**Stage 1 Grant Application Form: Feasibility funding up to £40,000**

You must complete an **Expression of Interest** (EOI) form before we can invite you to submit a **Stage 1 Grant Application**. If you have not done so, please request one from the fund administrators.

To help you complete this application form, please read the **Rural Community Energy Fund (RCEF) Stage 1 Guidance** together with the supplementary guidance notes on **Feasibility Study Requirements** and **Assessment Guidance.** The guidance includes information on the aims and objectives of the programme, timelines for submission and approval, and guidance on how to procure technical support to determine the feasibility of your project. You must also complete a **UK Subsidy Control Declaration** form to accompany your application.

The **Greater South East Energy Hub** is supporting the **RCEF** programme and may be able to help develop your proposal and assist you with completing the Stage 1 Grant Application Form.

**Contact:** **info@energyhub.org.uk** / W**ebsite: www.energyhub.org.uk**

Stage 1 Grant Application Forms should be completed in full, and all supporting documents sent to:

**Contact:** **info@energyhub.org.uk**

Stage 1 Grant Applications will be considered, as a minimum, on a quarterly basis. Funding decisions will be communicated as soon as appropriate.



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| Section 1 - Basic project information | |
| Project titlePlease keep the title relatively short, preferably to a maximum of 6 words | |
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| Project reference numberPlease only use the Regional Energy Hub reference number, if this has been provided | |
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| Project summary Please relate this specifically to the project and keep it as clear and concise as possible. If you have completed a feasibility study or other initial work, please provide brief details here. Please indicate any changes to the project proposal from the Expression of Interest | |
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| Project location Please provide your local authority area, a description of where your energy project will be located, postcode(s) and evidence that the location is eligible. The eligibility for any given area can be established by using the Defra MAGIC Map **–** <https://magic.defra.gov.uk/>. | |
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| Project outcomesWhat are the desired outcomes or changes that will happen because of your project | |
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| * 1. **Need for RCEF funding**   Explain why the project cannot be self-funded or alternative funding sources obtained | |
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| Project funding request Please list which parts of the project require grant funding at this stage | | |
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| Categories of support required Please check all the relevant categories that directly apply to the outcomes from your project | | |
| **☐** | Professional support in assessing basic technical feasibility for the technology in question (this could include the work done to determine which technology you are going to focus on, and whether it is feasible to connect to the grid). | |
| **☐** | Professional support for arranging an exclusivity agreement with a landowner, where necessary. | |
| **☐** | Professional support costs for carrying out public engagement work, where necessary | |
| **☐** | Professional support for carrying out initial stakeholder engagement with public bodies that have an interest in your project, such as English Heritage and the Environment Agency (where necessary) | |
| **☐** | Professional support in assessing the planning issues that will need to be addressed and determining that there are no absolute barriers that would prevent you from applying for planning permission. | |
| **☐** | Professional support in assessing the permitting, licensing and consenting issues that will need to be addressed and determining that there are no absolute barriers that would prevent you from applying for them. | |
| **☐** | Professional support in assessing the basic financial viability of your proposed project and building a business model. | |
| **☐** | Reasonable costs associated with legal advice and registration fees relating to the establishment of an incorporated body. | |
| **☐** | Project management costs | |
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| Section 2 - Applicant details | | | | | | |
| Registered name of applicant organisation Awards are to single, eligible organisations who will be responsible for meeting any grant condition terms | | | | | | |
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| * 1. **Registered organisation address including post code** | | | | | | |
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| Legal statusPlease indicate your organisation’s legal type by checking a box below | | | | | | |
| Registered Charity  Community Interest Company (CIC)  Co-operative  Community Benefit Society (Bencom)  Local Community Groups in partnership with a Local Authority  Registered Social Landlords  Charitable Incorporated Organisation (CIO)  Development Trust  Pre-commencement society  Parish or Town Council  Faith Group  Other (see below) | | | | | | |
| **If you selected ‘other’ above, please provide additional details** | | | | | | |
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| * 1. **Please indicate if your organisation is incorporated**   E.g. a company limited by guarantee or as a Community Interest Company (CIC) | | | | | | |
| Yes  No | | | | | | |
| * + 1. If you answered **Yes** to 2.5, please provide your organisation’s registered number: | | | | | | |
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| * + 1. If you answered **No** to 2.5, please tell us about your plans to become incorporated   NB: Parish and town councils are exempt from this requirement | | | | | | |
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| * 1. **Have you received less than £300,000 of public funding over the past three years?** Please note that UK subsidy control limits mean that £300,000 is the maximum that can be received including funding from this application. | | | | | | |
| Yes  No | | | | | | |
| * + 1. If you answered **‘yes’** to 2.6, please complete the table below | | | | | | |
| RCEF reference no (if applicable) | Name of project | | Name of grant/award scheme | | Date grant received | Grant value (£) |
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| * 1. **Applicants contact details**   These contact details will be used in line with our data protection statement in Section 11. We would also like to keep you up to date with new funding announcements, events and news. Please let us know if you are happy to receive this type of communication by email. | | | | | | |
|  | | Main contact | | Alternative contact | | |
| Name | |  | |  | | |
| Position in organisation | |  | |  | | |
| Address | |  | |  | | |
| Tel | |  | |  | | |
| Email | |  | |  | | |
| Check the box to receive emails from Local Energy Hubs about funding announcements, news and events. | |  | |  | | |
| * 1. **Group skills**   Please detail what relevant skills the group has, especially any previous experience developing energy projects. How many hours has each person has spent on the project to date? What contribution do group members intend to make to the Stage 1 feasibility study? (200 words max) | | | | | | |
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| * 1. **Group Governance**   Please tell us more about the type and structure of your organisation and how it is governed. We would like to know who has ultimate control of your organisation (directors, trustees, shareholders, members, etc) and how decisions are made. (200 words max) | | | | | | |
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| * 1. **Directors or Trustees**   Please name all your directors or trustees, and anyone who has ‘voting rights’ over decisions made in your organisation. This would include members of any parent organisation if your group is a subsidiary. Please include contact details and addresses | | | | | | |
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| Partner details (if applicable) Please list all project partner organisations with details of their role in the project and benefits they will receive as part of the project  **NB** please note that to be eligible for funding your project **must be at least 50% community owned.** | | | | | | |
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| Section 3 - Project objectives and impact | | |
| Please indicate below which technologies will be included in your project | | |
| Solar photovoltaic  Solar thermal  Wind turbines  Hydropower  Ground, water and air source heat pumps  Anaerobic digestion  Heat network (renewable fuels only)  Bioliquids, biogas or biofuel  Multi-technology approaches (this can include energy efficiency\*, storage, EV infrastructure, grid services and demand management)  Other, please state: | | |
| Energy efficiency measuresIf you plan to include energy efficiency as part of a multi-technology approach, please provide details of what you are considering and how you plan to finance this as part of the wider project (200 words max) | | |
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| Local ownershipPlease describe how local ownership and/ or community involvement are at the heart of this project, including the proportion of legal ownership (200 words max) | | |
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| * 1. **Community relationship**   Please describe the relationship between your organisation and the community where your renewable energy installation will be based. If you are not based locally, we will need to understand what your link is to the local area (150 words max) | | |
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| * 1. **Community benefit**   To be eligible for support your project will need to provide tangible benefit to the local community – benefits must not be limited to the site owner or businesses. Please provide details here | | |
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| Community awareness and supportWhat level of community support do you have for your project? Which communication channels have your group used to engage with the community? (Max 150 words) | | |
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| Project objectives associated with grant funding Please list the project aims and objectives related to each part of the project that requires grant funding e.g. if an element is the producing a feasibility study clearly list the aims of the study) | | |
|  | **Funded project stage** | **Objectives / Aims** |
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| Section 4 - Project delivery | | | |
| How will you deliver the project?Please describe your approach e.g. employ a project manager to oversee the whole project, complete a feasibility study and review delivery yourselves, etc. (Max 100 words) | | | |
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| * 1. **Proposed start and end date of project** | | | |
| Project Start: | Project End: | | |
| Please provide details of project milestonesInclude any key milestones (if already achieved, please state “achieved” in the notes) | | | |
| Milestone | Start Date | End Date | Notes |
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| ProcurementPlease describe any procurement and/or tendering process planned and submit your contractor quotes with this application. Please refer to the procurement section of the guidance notes and complete Appendix 1. | | | |
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| Lessons learned from any past RCEF funded projects (if relevant)Please explain how you have sought to learn lessons from past RCEF or community energy projects | | | |
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| Section 5 – Beyond the funded project |
| * 1. **Scope for awareness raising, replication, learning and documentation**   Please evaluate the potential scope for raising awareness about community energy and sharing your experiences to help other groups develop community energy projects |
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| * 1. **Next steps**   Please describe the next steps for your project following completion of the RCEF-funded work |
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| Section 6 – Permissions and consents | |
| Land and building tenure detailsPlease provide details of any ownership or issues with use of land, and how you plan to address these. | |
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| Consents, permissions and contractual arrangements Please provide details below e.g. planning permission, environmental permits, etc. | |
| Name of consent/ permission/ contract | Confirm status (e.g. if applied for and if rejected or approved) |
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| **Key conditions**Please highlight the key conditions of any consents, permissions or contractual arrangements below | |
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| Section 7 - Risk management | | | |
| Identification of main risksPlease highlight the top three risks for your project, the likelihood of them happening and the impact, as well as how will mitigate these risks i.e. the preventative actions you will take | | | |
|  | Risk 1 | Risk 2 | Risk 3 |
| Nature of risk identified |  |  |  |
| Risk likelihood (High, Medium, or Low) |  |  |  |
| Risk impact on project  (High, Medium, or Low) |  |  |  |
| Mitigating action |  |  |  |
| Approach to managing the risks associated with your projectPlease describe your approach to identifying the risks associated with the work that you are seeking funding for. Note that the Energy Hub RCEF team can provide projects with feedback and support for the duration of the funded project. | | | |
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| Section 8 - Project finance **Please note all costs in this section should be entered excluding VAT** | | | | | | | | | | |
| Project cost breakdown Please describe the costs for each activity that will be funded over the project (please add more lines if needed)  NB: Please indicate if costs are estimated (E) or fixed (F). Match funding mean any costs that will be met by yourselves from elsewhere | | | | | | | | | | |
|  | Description of funded activity | E or F cost? | Match funding provided | | | RCEF funding requested | | Total cost | |
| 1 |  |  | £ | | | £ | | £ | |
| 2 |  |  | £ | | | £ | | £ | |
| 3 |  |  | £ | | | £ | | £ | |
| 4 |  |  | £ | | | £ | | £ | |
| 5 |  |  | £ | | | £ | | £ | |
| Totals | | | | £ | | | £ | | £ | |
| Evidence of expenditureFor each of the activities above, please provide details of the evidence you will provide to release each stage of grant funding and the total project cost to get to this stage e.g. an invoice for work completed, a signed legal agreement for use of land, etc. | | | | | | | | | | |
|  | Description of funded activity | Evidence that will be submitted | | | | | | | Total project cost to this point |
| 1 |  |  | | | | | | | £ |
| 2 |  |  | | | | | | | £ |
| 3 |  |  | | | | | | | £ |
| 4 |  |  | | | | | | | £ |
| 5 |  |  | | | | | | | £ |
| Total | | | | | | | | | £ | |
| Match fundingIf the project is a partnership or joint venture, please provide details of how project partners are funded, if applicable. | | | | | | | | | | |
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| Total project and grant cost This should match the total figures in the first two tables above. Total feasibility grant requested must be £40,000 max | | | | | | | | | | |
| Total RCEF funding requested (excluding VAT) | | | | | £ | | | | | |
| Add VAT (only if not VAT-registered) | | | | | £ | | | | | |
| **Total RCEF Stage 1 grant requested** | | | | | **£** | | | | | |
| Other match funds | | | | | £ | | | | | |
| **Total project cost** | | | | | £ | | | | | |

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| Section 9 - Supporting documentation | |
| Please tick the key documents you must provide as part of your application. The Hub reserves the right to refuse any application where these documents are not submitted.Please note there are also recommended additional documents that we strongly advise you submit in order to support your application. | |
| Key Documents | |
| Signed, completed grant application form |  |
| Organisation’s registration documents, constitution, rules, plans for becoming incorporated or similar |  |
| Organisation’s latest accounts |  |
| A signed Subsidy Control Declaration form |  |
| Copies of three tenders received (or one tender plus letter of explanation) |  |
| Recommended additional documents | |
| Tender brief/evaluation |  |
| Project Plan |  |
| Communications/Engagement plan |  |
| Risk Assessment |  |
| Other documents (please list if applicable) | |
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| Section 10 - Declaration and Data protection |
| **By submitting and/or agreeing to the submission of this grant application you agree to the following declaration:**  I confirm that, to the best of my knowledge and belief, all of the information is true and correct, and I accept full responsibility for it. I understand that, should this application be successful I will be required to supply additional information. If there is any change to the information I have provided, I will notify the Greater South East Energy Hub without delay.  I understand that any information I supply may be used by public bodies or their appointed agents in connection with the Rural Community Energy Fund and that I may be contacted in relation to the application, from time to time, whether or not my application has been successful.  I am aware of the conditions that apply to this grant application and have complied with them. I declare that I have read, understood and complied with all of the relevant guidance information related to the Rural Community Energy Fund. I understand that my organisation may be inspected and I agree to give access, cooperate and provide such assistance as is required.  **Important Information**  You should not commence project activity or enter legal contracts, including the ordering or purchasing of any services, before your application has been formally approved and you have entered in a grant funding agreement. Any expenditure incurred before the approval date is at your own risk and may render the project ineligible for support. If you know and recklessly make a false statement to obtain grant aid for yourself or anyone else you risk prosecution, the recovery of all grant payments, additional financial penalty and exclusion from other schemes operated by Cambridgeshire and Peterborough Combined Authority. By submitting this form, you are confirming that you have read and agree the above declarations and you consent to us processing the information we collect from you in accordance with our privacy Policy.  **Privacy Policy**  Your information will be stored and processed in accordance with the data protection Act 1998 (DPA). Cambridgeshire and Peterborough Combined Authority is the data controller for personal date you give to us/we hold about you. We use it in line with the Data protection Act. We are subject to the Freedom of Information Act 2000 and other obligations under law which require us to act transparently and which grant certain rights of access to the public information held by us. This means, that although we respect the sensitivity of the information, there may be legal requirements which oblige us to disclose tis information.  We will use the information you supply to administer, process and assess your grant application. Information may be shared with other persons or organisations helping us with the assessment and monitoring of Expression of Interest. Information you provide will also be shared with Government departments and the Greater South East Energy Hub. Your information may also be shared with Government departments and other public bodies for the purpose of fraud prevention. The application and evaluation may also be subject to audit and review by internal and external auditors who may need to access the information you submit in your application.  If you supply information related to third parties as part of your application, you must ensure that you inform those third parties about how you use this information and inform them that this information has been passed onto Cambridgeshire and Peterborough Combined Authority.  We will not hold your information for longer than is necessary. We will hold the majority of your information for three years after project closure unless we have a legitimate reason to keep it for longer.  If any of the information we hold alters or is incomplete, please tell us and we will amend it. |

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| Section 11 - Approval Signatures | |
| **Authorised Signatory for Organisation** | |
| Printed Name |  |
| Signature |  |
| Position in Organisation |  |
| Date |  |
| **I confirm that our organisation (including any directors or partner or any other person who has powers of representation, decision, or control) has not been convicted of conspiracy, corruption, bribery, fraud, money laundering or drug trafficking, and has not been declared bankrupt.** | |
| **Witness signature** | |
| Printed Name |  |
| Signature |  |
| Position in Organisation |  |
| Date |  |

By signing this page, you are confirming that the information provided in this application form is accurate and that you meet the Eligibility Conditions included in the RCEF Stage 1 Guidance. You are also confirming that you agree with the Data Protection info in Section 10.

**Appendix 1 – Professional Contractors**

**Please detail who will carry out any professional work you intend to pay for with the RCEF grant.**

You should aim to provide three quotes for each task that will cost more than £1,000. If you are unable to provide three quotes for a particular task, please explain why (please add extra lines to this table where needed)

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| **Task** | **Supplier name** | **Supplier credentials\*** | **Day rate (£/day)** | **Total Quote (£)** | **Rationale for choosing supplier** |
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\* This can include accreditations or qualifications. You can attach further information (such as a CV) or include a web address if the supplier has an informative website with contact details.