

Form: A1 April 2011



SHIRE COMMUNITY CLIMATE CHANGE GRANT

Energy Audits

Application Form

SHIRE Community Climate Change Grants – Energy Audits

Completing your application

Please read the accompanying Guidelines and Grant Aid Conditions document (form G1) before completing this application form.

All questions must be answered fully and the relevant paper supplied for your application to be processed successfully.

If you need help with your application or have any enquiries regarding the fund, please contact: Di Braker on 0116 3057082 or Di.braker@leics.gov.uk

Submitting your application

Application for a grant requires the submission of this form and a number of supporting documents (see checklist below).

Addresses for the submission of documents are as follows:

Post: SHIRE Community Climate Change Grant, Environment and Transport Department, Room 700 County Hall, Glenfield, Leicester, LE3 8RJ.

Email: Di.braker@leics.gov.uk

Checklist - (Please tick)

Item	Paper copy?	Emailed?
A signed copy of your organisation's constitution		
At least two/three comparable estimates/ quotations		
Statement of support from the local county councillor		
Statement of support from the local parish/town or district council		
A copy of your annual accounts/bank statement for the past 3 months		
Copies of documents relating to ownership/lease of project site OR Copies of agreements for access to site for at least 10 years		
Map of site location/layout preferably at 1:500 scale		
Copies of relevant permissions (e.g. planning permission)		
Copy letters of confirmation of grants from your other funding sources		
Evidence of the level of community use of the building e.g. Bookings schedule		
Statements of support for the scheme from the community		
Any other supporting documents requested		

1. **Applicant details**

1.1 **Name of Organisation / Title of your scheme:**

1.2 **Address of organisation:**

Address:

Post Code:

Fax:

Website:

Telephone:

E-mail:

1.3 **Person to contact:**

Name:

Position in your organisation:

1.4 **Address for correspondence** *(if different to above)*

Address:

Post Code:

Fax:

Telephone:

E-mail:

1.5 **Is your group/organisation constituted?** *(see guidelines section 1)*

Yes

No *(without this evidence your application can not be processed)*

**Constitution
Attached**



B. If yes, please attached a signed copy of your organisation/group constitution

1.6 **Is your group/organisation a registered charity?**

Yes

No

B. If yes, please also give your charity registration number:

2.0 Project Details

See sections 2, 3 & 8 of the Guidelines and Grant Aid Conditions for further details.

2.1 Please give brief details of what type of Energy Audit is to be undertaken, and what it aims to achieve.

2.2 Please state the location of the audit:

Postcode:

2.3 Can your audit be completed within 12 months of being offered a SHIRE grant? *(Please tick)*

Yes

No

3.0 **Finance and Funding**

See sections 4 of the Guidelines and Grant Aid Conditions for further details.

3.1 **Total cost of your audit:**

3.2 **How much funding are you requesting from the SHIRE Community Climate Change Grants?**

3.3 **Have you attached at least two/three comparable quotations / estimates? (Please tick)**

Quotations
Attached

Yes

No (*without this evidence your application can not be processed*)

Please note: The grant offer is usually based on the lowest estimate supplied.

3.4 **Can you reclaim VAT? (Please tick)**

Yes

No

B. If yes, please include VAT registration number:

3.5 **Please enclose a copy of your audited accounts for last year plus copies of your organisation's bank/building society statements covering the last three months. (Please tick)**

Accounts/
Bank
statements
Attached

Yes

No

3.6 Please detail your organisation's contribution or any other contribution being made towards the project: (This may be income or additional grant aid funding.)

Funding contribution	% of Total Scheme Value	Total Contribution (£)	Approved/Applied for
<p>SHIRE Community Climate Change Grant <i>The contribution from the SHIRE Community Climate Change Grant should be for no more than 75% of audit cost.</i></p>			
<p>Other grant aid <i>(please list)</i></p>			
<p>Own funds of organisation</p>			
TOTAL SCHEME VALUE			

4. **Site details and tenure**

See sections 6 of the Guidelines and Grant Aid Conditions for further details.

4.1 **In which District/Borough is the project to take place?** (Please tick)

- Blaby Charnwood Harborough Hinckley & Bosworth
 Melton Oadby & Wigston North West Leicestershire

4.2 **In which Parish is the project located?**

4.3 **Please enclose a plan clearly showing the location of the project** (Please tick)

- Yes No

Location
plan
Attached

4.4 **Does your organisation own or control the site where the energy audit is to take place?** (Please tick)

- Yes No

B. If yes, please give details of your organisation's conditions of tenure on the application site and supply documents. e.g. freehold/leasehold, with length of unexpired term.

Tenure
details
Attached

4.5 **If not currently owned or controlled by your organisation will agreements be put in place for you to have access to it for at least 10 years?** (Please tick)

- Yes No

Agreement
details
Attached

B. If yes, please send copies of draft agreements e.g. leases/licences

4.6 **Who will the agreement(s) be with?**

Name:
Address:

Post Code:
Fax:

Telephone:
E-mail:

4.7 **Have all necessary permissions or approvals been obtained?**

- Yes No Not applicable

Permissions
attached

B. If yes, please enclose copies of the approvals. If no, please give further details in the space below. Not applicable - No approvals required.

5. **Community benefit**

See sections 7 of the Guidelines and Grant Aid Conditions for further details

5.1 **Is your local County Councillor supportive of your scheme?**

(Please tick)

Yes No (without this evidence your application can not be processed)

County
Councillor
support
Attached

5.2 **Is your local Parish/Town Council supportive of your scheme?**

(Please tick)

Yes No

Parish/Town
Council
support
Attached

B. If yes, please provide evidence

5.3 **Do any local voluntary groups or schools support the scheme?**

(Please tick)

Yes No

Community
support
Attached

B. If yes, please submit written evidence of their support and/or involvement i.e. a copy of a letter or e-mail from the group or school.

5.4 **Please include a weekly or monthly schedule of bookings as evidence of the current level of community use.**

Yes No (without this evidence your application can not be processed)

Schedule of
bookings
Attached

5.5 **Is your building physically accessible to all within reasonable hours?** (Please tick)

Yes No

B. If your building can only be accessed between certain hours please state below what they are and the reasons why.

6. **Payment details**

See sections 11 of the Guidelines and Grant Aid Conditions for further details.

6.1 **To whom should your grant cheque be made payable?**

(Please enter the details as they should appear on the cheque)

Please note: To make a claim applicants must submit copies of all invoices, receipts, delivery notes and professional certificates when claiming payment. An inspection or site visit may be required before payment is issued.

7. **Application confirmation**

7.1 **Please sign below to confirm that this application has been prepared in accordance with the SHIRE grant guidelines and grant aid conditions.**

Signed:

Date:

Print name:

Position in organisation:

8. **CHECKLIST**

Before you send this application, please ensure that you include the following paperwork:

Item	Relevant question on application form	Included (please tick)
A signed copy of your organisation's constitution	1.5	
At least two/three comparable estimates/ quotations	3.3	
Statement of support from the local county councillor	5.1	
Statement of support from the local parish/town or district council	5.2	
A copy of your annual accounts/bank statement for the past 3 months	3.5	
Copies of documents relating to ownership/lease of project site OR Copies of agreements for access to site for at least 10 years	4.4/4.5	
Map of site location/layout preferably at 1:500 scale	4.3	
Copies of relevant permissions (e.g. planning permission)	4.7	
Copy letters of confirmation of grants from your other funding sources	3.6	
Evidence of the level of community use of the building e.g. Bookings schedule	5.4	
Statements of support for the scheme from the community	5.3	
Any other supporting documents requested		

The support of Leicestershire County Council should be acknowledged in all publicity material, newsletters etc. published by the applicant. Copies of any publicity material may be requested.

PRIVACY STATEMENT

DATA PROTECTION ACT 1998 and FREEDOM of INFORMATION ACT 2000

Personal data supplied on the Community Climate Change application Form will be held on computer and will be used in accordance with the Data Protection Act 1998 for statistical analysis, management, planning and in the provision of services by the County Council and its partners. The information will be held in accordance with the Council's records management and retention policy.

Information contained in the Community Climate Change Application Form may be subject to release to others in accordance with the Freedom of Information Act 2000. Certain exemptions from release do exist including where the information provided is protected by the Data Protection Act 1998.

* Recipients of publicly funded grants will be eligible for the FIT scheme without having to repay the moneys received if they are in compliance with the EU's rules on de minimis aid - i.e. if they have not received support from public funds (including FITs payments) that would exceed thresholds specified in de minimis regulations - €200,000 over a period of three years in most cases.

It is the applicant's responsibility, not the County Council's, to make sure they can sign the declaration to Ofgem, who regulate the FIT scheme, stating that you will not exceed this limit. If you do exceed this limit and are not eligible for the FITs the County Council holds no responsibility.

For further information on this please see Ofgem recommendation on FITs and grants
<http://www.ofgem.gov.uk/Sustainability/Environment/fits/Grants/Pages/Grants.aspx>



Environment & Transport Dept.
Climate Action Team
County Hall, Glenfield, Leicester LE3 8RJ
Telephone: 0116 305 7082
E-mail: Di.braker@leics.gov.uk

www.leics.gov.uk/climatechange_grants



Information from this leaflet is also available in alternative versions (e.g. large print, Braille, tape or an alternative language) by contacting the numbers shown above.