



Funded by
UK Government

SHARED PROSPERITY COMMUNITY ENERGY FUND

CLIMATE
CHANGE
ACTION

Guidance for Applicants

What is this fund?

Staffordshire Moorlands District Council are keen to support activities and initiatives by the communities and groups across the district that support community energy initiatives.

These can be in one of three categories:

1. Improve energy efficiency or add renewable energy to an existing building used by the community.
2. Support the development of community owned energy assets, such as a renewable installation.
3. Support community engagement of households or businesses to reduce energy consumption.

This is a one-off grant with a total pot of £15,000. This will be divided between a minimum of 3 community groups each with up to £5,000 grant.

This guide provides details about the grants in terms of what can be funded, who is eligible to apply, any restrictions and what you need to provide with your application form.

This guide gives additional information to that contained within the application form. All applications must be made on the application form and a number of supporting documents are required.

The deadline for this round of applications is 3rd February 2025 at 9am

This grant scheme is administered by Support Staffordshire who can answer any questions and give assistance and/or advice to potential applicants to ensure the best possible outcome. Your application will be considered by a grant panel is made up of representatives from Staffordshire Moorlands District Council and Support Staffordshire.

Who can and cannot apply?

You **can** apply to the scheme if you are:

- An Unincorporated Association (a group set up with a constitution)
- A Registered Charity

- A CIC
- A CIO
- A new group (not yet constituted)
- A parish or town council

AND if you are operating in, or benefiting, people or places within the local authority district of Staffordshire Moorlands.

The following **cannot** apply for a community grant:

- Individuals
- Private Businesses
- Any organisation that has political activity as one of its stated purposes i.e. as defined by the Charity Commission for England and Wales: any purpose directed at furthering the interests of any political party; or securing, or opposing, any change in the law or in the policy or decisions of central government, local authorities or other public bodies, whether in this country or abroad (including Parish Councils).

If you are unsure whether or not you are eligible to apply, please contact us for further advice.

What will the Scheme fund?

The Shared Prosperity Community Energy Fund has 3 aims and objectives. Your application must meet at **least 1 of these criteria:**

1. Improve energy performance of a community asset/building (e.g. Scout Hut, tennis club)
2. Support setting up/expanding a community led energy advice programme – can be used to train advisors, pay for DIY energy packs, marketing, events etc.
3. Support feasibility of community led renewable projects or support establishing an active group.

How much is available?

Grants will usually be up to £5000.

This can fund 100% of the costs identified.

Planning your project

There are a number of issues that you may need to consider when you are planning your project:

- Do you need planning permission?
- Do you need building regulation approval?
- Does any equipment installation need to conform to any statutory requirements, such as Gas Boiler Installation Regulations?
- Have you undertaken a risk assessment for the activity or task to ensure that health and safety requirements are fully met?

- What care and maintenance will be required after the project has been completed and how will you ensure that this happens?
- A minimum of 3 quotes must be obtained for any invoice that is above £2k.
- What is the timeline for your project?

How to apply

(Please note that the deadline for this round of applications is **3rd February 2025 at 9am**)

All applications must be made on the Staffordshire Moorlands Shared Prosperity Community Energy Fund application form.

Please send completed applications to **Celia Muir, Locality and Rural Officer at Support Staffordshire via email: celia.muir@supportstaffordshire.org.uk** (electronic copies preferred) or post it to:

Celia Muir,
Support Staffordshire,
Leek Health centre,
Fountain Street,
Leek,
ST13 6JB

You must tick to confirm that you have the following documents/information alongside your application form:

- Signed and dated copy of your constitution / governing document (if applicable).
- Most recent set of accounts. (If you are a new organisation then a letter from your bank giving your organisation's name and account number, if you have a bank account).
- Safeguarding Children policy (if applicable)
- Safeguarding Adults at Risk policy (if applicable).
- Planning permission certificate (if applicable).
- Any other information regarding the proposed project you feel will demonstrate what you have written in your application form.

If you are successful in your application

Successful applicants will be sent an offer letter detailing the grant awarded and a Conditions of Grant document, which must be signed to indicate that the conditions have been accepted.

If successful, payments will be made by Support Staffordshire directly into your bank account.

Monitoring

Upon request you must submit an End of Project Monitoring Report detailing expenditure, objectives met, and the detail of differences made. Please also send us any evidence you have that showed the project took place, e.g. photographs, publicity etc. Staffordshire Moorlands District Council may wish to use some of this evidence in local publicity.

Data Protection

We will use the information you give us on the application form and during the life of any grant awarded to administer and analyse grants. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications and monitoring grants.

For further assistance and information

If you have any questions regarding the grant scheme or require any guidance in completing the application form, please contact Celia Muir at Support Staffordshire on **07932 888633** or email: celia.muir@supportstaffordshire.org.uk