



Community Energy Fund Application Form

Project snapshot

Project title	
Name of organisation	
Stream of funding requested	Please select below
Stream A - Feasibility and business case development (up to £10,000 per project)	☐
Stream B - Capital support/Project implementation (up to a third of the capital value of the project, capped at £25,000)	☐
Stream C - Training, Engagement & Capacity Building Grants of up to £5,000 per project.	☐
Innovation & Collaboration	☐
Amount of funding requested	
Project summary (maximum 50 words)	

Applicant details

Main contact	
Position in organisation	
Telephone	

Email	
Name of organisation	
Short description of the organisation	
Charity number (if applicable)	
Company number (if applicable)	
Organisation's registered address	
Website (if applicable)	

Are you receiving any other funding from the Council in 2023/24, 2024/25 and or 2025/26		Yes		No
If yes, please provide details.				

Eligibility

Which category does your group belong to?		Community and Voluntary Group		
		Co-operatives		
		Company Ltd by Guarantee		
		Registered charities		
		Faith and Equalities Groups		
		Social Enterprises		
		Schools		
		Community interest companies		
		Community benefit societies		
		Tenants' and residents' associations, or tenant management organisations		
		Other / constituted		
		Other / un-constituted		
	Other	Please describe		
Do you have an active bank account?		Yes		No
If no, then please set out the arrangement in place to receive funding as set out in section 4 'Eligibility' in the prospectus.				
Will this project be delivered through a partnership or collaboration?		Yes		No

If yes, please list the names of the organisations which you will be delivering this project with.			
Will your project result in equipment or retrofit measures being installed?		Yes	No
Please include an address where the main focus of the work will be. (e.g. location of equipment to be installed, location of proposed event)			

Planning a successful project - project plan

What are the main objectives of the project?		
1.		
2.		
3.		
Please describe the project (Maximum 300 words)		
What is the start date?		What is the end date?
How will you monitor progress against the objectives?		
Please outline the project's key milestones and timeframes (add more rows as needed)		
Milestone	Date	Description
1		
2		
3		
4		
5		
Please outline the top three key risks associated with this project and how these will be mitigated.		

Risk	Description	Mitigation Strategy
1		
2		
3		
What research has been done to support this proposal?		
Outline the community support for this project.		

Planning a successful project - project budget

What is the total cost of this project?		
How much funding are you requesting?		
How much funding is required at point of project initiation?		
Provide a detailed breakdown of what the Community Energy Fund will be used for. (Add more rows as needed)		
Item (E.g. staffing costs, equipment, and installation)	Calculation (E.g. £10 x 3 = £30)	Amount (£)
Total		
If you have secured or are seeking additional source(s) of funding, please provide the details here.		
Note that Stream B Project Implementation is capped at up to £25,000 and a maximum of one third of the costs of the project, whichever amount is the smallest		
Income / Matched Funding Source	Secured? (Yes / No)	Amount (£)
Total		

Empowering People

Please describe how the community will be actively involved in the project.
Please outline any evidence of community support that you may have already gained.

Impact of intervention

How many people will benefit from your project?					
Please outline which communities will benefit from the project?					
Please provide an estimate of the carbon savings your project will make per year (tonnes CO ₂ equivalent)					
Please show how these calculations were made					
Please estimate total energy that will be offset by your project either through reduced consumption or through renewable energy generation, per year (kWh)					
Please show how these calculations were made					
Is the focus of the project located within the London Borough of Lewisham?	<table><tr><td></td><td>Yes</td><td></td><td>No</td></tr></table>		Yes		No
	Yes		No		

Applicant experience

Please outline your previous experience working with the community who will be impacted by the project.	
Please describe any previous experience you have in relation to the project you are proposing.	

Terms and Conditions

By completing and signing this application form you will be accepting your project will be subject to the following terms and conditions:

1. The grant will only be spent on the purpose detailed in the application unless otherwise agreed in advance by the Council in writing.
2. On confirmation of the award you will receive an email confirming the final award amount, notification if supplementary documents are required and a bank form for immediate completion. Payment will only be made once this and any required supplementary documents are returned.
3. In exceptional circumstances, the grant can be withdrawn or withheld at the Council's discretion.
4. Any part of the grant that is not required for the purpose approved must be refunded to the Council.
5. Repayment of the grant can be required at the sole discretion of the Council if:
 - The Council finds that any false information has been supplied to the Council;
 - the work undertaken is not the work for which the grant was approved (if the Council has not been informed of, and approved, these changes in accordance with point 1);
 - the grant has not been spent within one year unless otherwise agreed by the Council;
 - your organisation becomes insolvent or goes into administration, receivership or liquidation, and the grant has not already been spent on its intended purpose, or;

- there is any other breach of any of the conditions in this form.
6. The grant is made on a 'one-off' basis and does not carry any commitment to future funding.
 7. The project leader shall be required to return a completed monitoring form and financial breakdown of how the grant was used no later than 3 months after the end date of the project. Failure to do so will render the Project ineligible for future grants. A template monitoring form will be forwarded to successful applications as part of the confirmation process.
 8. The project agrees to attend a future assembly meeting if requested, to report back on the success of the project.
 9. The grant shall be specifically acknowledged within your annual accounts for the year in which it was received.
 10. The grant and Lewisham Council will be acknowledged in all printed materials that the organisation produces about your project, and acknowledged appropriately elsewhere.
 11. The Council may use your name in any publicity material.
 12. The grant cannot be made as "match" funding against any other Lewisham Council funded initiatives
 13. The Project shall comply with any legal obligations that may be relevant in order to carry out the scheme, such as planning, licensing, employment, health and safety, insurance and equal opportunities legislation.
 14. Receiving a grant from Lewisham Council does not constitute the grant of planning permission, or any other permission, and in no way prejudices future decisions of Lewisham Council or the Local Planning Authority. You must obtain all relevant permissions.
 15. Lewisham Council reserves the right to share the information you have provided with relevant parties (e.g. Charity Commission) where appropriate.
 16. Any Value Added Tax (VAT) payable by your organisation is your responsibility and Lewisham Council shall not be obliged to pay any additional amount.
 17. Lewisham Council requires all organisations signing for an award to hold the following documentation. By signing this form you hold the relevant documents for the project the Council are pledging against, and your organisation agrees to provide these to Lewisham Council if it is deemed necessary.

Required documents:

- Organisation's constitution or governing document.
- Equalities and Diversity policy and procedures.
- Public liability insurance.

Project specific documents:

- Health & safety policy.
- Volunteers' policy.
- Child protection and vulnerable adults safeguarding policy.
- Statement evidencing that all staff & practitioners are DBS checked to the required standards for the project being undertaken.
- Risk Assessment.

DECLARATION

*I the undersigned confirm the information given in this application is correct. The organisation is neither established for profit nor is conducted for profit. We will inform the relevant officer of Lewisham Council of any changes in the organisation's contact details or circumstances that would affect this application or the use of any grant relating to it. **This declaration can be typed and sent in electronically***

Signed: _____
on behalf of the organisation

Name in block capitals: _____

Position in the Organisation: _____

Date: _____

Supporting Documents

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

Governance Document	Attached (Yes / No)	If not attached, please explain why you are unable to provide this.
Constitution / Terms of Reference		
Public Liability Insurance		
Employers Liability Insurance		
Professional Indemnity Insurance		
Health and Safety Policy		
Equal Opportunity Policy		
Data Protection Policy		
Risk Assessment		
Evidence of DBS Checks		