



Edinburgh Community Solar Co-operative



Community Benefit Fund for Host Buildings Application Form

The Edinburgh Community Solar Co-operative's (ECSC) objectives state that a proportion of the income from our solar electricity generation will be allocated to a Community Benefit Fund. During the first 5 years of ECSC (until 2021) this fund will focus solely on delivering benefits for the buildings which currently have ECSC solar panels installed on their roof (ECSC host buildings) and their users.

The Community Benefit Fund for ECSC Host Buildings must be used to deliver projects which meet the co-operative's **objectives**:

- Help make host buildings more sustainable
- Support initiatives which have the most significant carbon savings impact
- Help alleviate fuel poverty amongst residents of Edinburgh
- Encourage behavioural change relating to sustainability
- Relevant community benefit that show high levels of community support
- Other community led energy reduction projects

About the Fund

Between 2018-2021, each of the 24 ECSC host buildings has the opportunity to apply to the ECSC Community Benefit Fund. Grants will be provided annually, with approx. 5-8 host buildings able to receive money each year. Applications will be open from October to December each year and funds allocated in January. If the fund is undersubscribed, host buildings may submit further applications in the last year of the Fund.

Who can apply?

Owners, managers, employees, user groups or representatives of users of a building that currently has ECSC solar panels installed on the roof (host buildings). You must include written approval from the responsible owners / managers of the building as part of your application.

How much can you apply for, and what can you spend it on?

You can submit an application for up to £3,000 for projects which will deliver benefits for the host building and its users, and meet the objectives of the ECSC (listed in the box above). Ideas for the types of project you could deliver, and possible delivery partners are listed in Section 3. We encourage innovative and creative approaches to achieve carbon savings, sustainability and behaviour change. You can use the ECSC Community Benefit Fund as matchfunding towards a bigger project, as long as the project contributes towards the Fund's objectives.

What won't we fund?

- Projects or initiatives by individuals
- Projects or initiatives delivering statutory services

Timescales

The project must be started within 6 months of receiving the grant, and completed within 1 year.

What do you need to do to access these funds?

Please submit a completed and signed application form by **31 December 2018**, including a breakdown of the costs being requested, and evidence of a bank account of your organisation, and a copy of last year's accounts if relevant. Please send the application and any supporting documents to communitybenefit@edinburghsolar.coop.

Who decides / reviews your applications?

The ECSC board reviews applications annually in December/January and decisions will be announced shortly afterwards.

Who delivers the project?

Projects must be developed and delivered by employees or users (e.g. pupils or parent groups) of the host buildings, with the prior approval of the building owners / managers. ECSC only provides the grant, we do not have the capacity to support project delivery. You can include partner organisations to help you deliver your project if you wish.

Insurance

Your organisation is responsible for all insurances and liabilities to third parties that may be incurred in the course of the funded project.

Grant Payment

The grant will be awarded in a single instalment on receipt of an invoice for an agreed budget. All spend must be accounted for with receipts, and any unspent funds returned to ECSC at the end of the project.

Monitoring and Reporting

Following delivery of the project a short report (up to one page) should be sent to ECSC along with photographs and any other accompanying material (e.g. videos, media articles, etc).

For more information contact: communitybenefit@edinburghsolar.coop

Please note, ECSC Community Benefit Fund is managed by ECSC Board members on a voluntary basis, so please allow sufficient time for your question to be answered.

Section 1: Contact details

Your Name	
Your Email Address	
Your Contact Phone No.	
Do you represent an organisation or constituted group?	Yes / No
If yes, please provide name and registration details if relevant (eg business / charity no.)	
Your relationship to ECSC and host building (e.g. employee, teacher, pupil, parent, customer, service user, board member)	
Host building name	
Host building address	
Please provide the name and job title of the senior manager or other approved person at the host building who has given you permission to make the application.	

Which of ECSC's objectives does your project meet? (please tick all that apply)

- Help make host buildings more sustainable
- Support initiatives which have the most significant carbon savings impact
- Help alleviate fuel poverty amongst residents of Edinburgh
- Encourage behavioural change relating to sustainability
- Relevant community benefit that show high levels of community support
- Other community led energy reduction projects

Project partner(s). Please provide details of any partner organisations that will support the delivery of your project. Any partners who will receive any funding must be listed. Names and job titles of contacts at partner organisations should be provided.

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Project Costs

Cost breakdown. Please provide a breakdown of what the grant will be spent on. If more space is needed please continue on another sheet.

Item	Description	Amount (£)
1		
2		
3		
4		
5		
6		
7		
8		
	Total (£)	

Please provide details of any other funders for the project. Add extra lines if you need.

Funders Name	£ contribution to the project	Is this funding confirmed?

Payment details. Once your application has been approved by ECSC, please send an invoice with bank details included for the cost to communitybenefit@edinburghsolar.coop. If you have any questions or specific requests regarding payment, please get in touch to make arrangements on communitybenefit@edinburghsolar.coop.

DECLARATION	
I declare that all information in this proposal is, to the best of my knowledge, accurate and complete.	
Print Name:	
Signature:	
Date:	

Please submit this application form by 31st December 2018 to
communitybenefit@edinburghsolar.coop



PRIVACY STATEMENT - The information you provide will be held by the Board of the ECSC and [Energy4All](#), which offers in-kind grant management support to ECSC. The information will be shared with ECSC Board members to enable decisions to be made about whether a grant may be approved to your organisation, and will be shared with no other party.



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Section 3: Project ideas

We welcome ideas from host buildings for what you could do with up to £3,000. Projects would need to fit the ECSC objectives, but otherwise we will consider any application. We encourage innovative and creative solutions to achieve carbon savings, sustainability and behavioural change.

Here's a few other examples of the types of projects you could develop, and local partners who could help you develop and deliver your project ideas:

Run a "Walk to School" campaign

[Living Streets Scotland](http://www.livingstreets.org.uk) offer resources and support to run campaigns encouraging parents and children to walk to school safely. To find out more contact scotschools@livingstreets.org.uk or visit <https://www.livingstreets.org.uk/what-we-do/walk-to-school/walk-to-school-in-scotland>

Support cycling and active travel

Partner with [Sustrans](http://www.sustrans.org.uk) to develop a plan to increase active travel at a host building site, improve bicycle and scooter parking and other measures. For more information contact Michael.MacKenzie@sustrans.org.uk or visit <https://www.sustrans.org.uk/scotland/schools>

Engage pupils about energy and green behaviours

[Changeworks](http://www.changeworks.org.uk) can deliver workshops and assemblies for primary or secondary pupils that brings pupils' energy use to life and explores how they can make a real difference in helping Scotland achieve climate change targets and lead the world in living green and healthy lives. For more detail contact Amanda Palmer at apalmer@changeworks.org.uk or call 0131 555 4010.

Garden makeover for butterflies and bees

Work with [Butterfly Conservation Scotland \(BCS\)](http://www.butterfly-conservation.org) to create a better home for butterflies and bees in your grounds and deliver fun educational workshops and lessons for school children. Contact Anthony McCluskey on aMcCluskey@butterfly-conservation.org

For other sources of inspiration, see:

<https://www.keepsotlandbeautiful.org/local-environmental-quality/clean-up-scotland/>

<http://www.central-scotland-green-network.org>

<https://www.zerowastescotland.org.uk/food-waste/teaching-resources>

<http://www.elgt.org.uk/>