

# **Kent Community Energy: Community Fund Guide for Applicants 2019-20.**

## **Introduction**

The fund is donated by Kent Community Energy, a community benefit company (registration number 7233) that owns and operates a 5MW solar farm at Iwade, Kent. The distribution of the Community Fund is being managed in 2019-20 by its sister organisation Orchard Community Energy ([www.orchard.coop](http://www.orchard.coop)). These will be the first community grants made by Kent Community Energy.

Kent Community Energy has allocated a community fund of £20,000 for 2020. Charities are invited to apply for grants for community projects of a minimum of £2,000 and a maximum of £10,000. Grants made are likely to be between £2,000 and £5,000 but up to £10,000 will be available in principle for exceptional projects with outstanding or long-term impact.

For 2019-20, grants will be available for projects only in the specific areas of Kent described under "Funding Priorities and Criteria". Other Kent districts may be eligible for funding over time.

## **Funding Priorities and Criteria**

The following criteria will be applied when allocating the community fund in the current funding round:

- Projects must benefit the people of the Canterbury, Dover, Folkestone & Hythe and/or Thanet districts of Kent. The beneficiary cannot be an individual.
- The applicant must be a charity.
- The project must address at least one of the following objectives: wildlife conservation, climate change mitigation and/or adaption, the alleviation of fuel poverty or support for vulnerable or disadvantaged groups.
- The project should be ready to start in January 2020 and aim to be completed by the end of the calendar year.

The directors are particularly interested in projects that achieve social goals through environmental means and so grants may be similar to those made by Orchard Community Energy to date. To see the types of projects that OCE has supported so far, please check the list of past grants at [www.orchard.coop](http://www.orchard.coop).

## **Timetable**

- The call for applications will be launched on 1<sup>st</sup> August 2019.
- Completed applications must be received by midday on 31<sup>st</sup> October 2019 via email to [grants@orchard.coop](mailto:grants@orchard.coop).
- Shortlisted applicants will be contacted by a committee member to discuss the project and arrange a visit if appropriate.
- Funding decisions will be made by 31<sup>st</sup> December 2019.
- Projects may start from 1<sup>st</sup> January 2020 or as soon as possible afterwards.
- Projects should be scheduled to be completed by the end of December 2020, but a later completion date might be accommodated if necessary.
- Successful applicants may be invited to attend a meeting(s) of Kent Community Energy in 2020-21 to make a brief presentation on how the grant has been used.
- A brief written report on progress will be required prior to September 2020. A final report will be required by 31<sup>st</sup> December 2020, or the agreed end date if later.

## **Application Procedure**

Applications need to give a strong enough sense of key aspects of the proposal to enable an assessment to be made of the likelihood of the project meeting its objectives.

The single page 'Kent CE Application for Funding Summary Form 2019-20' and this document 'Kent CE Guide for Applicants 2019-20' can be downloaded from the Orchard Community Energy website ([www.orchard.coop](http://www.orchard.coop)).

We would prefer to receive an application in MS Word, but if that is not possible it can be accepted as a PDF file. Your application should consist of a single file containing the completed 'Application for Funding Summary Form' as the first page plus up to three sides of text providing the information listed below. The application should be written in Arial font size 11pt, margins should be at least 2cm and pages should be numbered.

The project should have clear aims. There is no set format but the application must provide information on all the elements listed below:

- The case for the importance or need for the project.
- Specification of how the project will meet at least one of the criteria for funding. For example, how much carbon will be saved per year or how many people will be alleviated from fuel poverty?
- Who will benefit? Which group(s) of people? Where do they live? How many will benefit?
- Specification of the budget. List the how the grant will be spent. Specify if the budget is based on firm quotes or estimates. How will any additional costs of the project, not funded by the grant, be met? How will any unexpected additional costs of the project be met?
- Provide a timeline with a start date, end date, and the timing of key steps or milestones in the delivery of the project.
- Provide sufficient background information about your organisation and the key people who will deliver the project so that we may judge how likely the project is to be successfully delivered. For example, a track record in past delivery of similar projects or brief CV of key personnel.
- The name and contact details of a referee, to whom we may refer for an opinion on the application.

Completed applications must be submitted to by email to [grants@orchard.coop](mailto:grants@orchard.coop) by midday on 31<sup>st</sup> October 2019.

### **NOTE: Orchard Community Energy: Community Fund**

In 2019-20, Orchard Community Energy is also administrating its own community fund which benefits the people of Swale and Medway. Applications to the two funds will be managed separately. It is not possible to make a joint application to both funds or for an application to either fund to be dependent on an application to the other. If you wish to apply to both funds, please make two separate applications.