ON ENERGY
🏛 ISLINGTON

ISLINGTON COMMUNITY ENERGY FUND (STREAM 2a)
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	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: ▪ 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?	**What is a charitable purpose/ aim?** For the purposes of this process we have defined charitable under the following 11 headings: 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

Do you work in partnership with residents that are most likely to be affected by Fuel Poverty in the borough?	- Partnership has to be established between the partners and have established legal basis. - Groups which might be most affected by Fuel Poverty could be: - pensioners - vulnerable - disabled - unemployed - families witch children - people on low income - people in risk of fuel poverty
Do you currently run an existing energy project?	Please tell us about any projects you are running at present. We are interested in knowing: - a brief outline of your existing project - when is expected to end - how is it funded
Are you applying to CEF to start a new energy project or activity?	CEF Stream 2a might provide funding for new projects or areas of activity. We cannot fund business as usual applications

Your Project Section	Guidance Notes
Please provide an overview of your project	- Overall project brief Please tell us: - What is your project about? - What you planning to achieve through this project?
Please tell us what you project objectives are and how you will know these have been met	- Please give us your project goals - Please give us a description of project outcome - Please give us an examples of how will you measure the success of you project - The project should either generate renewable energy or reduce energy consumption - 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) - Projects which benefit a single household will be considered but need to show a significant level of innovation and define clearly how that household will be fairly selected from a fuel poor group
Please give three reasons why your project might not be completed on time or lead to formal project proposal under stream 2a?	- Please give us reasons why your project might not be completed on time, for example: force majeure, shortage of staff, lack of funding, etc. - We would like to see that you have thought about the possible technical barriers to your project and have put in place reasonable measures to ensure the project is delivered
Development costs	- 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 maximum grant of **£15,000** is available for capital projects such as retrofit and renewable energy projects

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	▪ Document outlining your organisation's / group's aims and objectives
Copy of Insurance Documents	▪ 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	▪ We want to know that your organisation is inclusive and has no discriminatory procedures and practices.
Data Protection Policy	▪ 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	▪ 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	▪ Audited accounts must be submitted if the organisation has these
Copy of most recent Bank Statement	▪ 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