



# **SHIRE COMMUNITY CLIMATE CHANGE GRANT**

## **Guidelines and Grant Aid Conditions**

### **Energy Audits & Practical Projects**

## **Introduction**

### **Welcome to SHIRE Community Climate Change Grants – Energy Audits & Practical Projects**

This grants programme is in support of Leicestershire County Council's commitment to reduce Leicestershire's carbon footprint and to support measures to help offset the impacts of climate change.

It is designed to offer communities in the County of Leicestershire the opportunity to plan and implement a range of projects that will improve the energy efficiency of their buildings and make local environmental changes to help reduce carbon emissions and some of the anticipated impacts which climate change will bring. In addition to the environmental improvements there are likely to be other benefits such as the improved comfort and usability of the building.

This grants programme provides grants for two things: Energy Audits and Practical Projects.

Energy Audits (EPC and DEC only) are eligible for a grant of 75% up to a maximum of £300 and eligible Practical Projects will be offered either a grant of up to 20% or up to 50% depending on the type of project being applied for.

The maximum amount of grant per applicant per financial year is £5,000. This £5,000 may include the cost of your energy audit and/or subsequent projects if carried out within the same financial year.

Please note, applications for practical projects to replace existing equipment such as gas boilers or glazing with more efficient equipment will not be offered more than 20% towards the cost of the project.

Before any grant for a practical project can be considered the applicant has to have a suitable energy audit report, EPC (Energy Performance Certificate) recommendation report or DEC (Display Energy Certificate) advisory report.

The aim of these guidelines is to provide sufficient information for potential applicants to plan and develop their projects in detail. These guidance notes are not intended to be exhaustive, so please contact the relevant officers from Leicestershire County Council if you have any queries.

## 1. Eligible Applicants

Eligible applicants within Leicestershire include:

- Parish and Town Councils
- Constituted village/community building management committees
- Registered charities
- Constituted local community groups

### 1.2 Ineligible Applicants

Please note that the following are ineligible for a grant:

- Individuals
- Private/limited companies
- County, District and Borough Councils
- Educational institutions such as schools and colleges
- Projects within Leicester City or Rutland

## 2. Definition of a Community Building

Community buildings include:

- Village halls
- Community centres
- Community halls
- Church halls
- Sport centres which have additional general community use
- Religious buildings such as churches which have regular community use in addition to religious or worship activities. Approximately two thirds of the opening time must be set aside for general users apart from the church or ancillary organisations. This time must be spread evenly over the week; a common scale of charges must be applied to all organisations without discriminating between users, reflecting peak demands if necessary.
- The building must offer public access at all reasonable times

## 3. Energy Audits

In previous years applicants were required to provide a full Energy Audit report in order to apply for a practical project. However, for the new scheme we **do not** require this. We will accept full Energy Audit reports if an applicant already has one that provides the required information as detailed below.

We are now accepting and **will only fund** EPC's (Environmental Performance Certificates) or DEC's (Display Energy Certificates) as long as they comply with the following requirements:

The EPC or DEC **must**:

- Be carried out by an accredited non-domestic Energy Assessor ([find a local non-domestic Energy Assessor](#))
- Provide details of the current energy performance and CO<sub>2</sub> emissions of the building
- Identify what energy efficiency improvements could be made in priority order with estimates of pay-back periods

If possible the EPC or DEC should also:

- Quantify the CO<sub>2</sub> savings that could be generated from each of the improvements
- Quantify the financial savings that could be generated from each of the improvements

**Please make sure that the Energy Auditor you employ is aware of these requirements.**

## **4. Typical Practical Projects**

The following list is not exhaustive but covers just some of the potential projects which this grants programme could assist with, to help reduce carbon emissions and improve the energy efficiency in existing community buildings:

- Draught-proofing
- New boiler tank jackets and hot pipe insulation
- Roof or cavity wall insulation
- Suspended ceilings
- External wall insulation either internally or externally applied
- LED lighting
- Water conservation systems
- Solar panels \*
- Photovoltaic technology \*
- New heating system
- Wind turbines \*
- Other micro generation systems \*

Where relevant the work must be over and above any legislative or planning requirements. Applications for practical projects must be supported by an appropriate energy audit, EPC or DEC that meets the requirements in section 3

above. Renewable energy projects must be supported by an appropriate feasibility study or other technical report prepared by a suitably qualified professional.

**\*Note:** Feed in Tariff (FIT) – As a general rule the payment of FITs is prohibited where a grant has been made from public funds for the purchase or installation of the renewable installation.

For more details visit the Ofgem e-serve PDF [Feed-in Tariff: Guidance for Renewable Installations](#) under section 3.49-3.52 for combining FIT and grants.

#### **4.1 What type of projects cannot be assisted?**

- Staff costs
- Moveable assets e.g. IT equipment, tools, gardening equipment, vehicles etc
- Projects that would duplicate work already undertaken by other organisations
- Any project that does not meet all relevant grant aid conditions
- Any project that can be classed as routine/recurring maintenance
- New builds
- The work must not be required either as part of a condition of planning permission or as a legal agreement associated with planning permission
- Projects which are not a high priority or have a high payback period in the energy audit report
- Projects that have started prior to an application being made
- Any project which does not produce any or limited carbon savings
- Projects where there is limited use by the community
- Any project deemed unsuitable at the discretion of the County Council

### **5. Timing of Works**

All works should be completed within 12 months of the grant offer being made. It may be possible to offer modest extensions to this time allowance but they will only be considered in exceptional circumstances.

### **6. Practical Project Promotional Activity**

As one of the purposes of the SHIRE Community Climate Change Grant is to raise awareness and understanding of climate change in addition to helping communities to reduce their carbon emissions and improve the energy efficiency of their community buildings **ALL** applicants wishing to receive funding for a practical project must carry out a promotional activity that makes building users aware of the work done and the benefits of doing this work.

The promotional activity should be relevant to the practical project being applied for and be proportional to the amount of funding being sought. It could be a simple poster explaining what works were done, why, and what environmental and community benefits the project will bring, or it could take the form of an activity or event such as a talk on energy efficiency.

Some of the works carried out as part of a practical project such as insulation, new boiler, draught proofing, new thermostats etc, will be hidden from the view of most of the building users. Instead users of the building may notice the results of any works done in the form of extra comfort, warmth etc but not necessarily realise why this is the case.

The promotional activity should seek to make the building users aware of why the building is more comfortable, warmer, less draughty etc. but also explain why the works were done, such as to improve the fabric of the building, reduce the running costs and to help, if even in a small way to reduce CO<sub>2</sub> emissions. Leicestershire County Council's contribution must also be acknowledged.

Examples of possible promotional activities include:

- Posters
- Display in the building
- Open Day for users / public to see and learn about improvements
- Community event or talk to promote awareness
- Activity highlighting to users / the community issues linked to climate change
- Electronic device showing money / carbon saved (this may be more relevant if renewable energy technologies have been installed)

In the application form you will be required to provide details of the activity or event that you are proposing to undertake and explain how it will raise the awareness of building users to the works that will be carried out, the reasons for having them done and the environmental benefits that they will bring.

In the application form please specify what the costs will be for the proposed promotional activity. Successful applicants will be offered **up to £200** towards these costs.

**Please note it is not necessary to provide quotes for costs in relation to the activity or event, though you may wish to get some quotes in order to get the best price for any costs.**

**Make sure you complete section 3.5 of the application form detailing your promotional activity, otherwise your application will be deemed as ineligible.**

**Please note that the grant payment will not be made until the approved promotional activity has been completed and evidenced in addition to the approved practical project works.**

## 7. How much funding is available?

The total amount of funding available within the Shires Climate Change Grant Scheme may vary each year but is likely to be in the region of £20,000.

The scheme will consist of three funding rounds with approximately 40% of the annual funding pot being made available for Round 1 and 40% for Round 2 and 20% in Round 3. Any unallocated funding from Rounds 1 and 2 will be transferred into subsequent rounds.

See Section 8 for details of the assessment process.

### 7.1 What level of grant aid is available?

A maximum of £5,000 per applicant per financial year is available to eligible projects from the Climate Change Grant fund, subject to availability and the meeting of relevant grant criteria and conditions.

Eligible projects will be offered 75% funding towards the cost of EPCs or DEC's up to a maximum grant of **£300**.

Eligible projects will be offered either up to 20% or up to 50% funding for practical projects depending on the type of works being applied for.

Applications for projects to replace existing equipment such as gas boilers or glazing, with more efficient equipment will not be offered more than 20% grant funding towards the cost of the project.

There will also be an additional grant of **up to £200** available to go towards the cost of the promotional activity that is required as part of applying for a practical project.

**Note:** In any 12 month period the maximum combined grant amount requested from any County Council managed grant programme must not exceed 75% of the project costs.

All applicants must be able to:

- Provide three comparable quotations for the works being applied for under the grant scheme (quotes should be no more than 3 months old or confirmed as still valid at the time of making the application).
- Provide the balance of money for the project, either from their own funds, other grant schemes, or a combination of the two.
- Supply evidence of how they intend to raise the balance of funding
- Provide a copy of your most recent annual accounts and bank statement for the past 3 months.
- **Provide copies of energy bills for the previous 12 months.** (We will use these to calculate the expected carbon and financial savings of the

proposed works (using accepted assumptions) where this information is not included in the EPC or DEC or included in the quotes provided)

## **7.2 Funding**

Other points to note regarding funding are as follows:

- This grant programme can be used to top up grants received from other organisations, provided the SHIRE grant does not lead to the project making a profit or reduce the applicant's own contribution that has been previously agreed by County Council officers.
- In some cases, the complete funding situation for a project may be unknown because the applicant is awaiting the outcome of other grant bids either at the time of the SHIRE Grant application or after a conditional SHIRE Grant offer has been made. In such cases the applicant must immediately inform County Council officers of any changes to the project's funding situation so that the SHIRE Grant offer or subsequent grant payments can be adjusted as appropriate.
- Applicants must demonstrate that they are able to meet their share of the capital costs and future running or maintenance costs for practical projects.
- Where the applicant has stated on the application form that they can reclaim VAT, any grant offer is based on the value of the eligible project costs not including the VAT element.
- Applicants must provide comparable valid quotes for the goods or works they are seeking funding for, so it is clear and easy to compare quotes and check which is the lowest. Where this is not done applicants will be asked to resubmit quotes before the application is assessed.
- Unless there are exceptional circumstances any grant will be based on the costs of the lowest tender and/or quotation.
- For successful practical projects we will require copies of the energy (gas and/or electrical) bills for the building for the 12 months after the works were done. This will allow the actual financial and CO<sub>2</sub> saving from the works to be calculated, all other things being equal.

## **7.3 Volunteer and in – kind contributions**

Where appropriate, applicants may include the costs of their own volunteer or in-house consultancy services in the calculation for volunteer and in-kind contributions relating to the project for which the grant is being sought.

To include these costs in the application:

- Applicants must provide evidence of the volunteer services or in-house consultancy being undertaken.
- The in-house consultancy or other services must be over and above the applicant's usual responsibilities and/or statutory or constitutional obligations.



- Two directly comparable quotes from external organisations must be submitted in order that costs can be compared with the in-house or other consultancy services provided.
- The volunteer or in-house consultancy fees must not constitute more than 10% of the total value of the project.
- The use of volunteers to help plan and implement a project can form part of the application. If planning to use volunteers applicants will need to submit with the application details of the work they will be doing and the number of hours being offered. The total value of the volunteer time can be used as 'in kind' funding and is calculated as equivalent to £9 per hour of agreed volunteer time, but note that SHIRE Grants cannot make a direct grant contribution towards volunteer time.
- Please provide this information on the Volunteer Time Schedule included in the application form. Applicants will be required to show proof of how the volunteer time was accrued (e.g. signed time sheets) when the work is complete. See Section 11 of Application Form.

#### **7.4 Professional and consultancy fees**

Grant aid is available (to successful applicants only) towards the cost of approved consultants' and other professional fees incurred whilst developing project proposals. Applicants are strongly advised not to incur any professional or consultancy costs until County Council Officers have formally confirmed that the project is eligible for support.

Examples of professional fees include charges made by consultants (including energy consultants and auditors), architects, engineers and protected species surveyors. Administration costs, e.g. fees charged by local authorities to process planning applications or meet Building Regulations, or Environment Agency fees, are not classed as professional or consultancy fees but can form part of the grant application.

To include these costs in the application:

- Fees must be applicable
- The consultant(s) and/or professional(s) concerned must be identified on the application form and must be member(s) of appropriate recognised professional institutes where relevant.
- Retained agents must have been required to carry out the work over and above their usual duties and to have thereby incurred additional costs.
- No more than 10% of the total value of the project can be claimed as professional fees.
- The professional fee element must be identified in the costings submitted on the application form. Applicants should ask their advisor to submit a fee statement to accompany the application.

Applicants should discuss these matters when first giving instructions to consultants/professionals to act for them, and ensure that they are given a copy of everything relating to the grant application including a copy of these grant aid conditions.

## **8. How the application will be assessed?**

Please note the assessment process has changed from that used previously and is set out in the following sections.

### **8.1 Assessment process**

From 1 April 2017 the grants scheme will consist of three funding rounds. Round 1 will have a closing date of 30 June, Round 2 will have a closing date of 30 October and Round 3 will have a closing date of 28 February each year.

All applications received before each closing date will be assessed with the top scoring eligible applications being awarded funding up to the limit of the total funding available for each round.

Applications will be assessed in two stages. Stage 1 will be a Pass/Fail assessment and stage 2 will be a scored qualitative assessment. The assessment will be carried out by a Grants Panel.

### **8.2 Assessment of energy audits (EPCs/DECs)**

The Stage 1 Pass/Fail assessment will be based on the following criteria:

1. Is the applicant eligible?
2. Is the building / property eligible?
3. Is the type of audit eligible?
4. Are all the costs eligible?
5. Has the required match funding been secured or has adequate evidence been provided for how it will be raised?
6. Can the project be completed within 12 months of the grant offer?\*
7. Is the property owned, under the control or leased for at least 10 years by the applicant?\*
8. Has the applicant supplied at least 3 valid comparable quotes?
9. Have all required permissions and consents been received?

\*Some exceptions may be made

The Stage 2 scored qualitative assessment will be based on the following criteria:

1. Level and type of community use of building / property
2. Level of local support and relevance to local plans
3. Robustness of the evidence provided demonstrating willingness and ability to take appropriate action on any recommendations provided in the energy audit.

### **8.3 Assessment of Practical Projects**

The Stage 1 Pass/Fail assessment will be based on the following criteria

1. Is the applicant eligible?
2. Is the building / property eligible?
3. Is the project eligible?
4. Are all the costs eligible?
5. Has the required match funding been secured or has adequate evidence been provided for how it will be raised?
6. Can the project be completed within 12 months of the grant offer?\*
7. Is the property owned, under the control or leased for at least 10 years by the applicant?\*
8. Has the applicant got support from their local County Councillor?
9. Has the applicant supplied at least 3 valid comparable quotes?
10. Have all required permissions and consents been received?
11. Does the proposed practical project meet the recommendations of the Energy Audit report, EPC or DEC?\*
12. Does the application include a proposed promotional activity?
13. Has the applicant provided copies of the previous 12 months energy bills and confirmed that copies of future energy bills will be provided?

\*Some exceptions may be made

The Stage 2 scored qualitative assessment will be based on the following criteria:

1. Payback period (Total project costs / Annual saving)
2. Value for money based on total project cost (Total project cost/CO<sub>2</sub>kg)
3. Value for money based on grant requested (Grant / CO<sub>2</sub>kg)
4. Amount of own funds contributed
5. Robustness of proposed activity or event
6. Sustainability (Local labour & materials, use of recycled/secondary materials, use of sustainable timber, part of wider eco-plan)
7. Level of local support and relevance to local plans
8. Level and type of community use of building/property
9. Robustness of the evidence provided demonstrating ability to meet future running and/or maintenance costs

## **9. Sustainability**

Your Energy Audit / EPC / DEC may provide details of the estimated CO<sub>2</sub> and financial savings of each of the energy efficiency improvements recommended.

**If not, it may be possible for the companies quoting for the particular works to provide you with details of the estimated CO<sub>2</sub> and financial savings for the product or service they are providing. Why not ask them and see if this is possible.**

Otherwise we will calculate these figures based on the energy bills for the previous 12 months you provide and the standard assumptions for making these estimates. These figures are used to calculate the value for money of your application.

It is not good practice to install renewable energy technologies or upgrade heating in buildings which have a poor energy efficiency performance. Consequently if the application is for renewables or heating systems, your building should have:

- Insulation in the roof to the minimum or feasible standard
- Insulation in the cavity walls (if the building has these) to the minimum or feasible standard
- Thermostatic radiator valves, OR a room thermostat connected to the main heating system (or multiple zoned thermostatically controlled areas if a large building)

Evidence will need to be provided to confirm that these works / systems are in place, such as photos, copies of receipts for works or identified in Energy Audit, EPC or DEC report as being in place.

Additionally where possible:

- Recycled or secondary materials (including aggregates) should be used
- Local contractors and professionals should be used
- Local materials should be sourced
- All timber must be from certified sustainable and legal sources e.g. Forestry Stewardship Council (FSC) or Programme for the Endorsement of Forestry Certification (PEFC)
- Your project should form part of a general drive to reduce energy usage and to help reduce some of the anticipated impacts of climate change.
- Projects must be supported by an appropriate audit, feasibility study or other technical report prepared by a suitably qualified professional. The audit recommendations should be taken into account when designing and implementing the practical project

## **10. Site Details and Tenure**

### **10.1 Location of project**

- The project site must not be located in a private garden or be a private residence.
- The project must be located within the county of Leicestershire, (this excludes Leicester City and Rutland.)

### **10.2 Tenure of application site**

Where appropriate, if the applicant does not own the site, they must usually hold a viable lease, licence or other written agreement with the owner for access to the land/building for a minimum of 10 years.

### 10.3 Planning, permissions, consents and surveys

The work must not be required as part of a condition of a planning permission, or as a legal agreement associated with a planning permission which is otherwise required by law.

All relevant permissions and consents necessary to enable the work to go ahead must have been obtained from the relevant authorities before a grant can be offered. This list is not exhaustive, but examples of these are:

- Planning permission
- Buildings regulations approval
- Conservation area consent
- Listed building consent
- Appropriate ecclesiastical permission
- Compliance with the Wildlife and Countryside Act 1981 or species legislation (applicants should seek advice before designing and implementing their project.)
- Consent of landlord where applicant is a tenant or leasee of the building/land

## 11. Support

- Applicants **must** seek the written support (letter or email) of the local County Councillor(s) where they are applying for a grant for a **practical project** (Not needed for an Energy Audit). County Council Officers can supply contact details if requested or see [Find your county councillor](#).
- Support from any community or voluntary organisations that will benefit from the project should be submitted (letter or email).
- If applicable, a copy of the parish plan, village appraisal, village design statement or survey or similar works done by a village or community group should be submitted.
- Where possible support from the relevant local Parish Council, Town Council or Parish Meeting should be provided (letter or email). (Not needed for an Energy Audit).

## 12. Site Inspections

Permission for the project to be inspected at all reasonable times, prior to, during, and upon completion of the grant-aided works shall be deemed given.

Alternatively, applicants may be asked to provide photographs of the finished work and/or of the activity / event carried out.

### **13. The following additional conditions apply:**

- Applicants that have had a grant aided energy audit **do not** automatically receive funding/grant offer for a follow up practical project.
- Activities and facilities at a community building must be accessible to all inhabitants of the locality, regardless of age, race, gender, religion, political affiliation, disability, sexual orientation or marital status.
- The property must be adequately covered by insurance against fire, storm, flood damage and theft. The County Council may request proof of insurance cover.
- If after an offer is made or once work has started the applicant needs to alter, substitute, add to, or delete certain elements of the project, the applicant must immediately inform the County Council, who will decide whether this is acceptable within the scope of the original project agreed.
- Applicants are strongly advised not to incur any professional or consultancy costs until County Council Officers have formally confirmed that the project is eligible for support.

### **14. Claiming Payment**

- Applicants must submit copies of all invoices, receipts etc. as proof of payment, professional certificates, and volunteer or staff time sheets when claiming payment of the grant.
- An inspection of the evidence of the work carried out may be required before the payment is made.
- The approved promotional activity must be completed before the payment is made. Evidence of this will be required as part of the claim.
- Pro forma invoices obtained in advance of work being carried out are not acceptable.
- Phased payments may be possible, subject to all other conditions being met as appropriate.
- SHIRE grant payments can only contribute towards work that has previously been agreed as eligible for SHIRE grant funding and on which the grant offer has been based.
- Where the applicant has stated on the application form that they can reclaim VAT, the grant offer is based on the value less the VAT element of the eligible project costs.
- In cases where the applicant is employing professionals such as architect(s), quantity surveyor(s) or consultant(s) to oversee work carried out by contractor(s), a copy of the professional certificate of progress or completion must also be supplied.
- Invoices and professional certificates (where relevant) must be made out to the applicant.

## **15. Publicity and Advertising**

- The project must not include any commercial advertising.
- Permission for the project details to be included in appropriate publicity materials such as press releases issued by the County Council and the County Council website shall be deemed given.
- Where possible, successful applicants should promote and publicise their project (e.g. via press releases, an opening event etc).
- The support of Leicestershire County Council should be acknowledged in all publicity material, newsletters etc. published by the applicant and relating to the project. Copies of any publicity material may be requested.

## **16. The details we need to assess the application**

In addition to the completed application form, before you submit your application, please ensure that you include the following supporting documents as required (see Checklist on next page). Failure to include any of the required documents will delay the application process. The supporting documents can either be submitted electronically or by post whichever is the most suitable. If submitting by post please mark clearly that they relate to your application for funding.

## CHECKLIST

Item	Required	If Applicable / Optional	Relevant question on application form
A signed copy of your organisation's constitution	X		1.5
Specification of proposed works	X		2.1 or 3.4
Copy of energy audit, EPC or DEC		X	3.1
Drawings of proposed works		X	3.4
At least three comparable and valid quotations	X		4.4
A copy of your most recent annual accounts and bank statements for the past 3 months	X		4.7
Copy letters of confirmation of grants from your other funding sources		X	4.8 or 4.10
Details of volunteer time		X	4.9, 4.10 & 11
Copies of energy bills for previous 12 months		X	4.12
Map of site location / layout preferably at 1:500 scale		X	5.3
Copies of documents relating to ownership/lease of project site OR Copies of agreements for access to site for at least 10 years	X		5.4 & 5.5
Copies of relevant permissions (e.g. planning permission)		X	5.7
Statement of support from the local county councillor (Practical Projects only)		X	7.1
Statement of support from the local parish/town or district council		X	7.2
Statements of support for the project from the community	X		7.4
Evidence of the level and type of community use of the building e.g. Bookings schedule	X		7.5
Any other supporting documents requested		X	

**Leicestershire County Council reserves the right to vary the terms and conditions of the SHIRE Community Climate Change Grants**





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[Leicestershire County Council Community Grants](#)



**Information from this leaflet is also available in alternative versions (e.g. large print Braille, tape or an alternative language) by contacting the number shown above.**