Londo356 Holloway Road, London, N7 6PA

Phone: 020 7697 4094, Email: info@cloudesley.org.uk

Website: <http://www.cloudesley.org.uk>



Pure Leapfrog - is a charity that has been supporting community energy across the UK for over 10 years. We provide small grants and loans to community groups for projects and construction finance for larger community projects. We have free legal templates that groups can use for all stages of projects and across a number of technologies (e.g. a solar rooftop lease). We are developing a set of monitoring and evaluation tools for community groups to use across the sector and we also provide general advisory services to communities as they form their group or develop a project. Please don't hesitate to get in touch if you have any questions and we'll see how we can help!

Contact details: Cooper House 3P1, 2 Michael Rd, Fulham, London SW6 2AD

Phone: 020 7825 4160, email: info@pureleapfrog.org

Website: <https://www.pureleapfrog.org/>



Community Energy England- Community Energy England (CEE) represents and supports those committed to the community energy sector. Community energy includes the delivery of community renewables, energy efficiency, demand reduction and energy supply projects.

Contact details: The Workstation, 15 Paternoster Row, Sheffield S1 2BX

Phone: 0114 3122248, Email: info@communityenergyengland.org

Website: <https://communityenergyengland.org>



Power Up North London (PUNL)- is a community business that focuses on delivering renewable energy generation, energy efficiency and carbon reduction projects in North London. PUNL works with interested community organisations on the full cycle of solar PV installation, from the initial technical feasibility, to obtaining the necessary permissions from the landowner and local council, putting the legal agreements in place, engaging with local residents, raising community finance and delivering the installation. PUNL is closely connected with other community energy groups including Community Energy London, Repowering London and Selce with whom we share best practice. PUNL is currently working on three potential PV solar projects in Camden following our successful implementation at St Anne's Church in Highgate.

Contact details: 26 Oakford Road, London, NW5 6AH

Email: tanujapandit2@gmail.com

web: <https://powerupnorthlondon.org/>

Independent specialist: Penelope Guarnay

Penelope Guarnay is an Energy and Sustainability specialist who currently works for M&S leading their energy management team. She has experience in identifying and delivering a range of energy projects from behavioural change to LED lighting and renewables. She is able to assist with evaluating ideas, proposal writing, calculating energy, financial savings and where possible community benefits. As well as advice around procurement of assets and services.

You can reach Penelope via email, telephone or where required meeting in person to discuss your project.

Contact Details:

Penelope.Guarnay@gmail.com

Mobile: 07527580240

More case studies and useful resources can be found online through:

- Northern Power Grid: <http://www.northernpowergrid.com/news/northern-powergrid-shares-community-energy-case-studies>
- Centre of Sustainable Energy: <https://www.cse.org.uk/thesource>

5. Applications requirements

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

You must apply for funding in Stream 1 and 2a by **Wednesday 5pm on 30 April 2018**.

Please email completed application forms in electronic format (Word or PDF) to: 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 Community Energy Fund (Stream 1 and 2a) 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. At this stage the funding will be released.

5.1 Assessing applications

Islington Council Affordable Energy Board will assess the applications received. The evaluation panel will include Islington Council staff and delegated Councillors. Applicants should find out whether their application has been successful by mid- May 2018.

6.2 Timetable for Islington Community Energy Fund

Round 2 open for application	Funds is open now
Deadline for submissions applications from Stream 1 and 2a to LBI	30 April 2018
Assessment of applications	Beginning of May 2018
Successful applicants informed	Mid- May 2018
Deadline for return of signed funding agreements	31 May 2018
Projects undertaken	June to August 2018
Assessment of phase 1 and potential development of phase 2b	The end of August 2018

5.3 Funding terms

Funding granted by the London Borough of Islington is subject to the following general terms and conditions:

GENERAL TERMS AND CONDITIONS

Definitions

“**We**” and “**our**” refer to the Organisation receiving the Grant bound by these terms and conditions.

“**You**” and “**your**” means the Council including its employees and those acting for on its behalf.

The Grant Agreement, which we will have accepted and signed, includes and incorporates these standard terms and conditions. We understand that the Grant Agreement will only start after you are satisfied with all our supporting documentation and will come into force on the date that we receive the Grant payment from you.

1. In general

- 1.1 We will use the Grant exclusively for the Project. We will hold any unused part of the Grant on trust for you at all times, and we will repay any Grant (including any unused Grant) to you immediately upon demand.
- 1.2 During the Grant Period we will act in a fair and open manner without distinction as to race, religion, age, gender, sexual orientation or disability, and in compliance with relevant legislation.
- 1.3 We will make sure that all current and future members of our governing body or our executive team, if we are a statutory organisation, receive a copy of these terms and conditions while the Grant Agreement remains in force.
- 1.4 We will ensure that at all times while the Grant Agreement is in force we are correctly constituted and regulated and that the receipt of the Grant and the delivery of the Project are within the scope of our governing documents, and if asked by you we will provide a legal opinion from our solicitors confirming this.

2. The Project

- 2.1 We will get your written agreement before making any change to the Project or to its aims, structure, delivery, outcomes, duration or ownership.
- 2.2 We will start the Project as soon as possible after receiving the first Grant payment from you.
- 2.3 We agree to make satisfactory progress with the Project and complete it within the Grant Period.
- 2.4 We confirm that we have all the funding we may need for the Project from anyone else. We will tell you of any other offer of funding for this Project from anyone else at any time during the Project.

- 2.5 If we spend less than the whole Grant on the Project, we will return the unspent amount to you promptly. If the Grant part-funds the Project, we will return the appropriate share of the unspent amount to you.
- 2.6 We will acknowledge the Grant publicly as appropriate and as practical. We will follow your branding and publicity guidelines at all times. We will acknowledge your support in any published documents that refer to the Project, including any advertisements, accounts and public annual reports, or in written or spoken public presentations about the Project.
- 2.7 We hereby consent to any publicity about the Grant and the Project as you may from time to time require. You can carry out any forms of publicity and marketing to promote the award of the Grant as you see fit. We agree to do whatever you reasonably require in order to assist with any form of publicity and marketing, including any press or media related activities.
- 2.8 We will tell you promptly about any changes to information we have provided and will make sure that the information you hold is always true and up to date.
- 2.9 In our management of all personal information we will meet the requirements of the Data Protection Act 1998. We will tell you immediately if any of our key contacts change.
- 2.10 We agree to meet all laws regulating the way we operate, the services we provide, the building work we carry out, the staff we employ or the goods we buy. We will ensure that we have an equal opportunities policy in place at all times, to ensure we comply with all relevant laws and good practice throughout the period of the Grant Agreement. We will obtain all approvals and licenses required by law or by you.
- 2.11 If our Project involves work with children, young people or vulnerable adults ("vulnerable people"), we will take all reasonable steps to ensure their safety. We will obtain the written agreement from the legal carer or guardian before having any direct contact with any vulnerable person. We will have and carry out an appropriate written policy and set of procedures in place at all times to safeguard vulnerable people, which will include obtaining appropriate Criminal Records Bureau checks for all employees, volunteers, trustees or contractors who will supervise, care for or otherwise have significant direct contact with vulnerable people.
- 2.12 If we are a charity, we will register with the Charity Commission if our income goes over their minimum exemption figure.
- 2.13 We will maintain adequate insurance at all times and if asked, will supply copies of confirmation to you. This includes all appropriate insurance for any activities we provide and employee and public liability insurance.
- 2.14 You have the right to reproduce any of our application or subsequent information supplied by us to you for any purpose as you see fit without any right of a claim by us in respect of copyright.
- 2.15 We will ensure that none of our employees or agency staff engaged in the delivery of the Project is paid an hourly wage (or equivalent of an hourly wage) less than

the London Living Wage which is currently [£10.20] (unless otherwise directed by the Council).

- 2.16 We will provide you with information concerning the payment of the London Living Wage to our employees or to the employees of our sub-contractors engaged in the delivery of the Project as you may reasonably require from time to time.
- 2.17 We will ensure that we have a policy on whistleblowing in place at all times to ensure we comply with our obligations under PIDA 1998 as amended
- 2.18 You must ensure that Islington Council logo are used in any marketing activities undertaken in respect of the Project.
- 2.19 You must not do anything (in the opinion of Islington Council) that may place the Islington Council, its third party partners in disrepute or harm that Islington Council reputation and/or that of third party partner.
- 2.20 You acknowledge and agree that should your Project costs exceed the Funding, Islington Council shall not provide any additional funding and shall not be liable for any sums in excess of Funding provided under Grant Agreement.

3. Our organisation

- 3.1 We will get your written agreement before:
 - 3.1.1 Changing our governing document, (unless we are a statutory organisation) concerning our aims, payments to members and members of our governing body, the sharing out of our assets (whether our organisation is dissolved or not), or the admission of any new members; or
 - 3.1.2 Transferring our assets to, or merging or amalgamating with, any other body, including a company set up by us.
- 3.2 We will write to you as soon as possible if any legal claims are made or threatened against us and/or which would adversely affect our ability to deliver the Project during the period of the Grant (including any claims made against members of our governing body or staff concerning the organisation).
- 3.3 We will tell you in writing as soon as possible of any investigation concerning our organisation, trustees, directors, employees or volunteers carried out by the Police, Charity Commission, HM Revenue & Customs or any other regulatory body.
- 3.4 We will be available for meetings with you and allow full and free access to our records however and wherever held and to any of our offices or buildings to you, or those acting for you.
- 3.5 We will let you know if our governing body falls below three members and will increase it to at least three as soon as possible.

4. VAT

- 4.1 We acknowledge that the Grant is not consideration for any taxable supply for VAT purposes by us to you. We understand your obligation does not extend to paying us any amounts in respect of VAT in addition to the Grant and that the Grant made by you is inclusive of VAT.

5. Our annual report and accounts

- 5.1 We will acknowledge your Grant in our annual reports and accounts covering the period of the Project.
- 5.2 We will show your Grant and related expenditure as a restricted fund in our Organisations annual accounts. If we have more than one restricted fund, or, as a statutory authority, cannot show restricted funds in our accounts, we will include a note to the accounts identifying each restricted fund separately. If we have more than one grant from you, we will record each grant separately in the notes to the accounts. We will identify unspent funds and assets in respect of the grant separately in our accounting records.
- 5.3 We will keep proper and up to date accounts, invoices and records for at least seven years after the termination of our Grant, which show how the Grant has been used. We will make these financial records available to you to look at and give you copies.
- 5.4 We will report regularly and fully to all members of our governing body on the financial position of our Organisation and will put in place procedures to avoid any conflict of interest arising in the provision of goods and services required to deliver the Project.

6. Monitoring

- 6.1 We will monitor the progress of the Project and complete regular reports as you require using the forms you send us.
- 6.2 We will update you on progress of the Project on request and will send you any further information you may ask for from time to time about the Project or about our Organisation, and its activities, the number of users and other beneficiaries and such other information as you may require from time to time. You may use this information to monitor or publicise the Project and/or evaluate your grants programmes.
- 6.3 Where requested we will fill in a final report on the Project using the form you send us.
- 6.4 We will tell you immediately in writing of anything that significantly delays, threatens or makes unlikely the Project's completion.
- 6.5 We will tell you immediately if there is likely to be any significant variation to or decrease in the Project outcomes.

- 6.6 You will have access to inspect the progress of the Project at any reasonable time by prior appointment with us.

7. Payment of Grant

- 7.1 You will make the first payment within 30 working days of the date of this Grant Agreement and subsequent payments on receipt of a valid and correct claim in accordance with clause 7.2 submitted by us..
- 7.2 A valid claim for payment made by us will be accompanied by a completed project progress return and any other supplementary documentation that you may reasonably require to provide evidence of progress in relation to the Project as set out in the Project Proposal.
- 7.3 If the actual costs that we incur in delivering the Project are less than had been expected, you will make a proportionate reduction to the Grant. For the avoidance of doubt you will not be obliged to give us any more than the agreed Grant even if our expenditure in relation to the Project exceeds the Grant.
- 7.4 All Payments made shall be exclusive of Value Added Tax (VAT) chargeable in respect of the provision of services to which the Payment relates unless VAT is included in the claim with a proper VAT invoice. For the avoidance of doubt no sums in excess of the Grant available under this Grant Agreement are payable by the Council to the Organisation including any taxes such as value added tax, or other monies due to any third party.
- 7.5 You will pay the Grant by bank transfer (BACS) into a UK-based bank account or building society account in our name, which requires the signatures of at least two authorised people for every withdrawal. We will not use ATM's or debit cards to make cash withdrawals or payments from this account.

8. We understand that

- 8.1 You may share information about our Grant with any parties of your choice as well as with members of the public who make a request for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. Details of the Project may be broadcast on television, on your website, in newspapers and through other media.
- 8.2 You will not increase the Grant if we spend more than the agreed budget.
- 8.3 You accept no liability for any consequences, whether direct or indirect, that may come about from our running the Project, the use of the Grant or from a withdrawal of our Grant.
- 8.4 You may demand repayment (and we will repay when asked) of all or part of the Grant at your absolute discretion, in any of the following circumstances if:

- 8.4.1 We fail to meet any of these terms and conditions, or the terms and conditions attached to any other grants from you for which a Grant Agreement is still in force;
 - 8.4.2 We completed the application form dishonestly or significantly incorrectly or misleadingly;
 - 8.4.3 We or any other person or organisation acting for us gave you any significantly misleading or inaccurate information, whether deliberate or accidental, during the application process, or during the Grant Period;
 - 8.4.4 Members of our governing body, volunteers or staff act at any time during the Project dishonestly or negligently or in any way, directly or indirectly, to our detriment or to the detriment of our Organisation or the Project or to the detriment of your reputation;
 - 8.4.5 Our Organisation, members of our governing body, employees or volunteers are subject to an investigation or formal enquiry by the Police, Charity Commission, HM Revenue and Customs or other regulatory body;
 - 8.4.6 We receive, or have received, duplicate funding from any other source for the same or any part of the Project;
 - 8.4.7 There is a significant change of purpose, ownership or recipient, either during the Project or within a reasonable period after its completion, so that you judge that the Grant is unlikely to fulfil the purpose for which you made it;
 - 8.4.8 At any stage of the application process or during the Grant Period we do not let you have information that would affect your decision to award, continue or withdraw all or part of the Grant;
 - 8.4.9 We are or become legally ineligible to hold the Grant and/or
 - 8.4.10 If you have reasonable grounds to believe that it is necessary to protect public money.
- 8.5 You may demand repayment of all or any of the Grant if it is likely that our Organisation will have to stop operating, may be dissolved or become insolvent, or is likely to be put into administration or receivership or liquidation, or we are about to make an arrangement with, or guarantee a Trust Deed to our creditors.
- 8.6 We may not transfer any part of the Grant or this Grant Agreement or any rights under it to another organisation or individual unless it is for the payment of sub contractors to carry out all or part of the Project comprising building works.
- 8.7 You may reject any future application from us to other programmes you run if we do not comply with these terms and conditions or you judge that we did not handle the Grant adequately or if we failed to complete any requests for information you made to us.

- 8.8 Both you and we must comply with EU state aid legislation (subject to de minimis levels) throughout the Grant Period and we will keep the necessary records and make them available to the Council on request.

9. Additional conditions

- 9.1 You have the right to impose additional terms and conditions on the Grant either in the conditional offer letter and/or if:

We are in breach of the Grant Agreement;

You judge that members of our governing body, volunteers or staff or any person or organisation closely involved in carrying out the Project act in a way that may have a detrimental effect on the Project or on your reputation as a distributor of public money; and/or

You believe such conditions are necessary or desirable to make sure that the Project is delivered as set out in our application or following any agreed changes.

London Borough of Islington
Public Realm
Energy Policy and Advice Service
1 Cottage Road
London Borough of Islington
N7 8TP
Telephone: 0207 527 2121
www.islington.gov.uk

You will need to supply your name, your postal address and state the format and title of the publication you require