

# **Orchard Community Energy Community Fund Guide for Applicants 2018-19.**

## **Introduction**

The fund is donated by Orchard Community Energy ([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 will increase substantially in later stages of the project. It is expected to total £2 million over the 25-year life of the solar farm.

The members of Orchard Community Energy have allocated a community fund of £10,000 for 2019. 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, the alleviation of fuel poverty or support for vulnerable or disadvantaged groups.
- The project should be ready to start in January 2019 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. In 2017, the first year that grants were awarded, the following projects were funded: Installation of LED lighting at Seashells Children's Centre, Sheerness; renovation of the Sheppey Scouts HQ to improve environmental performance of the building; and training community volunteers at Kent Wildlife Trust's Oare Marshes Reserve. Over subsequent funding rounds we may seek to achieve an equitable geographical spread of grants across Swale and Medway.

## **Timetable**

- The call for applications will be launched on 1<sup>st</sup> August 2018.
- Completed applications must be received by midday on 31<sup>st</sup> October 2018 via email to [TimRValentine@gmail.com](mailto:TimRValentine@gmail.com)
- 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 2018.
- Projects may start from 1<sup>st</sup> January 2019 or as soon as possible afterwards.
- Projects should be scheduled to be completed by the end of December 2019, but a later completion date might be accommodated if necessary.
- Successful applicants will be invited to attend the AGM of Orchard Community Energy in autumn 2019, 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 2019, 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 'Application for Funding Summary Form 2018' and this document 'Guide for Applicants 2018' 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 [TimRValentine@gmail.com](mailto:TimRValentine@gmail.com) by midday on 31<sup>st</sup> October 2018.