



## Community Energy Twemlows 2 Fund 2024

### Guidance Notes & Application Form Grants up to £6,000 (Total fund in 2024 £16,000)

The Community Energy **Twemlows 2** Fund is administered by  
Shropshire and Telford Community Energy  
treasurer@stcenergy.org.uk  
or  
c/o Sharenergy, The Pump House, Coton Hill, Shrewsbury, SY1 2DP

#### Introduction

The funding comes from profits arising from the sale of electricity created by the solar farm at Twemlows, Prees Heath, near Whitchurch.

This Twemlows 2 fund covers all of Shropshire and Telford & Wrekin and grants of up to £6,000 are available.

For community and voluntary groups within 15 miles of Twemlows grants of up to £1,000 are available from the Twemlows 1 fund which has wider criteria and is managed by Community Resource. This paper does not cover the Twemlows 1 scheme. If you are interested in the Twemlows 1 fund please contact Carole.Moreton@community-resource.org.uk.

The main criteria for the **Twemlows 2** fund are:

- Projects focussed on increasing the supply and availability of renewable energy
- Projects focussed on energy efficiency
- Projects focussed on increasing local climate resilience through the enhancement of the natural environment.

#### Who is eligible for a Twemlows 2 Grant?

The purpose of this grant programme is to support local community organisations working on the low carbon agenda.

The types of group or organisation that the Fund can support include:

- a locally managed charity, voluntary or community group, active in their local community for not less than 12 months prior to making an application.
- those with a set of rules/governing document that has as a minimum the name, aim/purpose, objects, a dissolution clause for the organisation, a list of Trustees/Committee members, and Trustee/Committee members signatures.

Groups and organisations do not have to be registered charities but must be formally constituted with a bank account in the name of their organisation.

If you are not sure whether you are eligible to apply, please contact us to check before wasting your time completing the application form.

Grants will **not** be able to fund the following:

- \* Statutory organisations
- \* Individuals
- \* Organisations or activities outside Shropshire and Telford & Wrekin
- \* Activities that have already taken place.
- \* Refreshments costs for people attending events
- \* Contributions to a general appeal. Funding can only be used for specific projects which meet the criteria outlined below
- \* Commercial enterprises

### **How much can we apply for?**

The maximum grant to a local organisation will be £6,000. This can be part of a larger project and applicants are encouraged to provide a matching sum from other grants or their own resources.

### **What can we use the funding to pay for?**

Grants can be for capital or revenue expenditure related to implementing the projects.

### **Some examples of what can be funded:**

- The purchase of specific equipment, or a contribution to more costly equipment.
- Educational or promotional activities.
- Professional energy advice

We do not consider the sums available will be sufficient to fund a feasibility study and other sources are more likely to be appropriate for this but a contribution towards a feasibility study could be considered.

### **When can we apply?**

The closing date for the 2024 round is 30<sup>th</sup> April 2024.

We suggest that you submit your application earlier than the deadline date to allow enough time for checking and administration. Late applications will not be accepted. If your form is incomplete, we will not be able to submit your application to the panel until next year. Please note that the Fund cannot fund activities that have already taken place.

### **When can we expect a decision about our application?**

Offers will be made to successful applicants within ten working days of the decision being reached. Once the group has accepted the offer and returned an acceptance letter and their terms and conditions agreement, the payment will be made when relevant invoices for work done are submitted.

## Completing the application form

Read the guidance notes attached to your form carefully before you fill in your application, and make sure ALL questions are answered.

Remember, the grant panel will know nothing about your group or your idea. The application form is your opportunity to make sure they understand what you plan to do.

Send your completed application form, together with all the supporting documentation requested, to: to [treasurer@stcenergy.org.uk](mailto:treasurer@stcenergy.org.uk). Or to STCE, c/o Sharenergy, The Pump House, Coton Hill, Shrewsbury, SY1 2DP

(Please only send copies of supporting documents as originals will not be returned to you.)

### Grant Funding Application form: Guidance notes

- 1 Tell us the name of your organisation.
- 2 Provide us with the full correspondence address for your organisation.
- 3 Provide the details of your main contact for this application and a second contact person who is sufficiently familiar with the application to answer questions should we not be able to reach your main contact.
- 4 You should provide a brief overview of your main purpose or aims and a description of the main activities of your organisation.
- 5 Tell us when your organisation started. Your organisation must be at least 12 months old.
- 6 Confirm whether your organisation has any type of governing document.
- 7 Confirm what type of organisation you are, including your registered charity number if you have one.
- 8 Although larger regional or national organisations are not eligible for Twemlows funding, local groups that may be affiliated to a national body (such as a Scout group) can apply. You should be able to demonstrate that you have your own governing documents/set of rules, your own management committee and control of your own finances. If you think your local group is eligible, please provide details of your relationship with a larger regional or national organisation.
- 9 Tell us how many staff, volunteers and committee members are involved in your organisation.
- 10 – 13 We ask these questions to make sure you have taken all the necessary precautions to make sure your project is carried out safely and legally.
- 14 Tell us about the project that you want us to fund. This is your opportunity to sell your project and pull all the key areas together. Be clear about what you want to do and how you will do it (remember, the panel are relying on you to provide them with the information they need to make the right decision), for example,

*“Installing solar PV panels on the roof of the primary school or village or an air / ground source heating system. It will provide renewable power / heating to the building and reduce carbon emissions. It will be a practical demonstration in our community of renewable energy and how we can reduce emissions contributing to climate change.”*

15 Please give us a timescale for your project.

16 Where will your project take place – this could be a village, a parish, a town just a neighbourhood.

17 Which criteria do you fulfil, and how will you do this?

18 What will you do to measure whether you have achieved what you set out to do? Tell us what success will look like for your project and how you will prove that this success has been achieved. For example,

*“We will record the output of the solar PV array on an on-going basis to assess the carbon savings from the renewable electricity.” Or “we will survey the attendees at our event to ascertain whether they found it useful”*

19 Tell us how many people you expect to support with (or benefit from) your project.

20 We need you to confirm your total income over the last three years, as shown in your year end accounts. Groups with an average revenue income of £60,000 or less per year over a three year period will be prioritised for Twemlows funding.

21 We require the name and full details of your bank account, so that, if your application is successful, we can raise a grant cheque or make an online payment.

22 Please confirm that you have at least two signatories on your bank account. On-line accounts will require dual authorisation.

23 Please give details of the cost of your project. Please list what each item is and how much it is costing in the ‘description of costs’ column. If you are applying for a capital item, please provide at least two quotes.

24 If you are asking for less than the total cost of your project we will need to know where the rest of the funding will come from. For example, you may have done some local fundraising already or you may have events planned. You may have requested a grant from somewhere else – or you may have money of your own that you can use to “match” the grant. Please tell us the dates you expect to hear if your applications to other funding providers have been successful. If you don’t yet have the funds you need in place, we may make a provisional offer and hold the grant until you can confirm that the other funding needed has been secured.

25 Tell us how much money you are asking for from this fund.

26 Please sign the declaration and fill in the checklist to confirm that all supporting documentation is enclosed with your application, and please remember to send copies, not originals.



**7. Are you:** (Please tick all those that apply.)

A community group/society	Yes / No	
A registered Charity?	Yes / No	Charity number
A company	Yes / No	Company number
Other (please specify)		

**8. Are you:**

A locally managed organisation?	Yes / No
Part of a larger regional or national organisation?	Yes / No

If your organisation is a part of a larger regional or national organisation, please provide details:

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**9. How many people are involved in your organisation?**

Full-time paid staff/workers	
Part-time paid staff/workers	
Management Committee	
Volunteers and helpers	

**10. Do you have Public Liability Insurance in place?**

Yes / No
Name of Insurer
Policy Number
Date of Expiry
Level of Indemnity

**11. If this is for a capital purchase, do you have appropriate Contents Insurance?**

Yes / No
Name of Insurer
Policy Number
Date of Expiry
Sum Insured

**12. Does this project involve working with children or vulnerable people?**

Yes / No
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**13. If yes, do you have a Safeguarding Children Policy or Vulnerable People Protection Policy?**

Yes / No
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**14. Please give us a description of the project you want us to fund:**

**15. Please give us the timescale of your project**

Start  Finish

**16: Where will your project take place? \_\_\_\_\_**

**17a. Which of the following criteria will your project meet (you must tick at least one)?**

Activities encouraging energy efficiency	
Activities encouraging renewable generation	
Environmental education	
New renewable energy project	
Upgrade of existing renewable project	
Community participation in energy efficiency or renewable energy	
Increasing local climate resilience through the enhancement of the natural environment.	

**17b. Please explain how your project will meet the criteria you have ticked.**

**17c. Describe the environmental benefits that will result from your project (if applicable).**

**And/Or**

**17d. Describe the community involvement you plan for your project. Will that involvement be from “Day 1” or planned for a future date?**

**18. How will you know if you have achieved what you set out to do and how will you measure the outcome?**

**19. How many people do you estimate will benefit from your project? \_\_\_\_\_**

**20. What has been your income in each of the previous 3 years?**

*(If you are a registered charity, these should match the figures on your Charity Commission record)*

<b>Account Year ending</b>	<b>Income</b>
../.../....	£
../.../....	£
../.../....	£



**21. Please give the details of your organisation's bank account**

Account name

Account number:

Sort Code:


**22. Do you have a minimum of two signatories on transactions e.g. cheques and on-line authorisation?**

Yes / No
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**23. Your project's budget**

Please provide details of costs for your project. If any of your costs do not fit into these headings please list them in "other costs". Tell us in the "description of costs" column what each item is and how much it is costing.

Type of cost	Description of cost	Total cost £ (incl. VAT)
<b>Staff and volunteer costs</b>		
<b>Operational/activity costs</b> e.g. equipment hire or venue hire food/refreshments, childcare		
<b>Office, overhead, premises costs</b> e.g. rent, postage, phone, electric etc		
<b>Capital costs</b> e.g. purchase of equipment		
<b>Other Costs</b> (please specify)		
	<b>Total cost of your Project</b>	

**24. Please complete:**

- Amount/s you have requested from other sources

£ £	Please give details where from
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- How much have you raised so far?

£	Please give details where from
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When do you expect to hear the outcome of this / these application (s)?

.../...../20..... .../...../20.....	
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**25. How much are you requesting from this fund?**

£
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**26. Declaration**

Please read this section carefully. We are unable to accept an application if this section has not been completed. It will give details of how we will use the information you have provided in this form, and how we will store it.

- 1. By signing you agree that you are making an application for funding and that the information that you have provided is correct to the best of your knowledge.
- 2. You accept that if any information changes prior to an award being made you will need to notify STCE at the earliest opportunity.
- 3. You understand that any grant awarded will only be made payable to the organisation which will benefit from the grant.
- 4. You understand that STCE will record the information contained on this application form so that we can make an informed decision of whether we can offer you support.
- 5. You understand that if you are successful in receiving an award, STCE will retain the information on this application form for 7 years. If you are not successful, the information will be retained for 2 years.
- 6. You understand that if more information is needed, STCE will contact you using the details you provided on the application and you consent to this contact.
- 7. You understand that the decision of the grant making panel is final.

**Signatures of applicants**

**Organisation Chair or Secretary**

Signature <i>please sign</i>	
Name <i>please print or type</i>	
Role in organisation	
Date	

**Committee member**

Signature <i>please sign</i>	
Name <i>please print or type</i>	
Role in organisation	
Date	

**Checklist, have you enclosed copies of:**

- A copy of your most recent Annual Accounts
- Quotes and actual costs of the project (if required)
- A copy of a recent bank statement not more than 3 months old
- A copy of your Governing Document


- **Please enclose copies and not original documents.**

**What next?**

Please ensure that you have completed **all** sections of the application form, have the enclosures ready (**see the above checklist**) and then send a signed copy to:  
 treasurer@stcenergy.org.uk  
 or  
 STCE c/o Sharenergy, The Pump House, Coton Hill, Shrewsbury, SY12DP.

To be received by 5pm 30<sup>th</sup> April 2024

To avoid any delay in your application being heard by the Grant Panel, please make sure you have completed **all** questions on this form and have **enclosed all relevant documents and supplementary forms**. Failure to do this may result in your form being returned to you and may delay it being heard by the Grant Panel.

NB. If you would like us to acknowledge receipt of your application, please provide an e mail address for us to send it to or enclose a postage stamp with your application form.

STCE will deal with your data in accordance with the GDPR regulations.  
 Our privacy policy can be found at  
<https://stcenergy.org.uk/files/2023/07/Policy-Data-Protection-Issue-02.pdf>