

Bedford Borough Council

**The Mayor’s Climate Change Fund (CCF): Application Form**

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| **APPLICANT DETAILS** | | | | | | | | |
| **Name of organisation:** | | | | | | | | |
| **Organisation type** (e.g. public sector, not-for-profit, constituted community group, registered charity)**:** | | | | | | | | |
| **Charity number** (if applicable): | | | | | | | | |
| **Address of organisation:** | | | | | | | | |
| **Main purpose of organisation:** | | | | | | | | |
| **Name of person responsible for the project:** | | | | | | | | |
| **Position in organisation:** | | | | | | | | |
| **Contact phone number(s):** | | | | | | | | |
| **Contact email:** | | | | | | | | |
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| **BANK DETAILS OF ORGANISATION: To help us meet our anti-fraud measures and verify your bank details please also attach a copy of a recent bank statement** | | | | | | | | |
| **Bank name:** | | | **Name on account:** | | | | | |
| **Account number:** | | | **Sort code:** | | | | | |
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| **BUILDING DETAILS** | | | | | | | | |
| **Name and address of building proposed for project:** | | | | | | | | |
| **Is the building owned by your organisation? Yes / No** | | | | | | | | |
| **If ‘No’ who owns the building and do you have permission from the owner for the proposed project?** | | | | | | | | |
| **What is the building used for and how regularly is it used?** | | | | | | | | |
| **Age of building:** | | | | | | | | |
| **Type of current building energy certificate and date it is valid until** (Please attach a copy of the certificate)**:** | | | | | | | | |
| **Energy usage from most recent annual statement (request from your supplier):**   |  |  |  | | --- | --- | --- | | **Utility** | **Total usage (with units)** | **Total cost** | | Electricity | kWh | £ | | Gas | kWh | £ | | Oil | litres | £ | | LPG | litres | £ | | Other fuel; ……………….. |  | £ | | | | | | | | | |
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| **PROPOSED BUILDING IMPROVEMENTS** | | | | | | | | | |
| **Summary of existing fixtures and fittings relevant to the project:**  **Example: The lighting is currently twenty years old, is fitted to the ceiling and uses fluorescent tubes operated by a single switch by the front door.** | | | | | | | | | |
| **Summary of improvements to be made and expected milestones and timescale:**  **Example: Work to start in June this year removing existing lighting, the new lighting will start to be fitted mid-June and operating fully by July.** | | | | | | | | | |
| **Summary of the benefits expected from the improvements:**  **Example: The improved lighting system will allow us to alter the light levels in different areas when needed, this will improve our users experience and help encourage new groups to use the space. The new system will allow us to manage and monitor usage remotely allowing us to reduce our usage.** | | | | | | | | | |
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| **Details of quotations –** Quotations must be like for like for each improvement technology, please attach copies of the all quotations with this application form | | | | | | | | | |
| **Improvement technology** | **Preferred choice**  **And reason for choosing** | | **Second choice** | | | | **Third choice** | | |
| **(Example): Solar panels** | **Trader Name 1**  **Amount quoted £xx**  **Chosen for price, length of trading and guarantee offered** | | **Trader Name 2**  **Amount quoted £xx** | | | | **Trader Name 3**  **Amount quoted £xx** | | |
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| **CRITERIA - Priority will be given to projects that show a good reduction of carbon emissions in relation to cost (Please answer all questions)** | | | | | | | | | |
| **A: How will the proposed building improvements reduce carbon emissions and help to minimise the impacts of flooding, climate change and pollution?** | | | | | | | | | |
| **B: Annual savings expected from improvements (this can be requested from preferred supplier)**   |  |  |  | | --- | --- | --- | | **Utility** | **Estimated annual saving (with units)** | **Total cost saving** | | Electricity | kWh | £ | | Gas | kWh | £ | | Oil | litres | £ | | LPG | litres | £ | | Other fuel; ……………….. |  | £ | | | | | | | | | | |
| **C: Details of existing funding to be matched (source and amount):**  **Example: £5,000 from our own funds and £2,000 from ‘xxxx’ (a local charity), totaling £7,000 to be matched by the Mayor’s Climate Change Fund. An email from ‘xxxx’ is attached to confirm these funds are available to us.**  **If source is not your organisation please attach confirmation of funding** | | | | | | | | | |
| **D: What research have you done to help create your project and have you asked any experts for assistance?**  **Example: The EPC recommendation report suggested that roof insulation would have a high impact, all three of the quotes we received suggested this was the case, and information found on the Carbon Trust website also confirmed this.** | | | | | | | | | |
| **E: What other people, groups and/or organisations will be involved in the project?** Please also give detail of any local support and provide copies of letters of support in your application. | | | | | | | | | |
| **F: Is your project linked to any others?** Please also include details of whether the project has any links to a village appraisal, village design statement or similar survey. | | | | | | | | | |
| **G: Have you undertaken any consultation on the impact of your project to the local community?** Please include details of responses. | | | | | | | | | |
| **H: Will the project require planning permission/consents?** Please attach a copy of the permissions. | | | | | | | | | |
| **I: Explain what energy efficiency measures and energy awareness promotions have been undertaken to reduce energy use prior to this project.** | | | | | | | | | |
| **J: Details of public liability insurance:** | | | | | | | | | |
| **K: Confirm you are happy to complete a case study and three annual reviews following completion of the project (templates for these will be provided):** | | | | | | | | | |
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| **BREAKDOWN OF COSTS -** An excel spreadsheet will also be accepted if preferred | | | | | | | | |
| **Task – include a short summary of each task** | | | **Total Cost without VAT**  **(£)** | | **VAT**  **(£)** | | | **Amount requested from CCF Fund**  **(only include non-recoverable VAT \*)**  **(£)** |
| **Example: Removal of existing lighting,**  **labour and materials**  **installation of new lighting** | | | **£xx**  **£xx**  **£xx** | | **£xx**  **£xx**  **£xx** | | | **£xx**  **£xx**  **£xx** |
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| **Total** | | |  | |  | | |  |
| **Are you VAT registered?** | | | **Yes / No** | | | | | |
| **If Yes provide your registration number:** | | |  | | | | | |
| **If your project has previously been rejected from any other funding sources give details:** | | |  | | | | | |
| **DECLARATION** | | | | | | | | | |
| On behalf of the organisation submitting this application, I confirm that the information contained in this form is accurate. I also confirm that any funding received will be used only for the purpose described in this application. | | | | | | | | | |
| **Name:** | |  | | **Signature:** | |  | | | |
| **Position in organisation:** | |  | | **Date:** | |  | | | |

Please complete the declaration box and then email to [climatechangefund@bedford.gov.uk](mailto:climatechangefund@bedford.gov.uk).

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| **Attachment checklist** |
| * Copy of current building energy certificate * Copy of energy bills from last twelve months * Three quotations for each improvement * Proof of organisations legal identity * Copy of audited accounts for the last annual accounting year * Copy of recent bank statement * Confirmation of external funding in place (if applicable) * Any letters of support from local groups/councilors/schools etc. * Copy of planning permission (if required) * Acceptance of terms and conditions (available on our website\*) |
| **What next?** |
| **The Environment Team will make an initial assessment of your application, applications that pass this stage will then be reviewed by a panel of Councillors for a final decision. You will be notified of the outcome within thirty days of application.** |

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| **FOR ADMIN USE ONLY** | | | |
| **Has a pre-assessment by Environment Team been completed?** | | |  |
| **Has the Assessment Checklist been completed?** | | |  |
| **Outcomes/Decisions** | |  | |
| **Decision and comments**: | |  | |
| **Date of Decision:** |  | **Project ref:** |  |

\*Find the Mayor’s Climate Change Fund Terms and Conditions at; <https://www.bedford.gov.uk/environmental-issues/sustainability2/sustainability-projects/climate-change-fund-2020-2024/proposed-principles-of-operation/>