

BEC Community Fund Application Form

About the BEC community fund

The BEC Community Fund is a fund of £2,500 to organisations fulfilling the application criteria. The Community Fund is sourced from income from BEC and donations from BEC members and supporters.

The Fund is intended to return benefit to the local community and promote more energy efficiency and renewable energy generation in the specified areas, in line with the Brighton Energy Coop's mission, aim and objectives. We intend to subsidise local projects or practical initiatives that can deliver renewable energy and/or energy efficiency with direct or indirect benefit to our local communities.

Application guidelines

Applications are welcome from any local organisation, operating in Brighton and Hove, East or West Sussex. Project proposals should demonstrate that they develop, deliver and/or promote a balance of environmental, economic and social benefits to the local community, by implementing renewable energy projects, delivering energy efficiency measures, alleviating fuel poverty, and/or undertaking educational and campaign initiatives to serve the purpose. Emphasis will be on practical projects that lead to real benefits to local community in Brighton and Hove within a short timescale.

Applications must be received by Monday 23 November 2015, midday. We intend to announce the winners by Monday 7th December, after evaluation and consultation with members. The projects must be implemented by March 2016.

To qualify for the fund, applicants must fulfil all of the following criteria, fill-in the present application form and be prepared to provide evidence of what stated.

Type of organisation

Applicants can be any organisation that has been operating for at least a year and have a business operational plan for 2016, be locally based in the Brighton and Hove, East or West Sussex areas. This means that the office address and activity is based in these areas i.e. operational activity, capital spending and staff. Examples of organisations are: a Limited Company, Registered Charity, Community Benefit Society or bona fide Coop, Unincorporated club or association, Community Interest Company.

Project Criteria:

To qualify for the fund, the project proposed must fulfil all of the following criteria:

Project Type: The proposed project shall develop, deliver and/or promote either renewable energy or energy efficiency projects

Project Budget: The proposed project can be fully or partially financed (25-50%) by the BEC community fund, up to maximum of £2, 500. If partially financed, the organisation must provide evidence of the existing budget already allocated to the project (via a bank statement).

Project Area: Brighton and Hove, East or West Sussex.

Project Time scale: the project shall be delivered by March 2016

Project Feasibility: the project shall be realistic, financially viable and feasible within budget and time scale i.e. within 5 months from the launch, by March 2016

Deliverables: annual energy, CO₂ and cost saving. Measurable or best estimated.

Evaluation Criteria:

Either measurable annual energy production or CO₂/ cost savings, delivered directly by the project
Tangible educative outputs and dissemination of know-how on renewable energy/energy efficiency

Contact Details

Name of your organisation

Address of your organisation

Email	
Website	

Main Contact for this Application		
Title	First Name	Surname

Position held in organisation	
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Contact Address

Daytime Phone Number	Email address

Reference

Please provide details of a referee who holds a professional or public position that knows of your group's work but is independent of your group and this project. Please make sure this person is willing and knows about this particular application and is locally based.		
Title	First Name	Surname
Organisation Name		
Position in organisation		
Referee address		
Daytime Phone Number		
Email address		

Organisation details

When did the organisation start?	/ /
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What type of organisation are you? (tick as appropriate)	
<input type="checkbox"/> A registered charity. If yes please provide your number	
<input type="checkbox"/> A Community Benefit Society or bona fide Coop	
<input type="checkbox"/> Unincorporated club or association	
<input type="checkbox"/> Community Interest Company	
<input type="checkbox"/> Limited Company	
<input type="checkbox"/> Other (specify):	

Are you part of larger regional or national organisation? <input type="checkbox"/> Yes <input type="checkbox"/> No
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How many of each of the following are involved in the organisation?			
Full Time Staff		Management Committee	
Part Time Staff		Volunteers and helpers	

What are the main aims and activities of your organisation?

What is your organisation's annual income?	£
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Your application

Please enter the start and end dates of the activities this fund will fund					
Project/Funding start date	/	/	Project/Funding End date	/	/

Where will the project take place?	
Please provide a full postcode if you can	

Please provide a one sentence description of your project

Please summarise what your project will achieve and how, defining the main tasks you will need to deliver to make the project a success (max 500 words)

Please describe what success for your project will look like, including quantitative and/or qualitative measure as appropriate. Max 300 words

Please list the people who will be involved in the project, their roles and a brief summary of relevant skills/experience

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How do you see this project/activity progressing after the funding comes to an end?

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Approximately how many beneficiaries will there be?	
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What is the primary issue to be addressed?

General renewable energy

Implement / promote energy efficiency

What is the secondary issue to be addressed?

Address a community issue. (Please specify)

Provide education and/or vocational training (please specify the targeted audience)

Offer training and/or support for volunteers

Raise awareness and/or offer practical support for action to promote renewable energy and/or energy efficiency

Help establish a community enterprise

What is the total project cost?	£
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How much has been raised so far?	£
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How much money are you applying for?	£
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Please give a breakdown of cost under the following headings (inclusive of VAT)			
Type of cost	Total Cost	Requested Amount	Breakdown of costs
Staff costs			
Volunteer expenses			
Operation/activity costs			
Office/overheads/premises			
Capital costs (equipment)			
Publicity/Marketing			
Other			
Total	£	£	

If the total cost is bigger than the funds requested how will you meet the shortfall? Please give details of any other applications you have made and whether any funding has been approved.

Please provide your group's bank details	
Name of the bank/ building society	
Name of bank account	

Please provide the names of the signatories for your bank account. Bank accounts should have at least two signatories, and preferably three. Please highlight where any are related.		
Title	First Name	Surname

Application form checklist

Please send the applications via email or post.
 Applications must be received by Monday 23rd November 2015, midday. They can be sent via email to stefania@brightonenergy.org.uk or via post to 7, 47 Montpelier Road, Brighton, BN1 3BA.
 We cannot process your application unless you have:

<input type="checkbox"/> Answered every question
<input type="checkbox"/> Provided a copy of your most recent accounts / financial statement
<input type="checkbox"/> Provided a signed and dated copy of your constitution / governing document
<input type="checkbox"/> Provided names and contact details of your management committee/trustees (where appropriate)
<input type="checkbox"/> Provided a copy of your child protection policy and/or vulnerable adults policy (if appropriate)