

# Guidelines: Bath & West Community Energy Fund Grant



Administered by



## 1. About the Bath & West Community Energy Fund?

The Bath & West Low Carbon Fund ('the BWCE Fund') is the mechanism through which [Bath & West Community Energy](#) (BWCE) distributes surplus income for community benefit. BWCE develops community owned renewable energy projects, offering local people the opportunity to invest in local projects, earn a reasonable return and as members have a say in the running of the organisation. BWCE is a community enterprise, set up for the benefit of the community (a 'Community Benefit Society') and to support local action to reduce the impact of climate change.

The BWCE Fund will provide grants to local community projects in Bath and the surrounding area that reduce carbon emissions and/or tackle fuel poverty. Our area of benefit covers Bath & North East Somerset (B&NES), parts of Wiltshire and South Gloucestershire that border B&NES plus the area of Somerset close to our Crewkerne solar array at TA18 7NX. Applications from projects in the vicinity of existing BWCE projects are particularly welcome. For a full list of projects see BWCE's website: <https://www.bwce.coop/what-we-do/#projectsmap>

This is the 10th round of the BWCE Fund Grants Programme. The first was launched in 2014 and the 2022/23 grants awarded, including a short description of the funded projects, can be viewed at <https://www.bwce.coop/funded-projects-2023/>

The BWCE Fund is operated by a charity independent of BWCE. Bath & West Low Carbon Community Fund has its own separate governance and decision-making processes, and the trustees who oversee it have asked Quartet Community Foundation to manage the grant application process.

### What is Quartet Community Foundation?

Quartet Community Foundation administers the BWCE Fund Grant Programme on behalf of the BWCE Fund. Quartet Community Foundation has a long track record of managing funding on behalf of individuals, companies, charitable trusts and statutory agencies.

The Community Foundation makes grants to charitable groups in the West of England. They have many grant programmes to which groups can apply, the Bath & West Community Energy Fund Grant Programme is one.

### Before applying

Please read these guidelines carefully and read the '[Help & Guidance](#)' section on our website.

## 2. What can you apply for?

To be eligible for funding the project must aim to reduce carbon emissions and/or address fuel poverty in Bath and the surrounding area. Carbon reduction does not just relate to energy projects; it might also include local food, sustainable transport or waste reduction or indeed any activity that reduces carbon emissions. This year we would particularly welcome applications relating to fuel poverty/affordable warmth, ensuring that everyone can access and afford energy this winter.

Applicants may wish to note:-

### A. Fuel Poverty Projects

To be eligible for funding, fuel poverty projects need to include energy efficiency and/or environmental measures. For example, a project that involves:

- Sending staff members for training (such as the National Energy Action 3-day Level 3 Award in Energy Awareness)
- Devising a programme to advise local households on issues such as reducing energy use, improving the energy efficiency of their home, understanding energy bills and how to switch supplier.

Projects could include activities that reduce energy consumption by providing draught-proofing or pipe-lagging, and/or by providing energy efficient products such as low energy light bulbs, radiator reflector foil, door snakes, room thermometers, slow cookers or air fryers.

One example of a fuel poverty related project that we have funded in the past is:

<https://www.bwce.coop/bwce-fund-supports-keynsham-energy-efficiency-drive>

### B. Carbon Reduction Projects

The Fund also welcomes projects that raise awareness of climate change and encourage positive action, including behavioural change.

The BWCE Fund recommends that when applicants are looking at improving energy use in buildings, the following principles are taken into account:

- If your application relates to energy reduction, please note that applications that provide a clear outline of energy use and possible savings are more likely to be successful.
- The BWCE Fund welcomes applications that prioritise working with building occupants to increase energy awareness, motivate behaviour change and promote options for investment in reducing carbon emissions.
- Before the installation of new space heating systems, the BWCE Fund would expect the building to have improved insulation and reduced heat loss as much as is practical.
- The BWCE fund will not support applications for biomass heating or the use of biofuels unless evidence can be provided on sustainable sourcing and pollution control.
- The BWCE Fund will not accept applications for gas or oil-fired boilers because of their greenhouse gas emissions and because they are being phased out.

- If you are providing quotations from suppliers for proposed work, please provide at least two quotations.
- The BWCE Fund is happy to consider grants to fund preliminary assessments in order to support a later bid. We also welcome applications relating to energy efficiency reviews or audits that are carried out in order to meet the application criteria for larger funds, such as the neighbourhood portion of the Community Infrastructure Levy.
- Applicants based in B&NES may wish to refer to the Council's Funding Journal and Bulletin for details of other community grants that are available:  
<https://www.bathnes.gov.uk/services/neighbourhoods-and-community-safety/community-grants-and-funding/funding-bulletins>

Applications can be for capital costs such as equipment or for revenue costs such as help towards staffing or payment of external consultant support, where necessary and appropriate. This can also include running costs, such as rent, heating, lighting and insurance.

The project work may also aim to deliver some of the following secondary objectives:

- Address a specific community issue, concern or problem
- Education of people of all ages
- Provide vocational training
- Offer training and/or support for volunteers.
- Provide practical energy efficiency improvements, where government funding is not already available
- Raise awareness and/or offer practical support for action to reduce carbon emissions or fuel poverty

The Fund welcomes applications that, alongside climate issues, also help people to save money during the cost of living crisis. For example, community food orchards and food gardens can make healthy food more accessible for local communities that might be struggling with grocery bills; repair cafes and buying second hand eliminates the need or reduces the cost of purchases and encouraging people to cycle reduces people's transport costs. We are also keen to support the financial sustainability of applicant organisations. Energy saving projects, for example, can reduce bills and save money while also reducing carbon emissions.

Please make it clear in the application if you are applying for funding for a preliminary assessment or in order to meet the application criteria for another fund, and/or whether your project may benefit from matched funding if your application is successful.

Please note we cannot fund applications retrospectively or reimburse costs for events or projects that have previously taken place. We would normally expect projects to be completed within 6-15 months of any grant awarded, so by the end of March 2025 at the latest.

If you would like to discuss your proposed project prior to submitting an application, please contact Quartet Community Foundation in the first instance.

### 3. Who can apply?

The Bath & West Community Energy Fund Grant Programme is open to groups or projects working in Bath and the surrounding area. It is particularly targeted at small organisations with charitable aims. You do not have to be an energy or environmental group. Applications from projects in the vicinity of existing BWCE projects are particularly welcome.

To be eligible, a group must:

- Be a community, self-help or voluntary group, a community enterprise, a local charity, or a local branch of a national charity working in Bath or the surrounding area (as defined above).
- Carry out a project that will reduce carbon emissions and/ or reduce fuel poverty.

There are no limits to the size of organisation which may apply to this fund and you do not have to be a registered charity, as long as the work you do has charitable aims and you have:

- A written constitution/ set of rules / articles of association that set out the purpose of the organisation and how it is managed,
- A management committee/board of trustees/board of directors with at least three unpaid people as members,
- A bank account in the name of the organisation with at least two unrelated signatories,
- Up-to-date annual accounts or financial records that show the organisation's balance of funds, income and expenditure
- Safeguarding policies and arrangements that satisfy current legislation and best practice.

For most of our grant programmes we will consider the organisation's income and level of financial reserves when assessing the application. If your organisation is holding significant financial reserves, we will need to understand why these can't be used to cover the cost of the project/activity you seek a grant towards. If an applicant organisation is a Community Interest Company, please read the additional guidance in the '[Am I eligible for support?](#)' section on Quartet's website.

Trustees will favour applications in the vicinity of existing BWCE projects (see above for link), but not exclusively.

### 4. How much do we award?

The BWCE Fund makes grants between £500 to £5,000 to local charities, community, voluntary or self-help groups. Priority will be given to applications where any grant awarded will make a significant contribution to the delivery of the project.

## 5. What we don't fund

- Privately owned and profit distributing companies (e.g. companies limited by shares) or partnerships
- Projects/activities that take place before a grant can be awarded
- Animal welfare
- Arts projects with no community or charitable element
- Direct replacement of statutory funding
- Medical research, equipment or treatment
- Political groups or activities promoting political beliefs
- Promotion of any Religion
- Sports projects with no community or charitable element
- General appeals

## Capital Costs

The BWCE Fund grants can not be used to meet the capital costs of energy efficiency improvements where the activity is eligible for government grant or subsidy. If proposals to support the capital costs of energy efficiency improvements are made, it is up to the applicant to provide evidence that the project would not be eligible for an existing government grant or subsidy.

## Schools

Similarly, whilst the grant programme will not support the core educational activities of schools, independent groups within schools, such as Parent Teacher Associations (PTAs), can apply for special projects or initiatives that do not form part of the school's core provision. Projects which incorporate a wider community focus, involving parents for example, rather than just focussing on reducing carbon emissions in the school, are of particular interest. The Fund will only consider awarding grants for school-based projects for physical measures (eg replacement of lighting) if the project includes activities to educate the school communities about energy efficiency. Potential applicants may wish to look at school specific programmes such as Energy Sparks – <https://energysparks.uk> – that may be able to help with emissions reduction and education.

## 6. When can you apply?

Subject to approval by the members of Bath and West Community Energy at their AGM. The programme will be open for applications from the 19 September 2023 until 12 noon on the 3 November 2023. Decisions will be announced in January 2024.

## 7. How to apply.

Complete the BWCE Fund application form at <https://quartetcf.org.uk/grants/bath-west-community-energy-2/>

As well as the completed application form you will also need to provide the following:

- A constitution/governing document/set of rules that sets out the purpose of your organisation and how it is managed.

<ul style="list-style-type: none"> <li>• The contact details of at least 3 members of your management committee/board of trustees/board of directors.</li> </ul>
<ul style="list-style-type: none"> <li>• Evidence of a bank account in the name of the organisation. The bank account must have at least 2 signatories.</li> </ul> <p>Evidence of account can be a copy of a recent bank statement that is no more than 3 months old. This can be a scanned paper statement, or a copy downloaded from an online account. We need to see the bank name, your organisation's name, the address where statements go, date of statement, the account number and the sort code. You may redact transactions if needed.</p> <p><b>*If you do not currently have a bank account:</b> You can provide the bank details of another charitable organisation if they meet our eligibility criteria and there is an agreement in place.</p>
<ul style="list-style-type: none"> <li>• A copy of your most recent annual accounts or financial records that show your organisation's balance of funds, income and expenditure. If you do not have financial records that cover a full year then you will need to provide the records you currently have.</li> </ul>
<ul style="list-style-type: none"> <li>• A safeguarding policy that is up to date and relevant to your work.</li> </ul>
<ul style="list-style-type: none"> <li>• The contact details of a referee. The referee should know the work of the applicant organisation in a professional capacity but not be directly involved in this work.</li> </ul>

**If you cannot provide many of the above documents :**

Another charitable organisation can apply on your behalf provided it is able to:

- Supply the above documents.
- Have their name as the main contact and be responsible for submitting the application.
- Be responsible for receiving, overseeing and reporting back on the use of any grant awarded.

This will not affect the applicant organisation's ability to apply for the maximum annual grant available for its own purposes.

Please contact us if you have any queries about supplying the above supporting documents. Our contact details are in section 12 of this document.

**8. What will happen next?**

Once we have received your application there will be an initial assessment by a member of staff. They may contact you for further information or to arrange to meet to discuss the application in more detail. Staff will then make a recommendation to a grants panel comprising of Trustees of the BWCE Fund who will make the final decisions on applications. Please note their decision is final and there is no appeal process.

## 9. Grant conditions

Grant offers will be subject to Quartet Community Foundation's standard grant conditions, details can be obtained on request.

Successful applicants will also be required to meet the following grant conditions within three months of payment of the grant and may be contacted by BWCE's Community Outreach & Engagement Officer, Nick Bird, to discuss promoting your grant and/ or developing a case study.

Successful applications must:

- Provide photos and a statement to [nick.bird@bwce.coop](mailto:nick.bird@bwce.coop) for use on BWCE's website to publicise the grant awarded and raise the profile of the BWCE Fund and the support it provides to community projects in Bath & surrounding areas.
- In providing the photos and a statement, the successful applicant agrees to BWCE using these materials & data; grants BWCE copyright in photos; and warrants & indemnifies BWCE that the successful applicant has the approval of anyone in the photos (and statement) that these materials will be used for the purposes of publicising and promoting the BWCE Fund.
- Publicise the grant awarded and the funded project by placement of the BWCE Fund logo on the organisation website and/or noticeboard to publicise the work of the Fund. Please contact [nick.bird@bwce.coop](mailto:nick.bird@bwce.coop) for copies of the BWCE Fund logo.

These additional grant requirements are intended to raise the profile of the valuable community service provided by the BWCE Fund. These requirements are in addition to Quartet Community Foundation and BWCE Fund's monitoring and evaluation requirements, below.

## 10. Reporting back on the use of your grant

At an appropriate time (usually six to eight months) after the grant has been paid, we will send you an end of grant report form. We may ask your group for an interim report. This form asks for details of how the grant was spent and what was achieved including information about the impact of the project on carbon emissions and /or fuel poverty. Where applicable, data will be required including the likely carbon savings from the project.

In addition, a member of our staff or trustee may contact you to arrange a visit to find out more

The Information provided in the end of grant report may be used by the BWCE Fund on their website. In providing the photos and a statement, the successful applicant agrees to the BWCE Fund using these materials & data; grants BWCE and the BWCE Fund copyright in photos; and warrants & indemnifies BWCE that the successful applicant has the approval of anyone in the photos (and statement) that these materials will be used for the purposes of publicising and promoting the BWCE Fund. Please note that Quartet administers the grant programme, but grants are provided by the BWCE Fund.



## 11. Further guidance and support

In addition to reading this document, please visit the Grants and Support page of our website at [www.quartetcf.org.uk/grants-support/](http://www.quartetcf.org.uk/grants-support/) where you can find:

- A print friendly guide to completing an application form.
- Top tips for grant applicants – a short video on what to consider when applying.

Also, within the Grants and Support section of our website you can find the following pages:

- ‘Am I eligible for support’ – providing further information on our eligibility criteria.
- ‘Help and Guidance (FAQs)’

## 12. Contact Details

If you need more information or wish to discuss your application before you apply, please contact:

Andy O’Sullivan on 0117 989 7748 – [applications@quartetcf.org.uk](mailto:applications@quartetcf.org.uk)

Or Angela Emms on 07827 738091 – [angela.emms@quartetcf.org.uk](mailto:angela.emms@quartetcf.org.uk)

Quartet Community Foundation, SPACES, 2nd & 3rd floor, Northgate House, Bath BA1 1RG.  
Registered Charity Number 1080418

### How we collect and hold your data

The personal information collected via the application form is collected to solicit and process applications for grants from Quartet. All information is collected in accordance with the Data Protection Act 1998 (DPA), and the General Data Protection Regulations 2018 (GDPA). By completing an application form, you are giving consent for the information to be collected. Information is kept on our secure Customer Relationship Management database; and will be disclosed to grant panel members and donors. We publish data on grant recipients, but we anonymise details for any individual grantees. If you feel that any other information about your application or project should not be made publicly available, please contact us to discuss this.

Please refer to our Privacy Policy at <http://quartetcf.org.uk/privacy-policy/>

As a community organisation itself, BWCE operates with and in local communities in the Bath and surrounding area. In applying to this Fund groups are agreeing to allow BWCE to contact them about BWCE’s community activities in the area that may be of interest to them. BWCE may also use information about projects that receive grants on their website to promote and celebrate successful activities or in joint publicity where appropriate (please see Grant Conditions and Monitoring & Evaluation).