



Resources and Place Directorate

Lewisham Council Community Energy Fund 2019/20

Guidance for applicants

Climate Resilience Team

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Community Energy Fund Guidance

1. Introduction and background

In February 2019 Lewisham Council agreed a motion to **declare a 'Climate Emergency'** and asked Mayor and Cabinet to agree a new action to make Lewisham zero carbon by 2030.

The Lewisham Community Energy Fund is part of the Council's response to this emergency and seeks to help local communities be more resilient to the impacts of a changing climate and create new local solutions on energy demand and supply.

Rising energy costs and leaky homes mean many residents struggle to heat their homes in cold weather. Lewisham Council is leading a consortium of 12 boroughs through the South London Energy Efficiency Partnership to deliver practical advice on staying warm and well in winter.

Responding to climate change and tackling fuel poverty needs all available resources to pull together to address the scale of challenge we face. The Lewisham Community Energy Fund is intended to encourage this, to provide new capacity for local community and voluntary groups and to bring people together for a common purpose in relation to energy, carbon reduction and fuel poverty.

2. Programme details

The Lewisham Community Energy Fund aims to support the community in overcoming challenges associated with implementing energy related projects in the borough. The objectives of the Lewisham Community Energy Fund are to:

- Empower and enable the community to improve quality of life through access to clean and sustainable energy.
- Reduce borough-wide carbon emissions of households, community facilities and businesses through reduced energy use and increased uptake of renewable sources of energy.
- Find new ways to support vulnerable residents at risk of fuel poverty.

The Lewisham Community Energy Fund has two streams of funding:

- Stream A – Feasibility and Business Case Development.
- Stream B – Project Implementation.

Priorities

When considering applications, the Lewisham Community Energy Fund will prioritise:

- Collective action to reduce, manage and generate energy.
- Community-led development and delivery of energy projects which provide direct benefit to the local community.
- Increasing community awareness and action on energy efficiency.
- Projects which focus on households affected by fuel poverty, for example: older people, low income families, disabled people or those with long term health conditions.

- Activity that fits within and complements existing work in the borough.
- New approaches that will provide additionality in terms of outcomes for the borough.

3. What the fund will cover

Projects must aim to reduce carbon emissions. This can be through generating renewable energy, reducing consumption of energy through retrofitting activities or encourage energy saving behaviours.

Stream A – Feasibility and business case development

Funding in Stream A will support a range of works associated with developing a project to the point where it is ready for implementation. This could include:

- Technical feasibility assessment (for example structural surveys, assessing the feasibility of grid connection).
- Stakeholder consultation.
- Assessment of planning issues.
- Getting permissions from the site landowner.
- Support to complete applications for permits, licences and consent.
- Financial viability or business case assessments.
- Legal advice.

Stream B - Project implementation

Funding in Stream B will support a range of works associated with implementing projects. This could include:

- 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.

4. Funding

It is expected that the Lewisham Community Energy Fund will run in three phases. This is subject to available funding and demand. There are two streams of funding. A maximum grant of £15,000 will be available.

5. Eligibility

The Lewisham Community Energy Fund is open to all constituted groups and businesses who would like to carry out an energy related project. You do not have to be an energy or environmental group to apply, however applications are limited to the following groups:

- Community and Voluntary Groups
- Co-operatives
- Faith and Equalities Groups
- Social Enterprises

- Small-Medium Enterprises (SMEs) - SMEs including third-sector organisations and sole traders which:
 - Employ less than 250 full-time employees
 - Have an turnover of <£25m per annum
 - Are no more than 25% owned by a parent company that does not meet above criteria

All projects must benefit the local community in some form and have the London Borough of Lewisham as its primary focus. If infrastructure is to be installed as part of the project, then the property / land where measures will be installed must be located within the London Borough of Lewisham. All applications should consider equal opportunities of access to the project.

Applications are welcomed which show your organisation is working collaboratively with, and involving, other local groups. However, you must nominate a single lead organisation to submit the grant application that is constituted in a way that enables it to receive the funding. Where successful this lead organisation would receive the funding, distribute it to other partners where appropriate and complete project monitoring.

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

We are not able to fund:

- Individuals – if you are an individual with an idea you could link up with a local organisation (contact us if you would like help with this).
- Activities that promote political views or religious beliefs.
- Commercial or business related activities.
- Spending that has already taken place.
- Projects already funded by other sources or services we provide.

6. Assessing applications

An evaluation panel will assess the applications received. The evaluation panel will include employees of Lewisham Council. Provisional recommendations will be forwarded to the Cabinet Member for Community Sector who will make the final decision on successful applications.

What we are looking for in projects

The number of projects which receive support will depend on the number and quality of applications received. Projects will be assessed based on the information provided by applicants in the application form.

Funding should support as many projects as possible. Applications which outline additional funding sources (public or private) to complement the Lewisham Community Energy Fund will be looked upon favourably.

Proposed projects should:

- Set out a clear timetable for delivery and demonstrate that there is sufficient capacity to complete the work by the proposed timetable.
- Propose efficient use of funding, such as leveraging other funding sources, joint procurement opportunities, partnerships, and working with others to maximise impact through knowledge sharing.
- Demonstrate the additional benefits the proposed project will bring to the Lewisham community.

Selection criteria

Applications will be based on the following selection criteria:

| Category | Criteria | Questions |
|--|---------------------------------------|---|
| Planning a successful project | Research | What degree of work has already been undertaken to help establish the viability of the proposal and how it fits with existing work in the borough? |
| | Project plan | To what extent is there a clear project plan in place supported by a timetable of milestones to develop the project? Have risks been identified and are they manageable? |
| | Community Support | To what extent is existing community support demonstrated? (Is their matched funding, partnership organisations etc) |
| | Project budget | Is the proposed budget and the associated costs reasonable? Have quotes been sought and provided? Are there any sources of external funding? Are there sufficient resources in place to deliver the project? |
| Empowering people | Empowered and responsible | Is the community actively involved in their local area and contribute to supportive communities? |
| | Local support | Has the project obtained support amongst a variety of local community groups and other interest groups? |
| Impact of Intervention | Impact on the community | What is the anticipated impact on the community? |
| | Vulnerable community | To what extent will vulnerable communities be impacted by the intervention? Will this include fuel poor households? What are the estimated bill savings? |
| | Carbon emissions | What is the anticipated energy and carbon emissions savings from the intervention? |
| Applicant Experience | Relationship with the local community | What experience do the applicants have working with the local community of the proposed project? |
| | Developing energy projects | What experience does the applicant have delivering community energy projects? Please provide details of any previous installations. |
| | Working in partnership | To what extent has the applicant investigated opportunities for working jointly with key stakeholders, including local authorities and sector experts? |
| Stream A only - Route to delivery | Delivery plan | To what extent is there a clear delivery plan in place supported by a timetable of milestones leading to implementation? |
| | Funding and financial sustainability | Has potential funding for the projects next steps / implementation been identified? |

7. Funding terms

Any award(s) of funding will be made subject to the acceptance of Lewisham's standard funding terms, set out in Appendix A. The terms are non-negotiable and attempts to, and proposals for, changes will result in the application being rejected.

Funding is expected to be paid in arrears on completion of milestones, but it is recognised that in some cases up front funding may be required. The application should identify where this is needed.

8. Application requirement

All applications need to demonstrate clear benefit to the local community and have a clear set of measurable objectives. Project descriptions are to be informative but concise with all supporting information included within the relevant section(s) of the application.

Applications must be received by Lewisham Council by the dates below. Application forms must be submitted to emma.bushell@lewisham.gov.uk in electronic format (Microsoft Word or PDF).

9. Timetable for funding

The Fund will run in phases. This is designed to allow projects that are ready to get up and running as soon as possible while also giving others time to develop ideas. If funds are still available after the second phase a third phase will be run. At that point a review of the fund will take place. All funding must be claimed by an agreed completion date to be discussed if projects are successful.

| | |
|---|---|
| Lewisham Community Energy Fund opens for applications | 16 September 2019 |
| Deadline for submissions | Phase 1: 28 October 2019 Phase 2: 9 th December 2019 Phase 3: 20 th January 2020 (subject to available funding) |
| Successful applicants informed Feedback to unsuccessful applicants | Phase 1: 15 th November 2019 Phase 2: 10 th January 2020 Phase 3: 10 th February 2020 (subject to available funding) |
| Deadline for signed funding agreements | Phase 1: 29 th November 2019 Phase 2: 24 th January 2020 Phase 3: 21 st February 2020 (subject to available funding) |
| Projects undertaken | Phase 1: 2 nd December 2019 – Agreed completion date Phase 2: 27 th January 2020 – Agreed completion date Phase 3: 21 st February 2020 – Agreed completion date (subject to available funding) |
| Review of the Fund | Spring 2021 |

10. Important information for applicants

Funded organisations must ensure that:

1. A bank account is in operation into which payment can be made, please note we will not pay into individual bank accounts.
2. All legal and insurance liabilities associated with the project are fulfilled.
3. Appropriate safeguarding measures are implemented such as DBS checks.
4. A completed monitoring form with appropriate information is provided at the end of the project. Failure to provide this will result in the organisation being ineligible for future funding.
5. All financial evidence, including receipts, is kept for at least two years after submission of monitoring information.

If you have any concerns or questions about the above requirements or anything else related to this application form please contact:

Name: Emma Bushell
Email: emma.bushell@lewisham.gov.uk
Tel: 020 8314 3306

Appendix A: Terms and Conditions

Applicants will be expected to agree to the following standard terms and conditions when submitting an application to the Lewisham Community Energy Fund.

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 grant cannot be made as "match" funding against any other Lewisham Council funded initiatives.
8. The project 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.
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 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.
13. 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.
14. Lewisham Council reserves the right to share the information you have provided with relevant parties (e.g. Charity Commission) where appropriate.
15. Any Value Added Tax (VAT) payable by your organisation is your responsibility and Lewisham Council shall not be obliged to pay any additional amount.
16. 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.