

STAR ENERGY Community Fund

The *Star Energy Community Fund* has been established as a means of enabling the Star Energy Group Ltd to contribute to the various communities in which it operates. These guidelines have been produced to assist organisations that are considering making applications to the fund.

★ who are star Energy?

We are an energy company with a primary focus on gas storage using depleted onshore oil and gas reservoirs. Founded in 1999, we are also the UK's second largest onshore oil producer and we also generate electricity. Our operations are focused on two key areas: the Weald basin of Hampshire, Surrey and Sussex; and the East Midlands oilfields around Lincoln and Gainsborough. We employ over 150 people and have turnover in excess of £50 million.

★ what is the star Energy Community Fund?

We have set up the *Star Energy Community Fund* because we recognise that, in helping to satisfy society's energy needs, our activities have the potential to affect our neighbours. We accept the responsibility to minimise those impacts and to operate in a socially and environmentally acceptable manner. But we also recognise that a good corporate neighbour is one who contributes to the wider well being of the community. The fund is a practical way of providing such support.

★ where Does the fund operate?

The *Star Energy Community Fund* will support projects that apply to towns/parishes in the immediate area of our operational surface facilities. This will usually be the actual parish in which the facility is located or an immediately adjoining one. Operations may be onshore oil and gas production facilities, gas storage facilities, and electricity generation sites. Pipeline routes and related construction facilities are included while they are being built, but not once complete.

Locations currently covered by the fund are as follows:

HAMPSHIRE	SURREY	LINCOLNSHIRE	NOTTS/LEICS	
Humbly Grove oilfield	Albury gasfield	Welton oilfield	Scampton/Scampton North oilfield	Rempstone oilfield
Herriard oilfield	Bletchingley gasfield	Gainsborough/Beckingham oilfield	Nettleham oilfield	Long Clawson oilfield
Horndean oilfield	Palmer's Wood oilfield	Corringham oilfield	Stainton oilfield	South Leverton oilfield
Stockbridge oilfield	WEST SUSSEX	Glentworth/East Glentworth oilfield	Cold Hanworth oilfield	Bothamsall oilfield
Goodworth oilfield	Storrington oilfield			Egmanton oilfield
Avington oilfield				

★ what Projects Does the fund support?

Our aim is to support projects that make a difference to life in the mainly rural communities where we operate. We are keen to support community and voluntary organisations that are charitable, educational or benevolent in purpose. You do not have to be a registered charity but you do have to be able to demonstrate real community impetus and benefits.

We welcome applications from organisations that involve:

- ★ A BROAD SPAN OF THE COMMUNITY – demonstrating support from a wide cross-section of people
- ★ CHILDREN AND YOUNG PEOPLE – especially projects focused on improving access to activities and services, and where young people play a key role in the decision-making
- ★ VULNERABLE PEOPLE – especially projects involving increased access to services and facilities for people with disabilities, the homeless and the elderly
- ★ COMMUNITY REGENERATION – projects that improve health and education, reduce crime levels, regenerate employment, housing and the physical environment
- ★ SELF-HELP GROUPS – community-based groups that deliver basic services
- ★ ENVIRONMENTAL AND WILDLIFE PROJECTS – especially those involving improvements to communal land
- ★ EDUCATION AND SKILLS DEVELOPMENT – group and community-based programmes, particularly for those who have had no previous access to training opportunities
- ★ HEALTH – projects providing access to services that aim to improve the health and well-being of communities
- ★ HERITAGE – projects that celebrate and protect local heritage.
- ★ SUSTAINABILITY – projects that promote sustainable development.

★ what information are you looking for?

The key ingredient we are seeking is evidence that the project will benefit the community which it serves. It will help your case if you can demonstrate all or any of the following:

NEED: You have to establish that there is a clear need for the project. It will help if you have done research that has involved dialogue with those who will use the facility or service

COMMUNITY USE: The true extent of likely community use of the proposed project or facility

COMMUNITY INVOLVEMENT: We like to support projects where the community is already helping itself and where there is enthusiastic input from committed and resourceful people

VALUE: We need to know that what you are proposing represents value for money and has been carefully costed. Your budget must be realistic and quotes sought from more than one source.

★ what will you not fund?

- ★ Projects outside the geographic areas we have defined above
- ★ National or regional charities with no independent office in our defined areas
- ★ Projects that should be funded by a statutory body
- ★ Sponsored events
- ★ Improvements to land that is not open to the general public
- ★ Projects promoting political activities
- ★ Deficit or retrospective funding (ie grants for activities that have already taken place)
- ★ Projects that are in any way discriminatory.

★ How much is available?

The *Star Energy Community Fund* will be allocated an annual budget by the Star Energy Group plc. This will determine the overall amount available for distribution in any year. Grants will not normally be less than £1,000 and not more than £20,000.

★ How Long is funding for?

Our grants are for one year and should be used within that year. You may, however, receive one year's funding from us, and then apply for more the following year. Applications from groups that have not had a grant previously may be given greater priority, so you should not assume that you will be successful in a request for repeat funding.

★ Do we need match funding?

Matched funding is not a requirement for eligibility. However, grants from the *Star Energy Community Fund* may be used as match funding unless expressly excluded in the offer letter we send you. Grants from the fund should cover at least 50 per cent of the total project cost.

★ what is the application Process?

As a preliminary, we urge you to complete an expression of interest form (available from www.starenergycommunityfund.info), which will enable us to make an initial assessment of what you are proposing before you commit too much time to the full application. You are also welcome to call the fund administrator to discuss your project. You need to complete an application form which can also be downloaded from the website.

Once your full application is received, you will be contacted by our fund administrator. Please ensure that the person nominated on the application form knows about the project and can talk knowledgeably about it. We will also review your accounts, your constitution/rules and any material you have submitted and may then ask you to submit further information in support of your application. A short factual report on your project will be produced and circulated to the grants panel, which will consider your request and make a decision.

★ who sits on the grants Panel?

The panel will consist of representatives from the Star Energy Group plc and from local authorities or appropriate rural affairs organisations in the areas where the fund operates.

★ what is the timetable?

Applications for grants will be invited in September of the relevant year, with a closing date of 31st December. The evaluation process and grant panel meeting will take place between January and March, with decisions announced by 31st March. Grants should then be utilised during the following 12 months.

★ what Do I need to send with my application?

As well as the completed application form, you will be asked to send us:

1. A copy of your organisation's governing document. This may be a simple set of rules, a constitution or memorandum and articles of association. Each of the members of your management committee must sign the document. Your organisation should operate with regard to equal opportunities best practice and this should be reflected in your constitution.
2. A copy of your organisation's most recent accounts. If you have been running for over one year, we would expect to see a full set of accounts showing a breakdown of your annual income, expenditure and carry-forward balance. If you are a new group (less than 12 months old), a recent bank statement plus an annual budget/cash flow forecast showing estimated income and expenditure is acceptable. These documents should be signed by your treasurer.

If you do not have a bank account, it is possible for you to nominate another organisation to receive payment on your behalf. The nominated organisation should be willing to provide confirmation that they are able to ring-fence your grant within their own accounts.

3. A copy of your child protection policy. If your organisation works with children or young people (under 19 years), or the activity you are applying for will involve working with children or young people, you will need to provide a copy of your child protection policy. If you do not have such a policy your local Council for Voluntary Service may be able to assist.
4. Vulnerable persons policy. If your organisation works with vulnerable people aged 18 years or over you should include a copy of your organisation's policy. If you do not have such a policy your local Council for Voluntary Service may be able to assist.
5. Permissions. If your project requires a land owner's or landlord's permission, you should produce a letter from him / her to that effect. You should also provide documentation to show that planning permission has been obtained if required.
6. Plans and photographs. If your project involves an element of development, you should provide a location plan, photographs of the site today, and plans/sketches showing what is proposed.
7. An independent reference. This should be someone who knows about your organisation, but who is not on the committee, a volunteer or a user of your group. This could be a member of the clergy, a policeman, councillor or a professional local resident who knows your group and its activities well.

what happens once a decision has been made?

You will be sent an offer or rejection letter. Offer letters will include any conditions imposed by the panel. A copy of the letter must be signed and returned to the fund's office before payment can be made. You should not commit any money before you have received your offer letter and conditions. Details of all grants made will be published on our website.

If your application is unsuccessful, we will tell you why. You can apply for a different project, but you cannot re-apply for the same project unless your rejection letter says so.

Should you need to request a change of use for any award made, you must submit your request in writing before committing or re-directing any funds.



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