



ISLINGTON COMMUNITY ENERGY FUND 2018 ROUND 3 APPLICATION FORM (STREAM 2B – Delivery 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 Islington Community Energy Fund (ICEF) 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 and proposal.

You must apply by **5pm on Friday 19th October 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 ICEF Round 3, Stream 2b support until we have notified you in writing that your application has been successful.

Upon receipt of this notification, your authorised signatories must complete and return a signed a funding agreement to Islington Council. Following this, funding will be issued.

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 filling in your application, please contact us on 020 7527 3560 or energy.advice@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 not-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 does your group belong?	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 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.	
Do you currently run an existing energy project?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes' please provide short summary of it	
Are you applying to ICEF to start a new energy project or activity?	Yes <input type="checkbox"/> No <input type="checkbox"/>

3. Development Fund (Round 1 or 2, Stream 1) Project Details

What was the name of your Round 1/2 Stream 1 project?			
When did the project start?			
When did the project finish?			
Where was the project delivered (i.e. Venue)?			
Please give a brief description of your project			
Did the project deliver what you set out to achieve in your application?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If 'Yes' please tell us more (Maximum 200 words)			
If 'No' please tell us the reason(s) (Maximum 100 words)			
How many residents at risk of fuel poverty was your project able to help?			
Did you spend your entire ICEF award on the project?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If 'No' how much is remaining?	£
If 'No' please expand on the reason(s) why:			

4. Your Project

4a. Does your project 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"/>
Other (Please specify)			
4b. What is the name of your project?			
4c. Please provide an overview of your project. (Max 300 words)			
Project/Event Venue:			
4d. Please tell us what your project objectives are and how you will know these have been met. e.g. how you will monitor your project: (Maximum 200 words)			
4e. Delivery period:			
What is the start date?		What is the end date?	
Additional information about the project timetable:			
Do you see any issues with starting and ending on these dates?			

4f. Please give three reasons why your project might not be completed on time? (Max 200 words)

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4g. Energy/ Carbon anticipating savings of the project:

Please provide an estimate of the carbon savings your project will make per year, Tons e.g. CO ₂	
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Please use this space to show your calculations:	
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Please estimate total energy that will be offset by your project either through reduced consumption or through renewable energy generation, per year, kWh	
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Please use this space to show your calculations:	
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4h. Project Costs

What will be the total cost of this project?	£
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How much funding are you requesting?	£
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Please provide a detailed breakdown of what the CEF (Stream 2b) will pay for:
(This may include for example, staffing costs, equipment costs, installation costs. Please ensure that you show how you have calculated the costs for each item e.g. equipment costs £20 x 5 = £100)

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

£

£

£

£

£

£

£

£

£

£

£

£

Total amount of Islington Community Energy Fund Round 2 (Stream 2b) requested: £15,000 available for capital projects such as retrofit and renewable energy projects		£
If you have secured or are seeking additional source(s) of funding, please provide details here:		
Income/Match Funding Source	Amount	Secured?
	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
Total amount of match funding:	£	

5. Supporting Documents

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

Governance documents:	Previously Provided up-to-date document?	Attached?	Unable to provide?	Please explain if you are unable to provide this document.
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"/>	
Key policy documents:				
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, e.g. Safeguarding Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Finance and accounting documents:				
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 your completed form and supporting documents before the Islington Community Energy Fund (Round 3, Stream 2b) deadlines listed on the Council’s webpages to: energy.advice@islington.gov.uk

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