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# STAR ENERGY Community fund

Before completing this form, please read our guidelines. It may also assist if you register your project using our preliminary expression of interest form. Our administrator will then make an initial assessment before you commit too much time to your full submission. Copies of forms, guidelines and advice on the timetable are available from: [www.starenergycommunityfund.info](http://www.starenergycommunityfund.info).

SECTION 1: YOUR ORGANISATION		
Name of your organisation		
Address for correspondence		
Contact details: Name	<b>Your contact must be someone who can talk about the project and funding needs in detail</b>	
Position in organisation		
Address (if different from that above)		
Daytime telephone		Evening telephone
Email		
Geographic area covered by organisation	<b>The project for which you are seeking support must fall within our designated areas - see our guidelines</b>	

<p>How many people are involved in your organisation?</p> <p><input type="checkbox"/> Members                      <input type="checkbox"/> Paid staff                      <input type="checkbox"/> Users</p> <p><input type="checkbox"/> Management committee      <input type="checkbox"/> Volunteers (non management)</p> <p><input type="checkbox"/> Others (please explain)</p> <p>.....</p> <p>.....</p>	<p><b>Please give numbers</b></p>
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<p>Are you a registered charity?                      <input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>If yes, state your charity registration number .....</p>	<p><b>You do not need to be a charity to apply but you will need to enclose your constitution or a simple set of signed rules</b></p>
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<p>Is your group part of a larger organisation or purely local?</p>
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<p>What is the purpose of your organisation and when was it set up?</p>	<p><b>In this section, you should detail why your group was set up, what the aims and objectives are and who the beneficiaries are for the work you carry out</b></p>
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**SECTION 2: YOUR PROJECT**

<p>Title of project for which you are seeking support</p>
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<p>Please describe the project</p>	<p><b>Give details of the project and what you want it to achieve</b></p>
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<p>Why does your community need this project?</p>	<p><b>A clear statement of need will assist</b></p>
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<p>Who will be the main beneficiaries?</p>	<p>Please specify social or age groups that will benefit in particular</p>
<p>Which of the following criteria do you believe it meets? Please tick any that apply</p> <p><input type="checkbox"/> A broad span of the community</p> <p><input type="checkbox"/> Children and young people</p> <p><input type="checkbox"/> Vulnerable people</p> <p><input type="checkbox"/> Community regeneration</p> <p><input type="checkbox"/> Self-help groups</p> <p><input type="checkbox"/> Environmental and wildlife projects</p> <p><input type="checkbox"/> Education and skills development</p> <p><input type="checkbox"/> Health</p> <p><input type="checkbox"/> Heritage</p> <p><input type="checkbox"/> Sustainability</p> <p><input type="checkbox"/> Other (please specify)</p>	<p>Your project may tick only one of the criteria here - or several</p>
<p>How will you judge the success of the project?</p>	<p>if you have benchmarks/ targets please tell us about them. Be realistic as we shall use them in monitoring the project</p>
<p>If your project involves land or building that your organisation does not own, who is the landowner and do you have his /her full permission?</p>	<p>Include here details of an leasing arrangement or if you intend to buy property</p>
<p>Who will carry out the work?</p>	<p>Will it involve volunteers or a contractor?</p>
<p>How will the project be managed?</p>	<p>Please state how it will be managed in both the short and long term</p>

Will it be fully accessible to the public and how many people do you expect to use it in a typical year?

Please give your best estimate of usage

What is the timescale for the project?

When will it start and finish and are there any key landmarks along the way?

Are you working in partnership on this project with any other groups? If so, please identify them

Include the names of any community, voluntary or statutory organisations that you are working with or are supporting you

### SECTION 3: FUNDING

What is the total cost of the project including VAT?

Please provide a breakdown of the main cost elements

Item or activity

Cost

Total cost of items listed above

What funding are you seeking from the *Star Energy Community Fund*?

Is your organisation VAT registered?  Yes  No

If it is registered, what is the recoverable VAT on the amount you are seeking from the fund?

What other funding exists or is being sought?

**Do you already have funds towards the project and are you applying elsewhere?**

Will a grant from us assist in triggering match funding from elsewhere?

**Match funding is not a condition of a grant from us but may assist your case**

Will there be any longer term funding requirements for this project in order to sustain it into the future? If so, are they in place?

**We need to be sure that you have considered running costs**

Does your organisation have a bank account and how many signatories are required?

If a grant is awarded, to whom should the cheque be made payable and to what address should it be sent?

**This could be your organisation or the contractor. Cheques cannot be made payable to individuals**

## DECLARATION

We are authorised to submit this application on behalf of the organisation and certify that the information enclosed is correct. By signing this application form, we agree to abide by the terms and conditions included in the grant guidelines and any additional special conditions within the letter of award. We understand that we will be required to monitor expenditure and to provide the *Star Energy Community Fund* with receipts and reports on the progress of the project as required. We give permission for the fund to record the information in this form electronically. We also give permission for the fund's involvement in our project to be publicised.

**Signature 1** Name ..... Date

**Signature 2** Name ..... Date

**On behalf of** ..... (organisation)

## INDEPENDENT REFERENCE

Name

Occupation

Contact address

Daytime telephone

I can confirm that I know the applicant organisation. I have read this application and the request for funding. I support the proposal and am happy to be contacted to discuss the project further.

Signature ..... Date

This section should be completed by someone who knows your organisation and can support your application. It cannot be a member of your management committee, a volunteer or user of your group.

## CHECKLIST

Please ensure that you have included the following information as it applies to your project. Failure to do so may delay or jeopardise your application. Please use the tick boxes or simply mark n/a if not appropriate.

- The completed application form signed by two people
- A copy of your constitution or set of rules for your organisation signed by each of the members of your management committee
- A set of accounts for your organisation signed by your treasurer
- If your organisation relates to children or vulnerable people, copies of your Child Protection Policy and Vulnerable Persons Policy
- Location plan for the project
- Photographs of the site
- Detailed plans
- Sketch of the work proposed
- Evidence of the land owner's permission (if appropriate)
- Evidence that planning permission (if appropriate) has been obtained.

## WHERE TO SEND YOUR FORM

**Please return the completed form to:** Star Energy Community Fund, Daybreak Communications, Liberty House, New Greenham Park, Newbury, Berkshire RG19 6HW

If you need further advice, please contact us as follows:

**Tel: 0845 838 5122**

**E-mail: [starenergycommunityfund@daybreakcomm.co.uk](mailto:starenergycommunityfund@daybreakcomm.co.uk)**

**Star Energy Group Limited**, Grand Buildings, 1st Floor, 1-3 Strand, London WC2N 5EJ