

Sheffield City Council

Community Assembly

Climate Change Fund Application Form (CCF)

(v2, 2010/11 - June)

Appl'n No
Rec'd:
Ackn:



Refer to 'Guidance for Applicants' document when completing the application

Section A: To be completed by all applicants

Write here the name of the Community Assembly your application is being submitted to:

1 What is your group called? ***Give your name as it appears on your bank account.***

2 Please give us your contact details.

Title First name Surname

Position in group (if applicable)

Address

<input type="text"/>	
<input type="text"/>	Postcode

Your phone number, if we need to talk to you.

Your email address, if you have one

3a Outline the main function & activities of your organisation.

3b If any of the individuals named in your Management Committee or List of Members are "associated" with Sheffield City Council or any other local government authority give details below. ("Associated" means being an employee or elected member, either now or in the case of elected members within the last four years).

4a Funds are only available for projects which provide a community benefit. Please **attach evidence** that you are a not-for-profit community organisation or social enterprise, or if you are a public sector organisation evidence of the partnership work you are involved in with a community/not for profit organisation.

Attached – organisation status <input type="radio"/>
--

4b Also **provide evidence** that any buildings on which work is to be done are used principally for a community purpose. Acceptable documents include a copy of your constitution, building lease if it states it is reserved for community use, etc.

Attached – building use <input type="radio"/>

5 Describe the project for which you are seeking funding, including the address/location of any buildings affected.

--

6 Will your project’s activities take place in a geographic area beyond this Assembly’s boundaries, or deliver benefits beyond one Assembly’s geographic area?

Yes / No

If ‘Yes’ you should contact the Assembly manager to discuss how your application can best be dealt with.

7 Please give us a breakdown of what you want the funding to pay for. If it is for a proportion of the costs of an item say so and show full costs in column A and costs sought in column B. If seeking full costs only leave column A blank.

Item <i>(attach an additional sheet if necessary)</i> <i>Note: Only capital is fundable (project fees up to 10% of total grant are eligible if evidenced)</i>	A Total item cost	B Cost sought from CCF
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
Total cost of activity / Total grant requested	£	£
If total grant requested is less than £5,000 attach a copy of a quote from one company who you are proposing will do the work/supply the goods. If total grant requested is more than £5,000 attach copies of quotes from two or more companies.	Attached – quote(s) <input type="radio"/>	

8 Does your group receive funding from anywhere else, or are you applying for funding from another source? If yes, please state who this is from and the amount of funding.

9 If successful, funds will normally only be paid on completion of the works, and when we have received a copy of an invoice from the company who has done the work for you. **Grant allocated should be spent within the financial year.**

State when you think the work will be completed:

10 If you require funds in advance of the works being done state why and when you would require the money:

11 If your project is for a community allotment group the Council's Allotments Team (tel. 2500500) require you to notify them in advance. Please indicate this has been done - otherwise your application cannot be processed.

Yes / No / N/A

12 Are you the owner of the land / building on which the proposed work is to be done?

Yes / No

13 If 'No', attach a copy of the necessary consent from the land / building owner for the proposed work to be done.

Attached - consent <input type="radio"/>

State when your occupancy contract ends:

14 Does your proposed project require Planning Permission?

Yes / No

If 'Yes' state when you will apply for this.

15 Does your proposed project require Building Control approval?

Yes / No

If 'Yes' state when you will apply for this.

16 Is your application for a renewable energy installation?

Yes / No

If 'Yes' state which type:

If 'Yes' an initial assessment of the suitability of the building/site should have been undertaken by the proposed installer. For roof mounted Photovoltaics, Solar Thermal or a Wind Turbine the application should include a structural assessment of the building's roof. Please attach a copy of these, if applicable.

Attached: Site assessment <input type="radio"/>
Roof assessment <input type="radio"/>
N/A <input type="radio"/>

Section B: To be completed if application is for more than £5,000.
If your application is for less than £5,000 continue to Section C

If your project is for renewables, energy efficiency or heating upgrades complete questions 17 – 19; otherwise mark them 'N/A' and go to question 20.

- 17 It is not good practice to install renewable energy technologies or upgrade heating in buildings which have a poor energy efficiency performance. Consequently if the application is for renewables or heating in or associated with a building, your building should have:
- Insulation in the roof
 - Insulation in the cavity walls (if the building has these)
 - A room thermostat connected to the main heating system (or multiple zoned thermostatically controlled areas if a large building)
 - Thermostatic radiator valves

If your building does not include any of these state which you are going to undertake and if any will not be undertaken explain why:

Attach a copy of a quote from the company who will undertake the work (if already attached to satisfy question 8 still tick this box).

Attached - quote

If your building has a Display Energy Certificate, or any other energy efficiency analysis of the building, please attach a copy.

Attached - DEC

- 18 If your application is for renewables, heating or energy efficiency attach an estimation of the CO₂ savings from the measures proposed. *The submission should show how the estimated CO₂ savings have been calculated (See Technical Guidance document for advice).*

Attached – CO₂ savings

N/A

- 19 If your application is for energy generation equipment where will the energy be used? If any income will be received for energy generated who will receive this income?

- 20 If your application is for a food growing, green space improvement (incl. tree planting) or transport project state how it will benefit climate change. (e.g. how will CO₂ emissions be reduced, and by how much?)

- 21 Explain how the project will be managed & monitored, and how funds will be controlled and accounted for.

- 22 Please list the key risks to the deliverability of the project, and describe how each of these will be addressed.
(e.g. Risk: Application for match funding fails; Resolution: Scale down the project to the funds available)

Section C: All applicants should complete this section

- 23 Describe how you will use your proposed project to improve understanding of climate change, promote environmentally sustainable behaviour, and to increase community involvement.

- 24 How will the success of your project be evaluated? List measureable outputs and describe qualitative ones. If your project is for the upgrading of heating systems state how carbon saving benefits will be evidenced (if not already covered in Section B above).

*(e.g. Measureable output: Wind turbine installed, producing XkWh electricity / week;
Qualitative output: Community event held for turbine opening, X people attended)*

25 If you receive funding are you willing to advise other groups who wish to develop similar projects?

26 Has your organisation received funding from Sheffield City Council before? (We need to confirm that we hold up-to-date details.)

27 Please provide the following bank details on your organisation's official letterhead (without this information we cannot make any award to you):

- ü Details of your bank account including bank, account number and sort code.
- ü Details of who a cheque should be made out to.
- ü List all the people who are authorised to make withdrawals from your account.
- ü State how many people have to sign for each withdrawal.

28 Declaration of intent

This application needs to be signed by the person whose name appears as the contact at the beginning of the form.

I can confirm that the organisation named on the front of this form has authorised me to make this application.

I can confirm that *all* the answers to the questions are true.

Name

Position in group

Signed Date

Please note that the City Council is subject to Freedom of Information Act 2000 and other related legislation. This means that most of the information you supply to the Council will probably be public.

Please return your completed application form to:

**Climate Change Fund,
The Accountable Body Services Team,
Town Hall,
Pinstone Street,
Sheffield S1 2HH.**

Or email an electronic copy to:
accountablebody.services@sheffield.gov.uk