

Ref	
Date Received	
Department	



# East Renfrewshire Renewable Energy Fund Grant Application Form

*(Please use block capitals and black ink)*

## Section 1 - General Information

### 1.01 Name and address of your organisation or group

Name	
Address	

### 1.02 Name and address of contact person

Name	
Address	
Telephone No	
Email:	

### 1.03 Where and when does your organisation meet?

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### 1.04 List of office bearers

Chair/President		Telephone No.	
Email			
Secretary		Telephone No.	
Email			
Treasurer		Telephone No.	
Email			

### 1.05 Please provide details of your bank signatories (voluntary groups only)

Name		Telephone No.	
Name		Telephone No.	
Name		Telephone No.	
Name		Telephone No.	

1.06 Is your organisation? (please input to one box)			
A company (registration number)		A voluntary organisation	
A charity (registration number)		Other	
If you are registered for VAT please quote number.			

Approximately how many people in East Renfrewshire benefit from your organisation's activities?	
How many of your members are from East Renfrewshire?	
For how long your organisation or group has been running?	
Who does your organisation cater for? (e.g. young people, children, elderly, women, black and ethnic minorities etc.)	

1.07 What is the purpose of your organisation?

1.08 If providing services for children under eight is your organisation registered with the Care Commission? (If you need advice on this, contact the Care Commission on 0141 843 4230)

1.09 If providing services for young people under 18 years, does your organisation have a Child Protection Policy. (If this causes you any problems, please contact this office for advice)

1.10 What geographical area does your organisation or group cover?

## Section 2 - Project Information

**2.01 Project Description - Describe fully the project for which grant is being sought (background and context of the project, description of works, partner involvements).**

**2.02 Evidence of Demand - What evidence is there that your project is needed?**

**2.03 Need for Grant**

Is this grant essential for your project to go ahead?

YES

NO

Which of the following will apply if you receive a grant?

allow the project to proceed

YES

NO

accelerate the implementation of the project increase the scale of the project

YES

NO

improve the quality of the project

YES

NO

secure other financial contributions to the project

YES

NO

other (please detail)

YES

NO

**2.04 When will the project proceed?**

**2.05 Project Management - Describe how your project will be managed and administered (include details of number of staff involved, previous experience of managing similar projects)**

**2.06 Project Risk Assessment – Have you identified any risks that might affect the successful completion of your project? If so, please give details of how these will be addressed.**

**2.07 Sustainability and Continuity - Provide details of how the project will continue after ERREF funding has ceased (e.g. exit strategy, business plan, ongoing management/ funding arrangements).**

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**2.08 Planning Permission or Other Regulatory Compliance/Consent**

Does the project require planning permission or any other form of regulatory compliance or consent?	YES		NO	
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If YES, please give details

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**2.09 Tendering Arrangements (Public Sector Organisations only)**

Please confirm that all Public Procurement, Works, Supplies and Services Directives have, or will be, complied with.	YES		NO	
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Please provide details

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**2.10 Which fund priorities does your project address? (See Guidance Notes, list all that apply).**

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**2.11 Identify all the expected project outputs and how these will be measured.**

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**2.12 List any other outcomes from your project that cannot readily be measured but that provide added value to your project.**

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## Section 3 – Financial Information

### 3.01 Financial Information

Total Cost of Project (3a + 3b)	Eligible Costs (3a)	% rate of grant requested	Amount of Grant Requested
£	£	%	£

### 3.02 If you are applying for funds from any other body for this project, detail the amount and status of application

Name of funding body	Amount applied for	Status of application	Date/ expected date of award

### 3.03 Provide a breakdown of the project costs for which grant is requested (Eligible Capital Costs only).

Item of expenditure	£
<b>Total</b>	£

### 3.04 Provide a breakdown of all other project costs for which grant is not requested (Ineligible Costs).

Item of expenditure	£
<b>Total</b>	£

### 3.05 Subsidy Control

a. Have you received 'in-kind' assistance from East Renfrewshire Council in the last 12 months? (e.g. subsidised hall lets, staff support, etc.)

YES

NO

Please provide details

b. Have you received a grant payment from East Renfrewshire Council in the current or last two financial years?

YES

NO

c. Have you applied to or received funds from any other public or government body in the current or last three years? It is necessary to seek information on all public funding received over a three year period to ensure that it does not breach funding ceilings. *(Please note this does not adversely affect your application).*

Name of awarding body

Subsidy Scheme Name

Amount of Award

Date of award letter

3.06 Give details of any community fundraising in the last 12 months e.g. raffles, bag packing, etc.,

3.07 Bank details (Please give details of bank account where any grant payment would be made).

Name of Bank

Bank Address

Account Name

Sort Code

Account Number

Bank details cont..., (Please give details of ALL other Bank Accounts held by the applicant organisation).

Sort Code

Account Number

Sort Code

Account Number

Sort Code

Account Number

Sort Code

Account Number

**Applications will not normally be considered unless all of the following information is received.**

Please tick the undernoted boxes to confirm that you have submitted this information with your application.

1. A current financial statement (income and expenditure) <b>signed by two office bearers</b>		<b>Official Use Only</b>	
2. A copy of your most recent bank statement/book (for all accounts)			
3. A copy of your constitution <b>signed by two office bearers</b>			
4. A copy of your Child Protection Policy, if applicable			
5. A copy of your Equal Opportunities Policy			
6. Where appropriate, please provide a copy of <u>all</u> current grant awards and for last 3 years			
7. All plans, drawings, costings, project information in support of your application			
8. Three quotations for all works / services for which grant is being sought			

**On behalf of and as authorised by**

*(insert name of group)*

*We undertake that*

- (a). East Renfrewshire Council’s Renewable Energy Fund Guidance Notes and Conditions of Grant have been read and will be complied with.
- (b). The information provided in this form is accurate and complete.

Signed: _____	Signed: _____
Position: _____	Position: _____
Date: _____	Date: _____

**APPLICATIONS WILL NOT BE ACCEPTED UNLESS SIGNED BY TWO OFFICE BEARERS LISTED ON THE FRONT OF THE FORM**

**Please submit the application form by e mail to: [business@eastrenfrewshire.gov.uk](mailto:business@eastrenfrewshire.gov.uk)**

**Data Protection Act 2018**

The information you supply on this form will be used by East Renfrewshire Council to process this application. We will also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records. The council will use this information because we need to do so in the public interest, the performance of a contract and in the exercise of official authority, namely the task of administering the grant scheme.. The information will be shared with other public bodies and Scottish Power Renewables to provide this service and to protect public funds by preventing fraud. If you do not provide us with the information we have asked for then we will not be able to provide this service to you. You can find out more about how we handle this information and your rights in respect of it by going to [www.eastrenfrewshire.gov.uk/dataprotection](http://www.eastrenfrewshire.gov.uk/dataprotection). If you do not have access to a computer and wish a paper copy please let us know by contacting 0758 7313050