



## **ISLINGTON COMMUNITY ENERGY FUND APPLICATION FORM 2020**

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 and proposal.

You must apply by **5pm on 30 September, 2020.**

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 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. Please see the prospectus for further information.

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 OnEnergy Project Development Officer, Liz Ainslie, on 020 7527 7906, [elizabeth.ainslie@islington.gov.uk](mailto:elizabeth.ainslie@islington.gov.uk) to find out about how we can help.

Please contact us if you would like this document in another language.

## 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

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 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 groups that are most likely to be affected by Fuel Poverty in the borough?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Pre-Application Questions</b>	
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 CEF to start a new energy project or activity?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please tell us a little about the experience you have working with the local community of the proposed project and if they are supportive of this.	
Are you working with other organisations on this project? If so, please tell us a little more about this.	

### 3. Your Project

<b>Your Project</b>	
<b>3a. Does your project focus on any particular themes? (select all those that apply):</b>	
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>	
<b>3b. What is the name of your project?</b>	

**Your Project**

**3c. Please provide an overview of your project. Please include information on how it will help the local community with fuel poverty, how it will save carbon, and how it will be innovative. (Max 300 words)**

**Project/Event  
Venue:**

**3d. 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)**

**3e. 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?

Yes  No

Do you need any permissions to start the works, e.g. planning permission, permission from the building owner?

Yes  No

If yes, please attach any information relating to the permissions granted (emails, etc).

Do you need any surveys to start the works, e.g. structural surveys for solar panels, etc?

Yes  No

If yes, please attach any information relating to the surveys. NOTE: If you are including funding for surveys in your application, ensure that you have included all costs. Funding cannot be given retrospectively for any items omitted.

**3f. Please give any reasons why your project might not be completed on time? (Max 200 words)**

**3g. Energy/Carbon anticipating savings of the project:**

Please provide an estimate of the carbon savings your project will make per year, Tons (CO<sub>2</sub> (eq)). If you need help please see the DEFRA Conversion Factors at <https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2020>

<b>Your Project</b>		
Please use this space to show your calculations:		
Please provide an estimate of the lifespan of your project in years.		
Please calculate the lifetime carbon savings (annual savings x years)		
Please estimate total energy that will be offset by your project either through reduced consumption or through renewable energy generation, per year, kWh		
Please use this space to show your calculations:		
<b>3h. Project Costs</b>		
What will be the total cost of this project?	£	
How much funding are you requesting?	£	
Have you received more than one quotation for this work? (Please note: we require at least two quotations for projects under £25,000 and three for those over, unless you can provide an acceptable reason why these were not obtained.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are there any conflicts of interest between your trustees and your contractor?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have a detailed plan of how you will fund future maintenance of the equipment, e.g. replace solar PV inverters, maintain electrical wiring, etc?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please give an outline of how you will fund this in future or attach a plan.		
Please provide a <b>detailed</b> breakdown of what the CEF will pay for. This may include for example: staffing costs, equipment costs, and/or 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 (£)	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
<b>Total amount of Islington Community Energy Fund requested:</b> <b>Up to £30,000 is available for projects.</b>		£
<b>Additional funding may be available upon request, please contact the Project Development Officer for advice.</b>		
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"/>

<b>Your Project</b>		
	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Total amount of match funding:</b>	£	

Please tell us how you found about ICEF funding:

Website  Poster in a public place

Newsletter  Word of Mouth

Other (please explain) \_\_\_\_\_

#### 4. Supporting Documents

Please provide electronic copies of the following documents 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 deadlines listed on the Council's webpages to: [energy.advice@islington.gov.uk](mailto:energy.advice@islington.gov.uk)

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