

# Application Form Questions

## Northern Powergrid's Net Zero Community Energy Fund 2024

### Introduction

**Please Note - Applications will only be accepted through Typeform**

**<https://form.typeform.com/to/otj9yYJa>**

Application period: 22 April to 15 July

To find out more information about visit Northern Powergrid's Community Energy webpage. For any other queries, please contact ([sreid@regen.co.uk](mailto:sreid@regen.co.uk)).

**Before you begin please ensure that you have the following information/documents ready:**

1. A copy of your organisation's constitution (e.g. proof of governance document, articles of association, terms of reference - this should be a signed agreement denoting your organisation as having a legal structure and set of rules)
2. A secondary contact (name, role, contact number and email address of another member of your organisation)
3. Any proof of quotations provided for project costs (e.g. a minimum of three competitive quotes for goods or services over £5,000)

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### Questions

*The following application questions are numbered, with bullet points denoting extra information to help you answer the question accurately and letters indicating multiple choice questions. Please note that applications will only be accepted by submitting through the Typeform (<https://form.typeform.com/to/otj9yYJa>), this pdf was created to view the questions before submitting only.*

1. Please confirm you give permission to Regen to record the information in the form.

- 2. Please confirm you meet the eligibility requirements of this fund (must select all)**
  - You are a volunteer-led group, a registered charity, community benefit society, community interest company or a not-for-profit organisation with charitable aims.
  - You have formal constitution and a bank account with at least two signatories.
  - You are run by local people with clear local benefits to the project and demonstrable community links.
  - You have an organisation income of less than £100,000 in the most recent financial year.
  - You are based in and have the majority of your beneficiaries within Northern Powergrid's geographical areas of the North East of England, Yorkshire and Humber, or Northern Lincolnshire.
- 3. Your organisation's name**
  - Please ensure that the name of the organisation given is the same as that detailed within the copy of its governance document and any accounts/bank statements to be provided.
- 4. Organisation address**
  - Please include street, town, county and postcode.
- 5. Your name**
- 6. What is your role in the organisation?**
- 7. Email address**
- 8. Phone number**
- 9. Secondary contact name**
  - Please provide the details for a secondary contact. They will only be contacted should we be unable to reach the primary contact.
- 10. Secondary contact role in the organisation**
- 11. Secondary email address**
- 12. Secondary phone number**
- 13. Legal structure of your organisation (select one)**
  - Charity
  - Community Interest Company
  - Social Enterprise
  - Community Benefit Society
  - We do not have a formal legal structure
  - Other
- 14. Please confirm that your organisation is not-for-profit**
- 15. Please upload a copy of your organisation's constitution (upload document)**
  - (proof of governance document, articles of association, terms of reference - this should be a signed agreement denoting your organisation as having a legal structure and set of rules)
- 16. Please confirm you have an organisation bank account**
- 17. What was your income in your most recent completed accounting year? (£)**
- 18. Is your organisation a member of or affiliated to a regional or national organisation?**

- 19.** If so, please provide details
- 20.** How many full time equivalent (FTE) staff does your organisation currently employ?
- 21.** How many volunteers do you have currently?
- 22.** Please give a brief description of the overall aims and objectives of your organisation.
- Note - character limit: 500 characters (around 100 words)
- 23.** For what purpose are you applying for this funding or support?
- For a specific project / feasibility study
  - For training / mentorship
  - For setting up a community energy organisation
- 24.** What is the name of your project?
- 25.** Please provide a short (executive) summary of your project
- Note - character limit: 750 characters (around 150 words)
- 26.** When do you anticipate your project to start?
- Project timescales are critical to the assessment of your project so please make sure you state them as accurately and realistically as possible.
  - Please also note that your project can only start once you have signed and returned the terms and conditions of grant offer letter. If your project starts before this time, your project may become ineligible to receive funding support.
- 27.** When do you anticipate your project to end?
- 28.** How much funding are you seeking from this fund? (£)
- 29. Need and Impact**
- You should demonstrate that:
    - There is a clear and proven need from within the community for the project.
    - The project delivers a significant positive contribution towards carbon reduction.
    - The project objectives align with the community need and with the aims of this fund.
  - *Note - character limit: 1,500 characters (around 300 words)*
- 30. Capability**
- You should demonstrate that:
    - You have experience and capacity to manage both funding and the project successfully.
    - You have clearly identified timescales, key milestones, necessary support, value for money and team responsibilities.
    - You have an understanding and awareness of the energy and community energy sectors.
  - *Note - character limit: 1,500 characters (around 300 words)*
- 31. Long-term sustainability**
- You should demonstrate that:
    - There is a clear plan for monitoring the project outputs, and how these will inform further work within the community.

- If the project continues past this funding period, you have provided clear evidence on an operation plan and prove you have sufficient resources to continue to manage and maintain any assets developed through the fund.
  - *Note - character limit: 1,500 characters (around 300 words)*
- 32.** Please confirm how your project costs were identified. Please provide any quotes you have received.
- For example, competitive quotes, surveyor report, consultant etc. Please note the fund will only provide funding for projects which have been realistically costed. You will be required to ensure that any contractor/sub-contractor appointed is done so through the use of a minimum of 3 competitive quotes for any goods or services purchased over the value of £5000.
  - Please upload any relevant documents as proof in the next question.
- 33.** Proof of project costs identified (upload documents)
- Please provide a full breakdown of all capital and revenue costs relating to the project, indicating whether fund monies are being sought to fund/part fund these specific items.
  - Please note the fund cannot provide funding for recoverable VAT and as such this should not be counted as a project cost within your application.
- 34.** What is the total cost of the project (£)?
- 35.** What geographical area does your project cover?
- Please include a post code and which local authority region it lies in
- 36.** Please provide a list of all other project funders (or list other funding sources you have applied to and are awaiting the outcome)
- Include name, amount of funding to be provided and confirmation as to whether this is as in-kind or cash contribution to the project. In kind contributions should be reasonable and relevant to the type of work being undertaken, i.e. skilled or un-skilled labour.
- 37.** Please provide a list of all partners involved in this project and a very brief description of their role.
- Leave blank if this is not relevant
- 38.** If the funding is being used towards installation or construction of projects, please confirm you have all necessary permits and licences. (yes or no)
- 39.** I confirm that I am authorised by the applicant organisation to submit this application and that the above information provided is accurate and true.