

# Appendix 2 COMMUNITY BUILDING ENERGY SUPPORT FUND



## The Purpose of the Scheme

To support Richmondshire's voluntary and community sector during the cost of living crisis a new Community Building Energy Support Fund has been established. Funded by Richmondshire District Council, it is to assist organisations to cover their energy bills over winter 2022/23 by making a financial contribution. It is not intended to cover the full energy costs of a community building.

For clarification, funding support will only be available to those community buildings **where there has been a significant increase in energy costs as a direct result of a change to an existing energy contract or solid fuel such as oil or coal since 1<sup>st</sup> April 2022 taking into account the support the Government has implemented with the [Energy Bill Relief Scheme: help for businesses and other non-domestic customers - GOV.UK \(www.gov.uk\)](#)**

A total fund of £99,000 has been allocated.

## Eligibility

- Be a registered charity, constituted group or social enterprise/CIC.
- The community building must be based in Richmondshire with a Richmondshire postcode.
- A community building, for the purposes of this fund, is defined as any public building that is available for regular community use.
- Awards will be between £300 and £3,000 per community building based on the energy cost price rise and usage of the building.
- The organisation must be solvent and not have more than 12 months running costs in unrestricted reserves – accounts will be required.

## Ineligibility Criteria

- National charities (or financially integrated branches).
- Statutory bodies (except Parish Councils), businesses and individuals.
- Any costs other than energy costs.
- Churches, or religious organisations (except where there is a separate dedicated community space within the curtilage).

## How to Apply

Complete the following application form and submit to the Business and Community Team, by the deadline **of midnight 31 January 2023**. Organisations are encouraged to submit applications and supporting documents electronically, by email to [grants@richmondshire.gov.uk](mailto:grants@richmondshire.gov.uk). Only bids received in full by midnight on the deadline date will be taken forward for consideration.

## What happens next?

Your application will be reviewed by the Business & Community Team before an Award Panel Meeting in mid February 2023. Successful awards will be paid by end of February 2023. Grant monitoring will be requested 6 months after the award.

Applicants should also be aware that all correspondence relating to successful applications will be sent electronically. Where an organisation does not have access to send or receive electronic communications (email) they should make the scheme administrator aware. Applicants are encouraged to save the above email address as a 'contact' within their email operating system, so that emails are not sent to 'junk' or 'spam' folders.

## What you'll need to provide:

- Contact details of the individual completing the application.
- Details of the Community Building for which support is being made.
- A copy of your constitution, standing orders or set of rules.
- Bank account details.
- Copy of your energy bills for the period October to December 2021.
- Copy of your energy bills for the period October to December 2022.
- If not included within your 2022 energy bills documentary evidence showing the impact of the Energy Bill Relief Scheme.
- Full details of usage of the community building (including number of beneficiaries, user groups, frequency of usage and hours of opening/usage).

## Your privacy

The information you provide on this application form will be used to facilitate your application for the Community Building Energy Support Fund scheme. The information will only be disclosed to individuals who require it to complete your request. Please be aware that your information may be passed to the council's Counter Fraud Service and/or the Police if we suspect any fraudulent activity. For more information about how we use your personal data please see the [Council's Privacy Notice](#) on our website.

For further information or support in completing the application form, then please contact Business and Community Team at Richmondshire District Council – 01748 829100, Mercury House, Station Road, Richmond, North Yorkshire, DL10 4JX or [grants@richmondshire.gov.uk](mailto:grants@richmondshire.gov.uk)

# Community Building Energy Support Fund

## Application Form



Please refer to the Guidance and Criteria notes prior to submitting your application.

Application forms should be returned by **midnight Sunday 11<sup>th</sup> December 2022** to: [grants@richmondshire.gov.uk](mailto:grants@richmondshire.gov.uk)

### Q1 About your group

|  |  |
|--|--|
| <b>Name of your group</b><br><i>(as it appears on your constitution or set of rules)</i>   |  |
| <b>Address</b><br><i>(including postcode)</i>  |  |
| Confirm that the organisation is a voluntary/community organisation (not-for-profit) and constituted with a bank account, and confirm submission of a copy of my organisation's constitution or governing document with this application |  |
| Charity Registration number  |  |
| Confirm that a copy of the organisation's most recent accounts are enclosed with this application  |  |
| Confirm this building is accessible to all   |  |

### Q2 Main contact for this application?

|  |  |
|--|--|
| <b>Name</b>  |  |
| <b>Position held in group</b>                      |  |
| <b>Address</b><br><i>(if different from above)</i> |  |
| <b>Contact number</b>                              |  |
| <b>Email address</b>                               |  |

### Q3 What is the name of the Community Building for which you are applying?

|                                   |  |
|-----------------------------------|--|
| <b>Name of Community Building</b> |  |
| <b>Full Address and Postcode</b>  |  |

|  |  |
|--|--|
|  |  |
|--|--|

Q4 Is this Community Building accessible to all?

|                               |                              |
|-------------------------------|------------------------------|
| Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |
|-------------------------------|------------------------------|

Q5 About your Community Building

Please describe, in the box below, the overall aims and objectives of your organisation and the activities or services your organisation provides from this Community Building. Please tell us how many different services or activities are delivered per week/per month from the building.

Please also tell us the numbers of users/beneficiaries who benefit from the services/activities delivered from this Community Building. Please provide a full and detailed response to the above questions as your response will form part of the grant award decision making process.

|  |
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|  |
|--|

*Continue here .....*

**Q6** Please explain what vulnerable user groups are supported through services/ activities delivered from your Community Building.

What additional services will you be delivering or proposing to deliver in response to the cost of living crisis to help mitigate against the impact on residents within your local community/area (i.e. the elderly, families and young children, young people, people with disabilities, veterans, refugees, LGBTQ+ community etc etc):

| Be delivering: | Proposing to deliver |
|----------------|----------------------|
|                |                      |

Q7 Please share with us evidence of your total costs for energy, i.e oil, coal, gas or electric usage for the period 01 October 2021 to 31 December 2021

Q8 Please share with us evidence of your total costs for energy i.e. oil, gas, coal or electricity usage for the period 01 October 2022 to 31 December 2022, taking into account the Energy Bill Relief Scheme announced by the government on 21 September 2022.

Q9 Please explain what measures you have put in place to try and reduce your oil / coal / gas / electricity usage this winter or any decarbonisation plans.

**The General Data Protection Regulation (GDPR)**

In line with the new General Data Protection Regulation (GDPR), the information you provide within this form will be stored on Richmondshire District Council’s computer systems and manual records for seven years, after which the information will be securely destroyed. The information included within the application form will be used only for the purposes of the Community Building Energy Support Fund.

Q12 Application Form Declaration

We confirm that the following documents are attached to this Application Form (please note that failure to include all relevant information will delay your application being considered for an award).

| <b>Attachment</b>   | <b>Tick below</b> |
|---|-------------------|
| A copy of your constitution, standing orders or set of rules  |                   |
| Copy of your energy bills for the period October to December 2021   |                   |
| Copy of your energy bills for the period October to December 2022   |                   |
| If not included within your 2022 bills documentary evidence showing the impact of the Energy Bill Relief Scheme |                   |
| Please confirm that the last 2 years accounts can be made available for inspection if required                  |                   |

We declare to the best of our knowledge that the information given within this application form and any supporting material is correct. We confirm that the organisation named in question 1 of this application form has authorised me to sign this agreement on their behalf. We understand that any offer of support will be subject to terms and conditions.

**Main contact**

Signed:

Date:

**Senior contact of organisation (Chair / Vice Chair / Treasurer)**

Signed:

Date:

**Advice and Support**

Should you require any advice regarding the scheme or support in pulling together your application, please do not hesitate to contact Richmondshire District Council's Business & Community Team at [grants@richmondshire.gov.uk](mailto:grants@richmondshire.gov.uk) or 01748 829100

Applicants should note that the scheme has a limited amount of funding to allocate and once the funds have been allocated in full, the scheme will close to further applications. Richmondshire District Council's website will be updated to reflect this accordingly. It is advisable to submit your application in good time before the deadline to ensure that any outstanding information or queries can be resolved before the deadline date.