

# **Orchard Community Energy: Community Fund Guide for Applicants 2020-21.**

## **Introduction**

The fund is donated by Orchard Community Energy (OCE), website [www.orchard.coop](http://www.orchard.coop), a community benefit company that owns and operates a 5MW solar farm at Iwade, Kent. The Community Fund is managed by a sub-committee of the Board of Directors. It is intended that the fund will provide at least £10,000 per year in its first five years of operation for distribution to community projects in Swale and Medway. It is anticipated that this annual sum will increase substantially in later stages of the project. The members of OCE have allocated a community fund of £10,000 for 2021. Charities are invited to apply for grants for community projects of a minimum of £2,000 and a maximum of £5,000.

## **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 Swale and/or Medway 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 2021 and aim to be completed by the end of the calendar year.
- Applications from charities that have previously received funding from OCE will be considered on their merits.

**The directors are particularly interested in projects that achieve social goals through environmental means. To see the types of projects that we have supported so far, please check the list of past grants at [www.orchard.coop](http://www.orchard.coop). We have funded projects in both Swale and Medway and over time we may seek to achieve an equitable geographical spread of grants across the two areas.**

## **Timetable**

- The call for applications will be launched on 1<sup>st</sup> August 2020.
- Completed applications must be received by midday on 31<sup>st</sup> October 2020 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.
- It is intended that funding decisions will be made and grants disbursed by 31<sup>st</sup> December 2020.
- Projects may start from 1<sup>st</sup> January 2021 or as soon as possible thereafter.
- Projects should be scheduled to be completed by the end of December 2021, but a later completion date might be accommodated if necessary.
- Successful applicants will be invited to attend the AGM of OCE in autumn 2021, where a brief presentation on grants awarded by the community fund will be made to members.
- A brief written report on progress will be required prior to the AGM. A final report will be required by 31<sup>st</sup> December 2021, 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 'Orchard CE Application for Funding Summary Form 2020-21' and this document 'Orchard CE Guide for Applicants 2020-21' 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 2020 -21' as the first page plus up to three sides of text providing the supporting information listed below. The application should be written in Arial font size 11pt, margins should be at least 1cm 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 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?
- Please consider and give information on the wider environmental impact of the activity that is to be funded. For example the consideration of funding to carry out the refurbishment of a building using vinyl flooring would give OCE concerns on environmental grounds, whereas a request for funding to supply office equipment to help facilitate home-working of charity employees might be looked on favourably, as this would lower that charity's 'car-miles' and overall carbon footprint in addition for reducing its running costs.
- Please provide a timeline with a start date, end date, and the timing of key steps or milestones in the delivery of the project.
- Please 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.
- Please provide the name and contact details of a referee, to whom we may refer for an opinion on the application.
- Regarding the completeness of the information requested on the Summary Page, please fill in all boxes as applicable, including the anticipated start and end date for utilisation of the grant and that you have read and responded to our GDPR requirements.

**As noted in the Timetable above completed applications must be submitted to by email to [grants@orchard.coop](mailto:grants@orchard.coop) by midday on 31<sup>st</sup> October 2020.**

### **Note: Kent Community Energy: Community Fund**

During late 2019, and again during spring 2020 in response to the Covid-19 emergency, OCE assisted in the administration of community funding processes for our sister organisation, Kent Community Energy. The Kent Community Energy fund has a different geographical scope. Should a further community funding applications process by Kent Community Energy be active during OCE's fund timetable as detailed above then it should be appreciated that 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.