

# Guidelines: Megawatt Community Energy Fund Large and Small Grants



The Megawatt Community Energy Fund has been set-up to use profit from Bristol Energy Cooperative's business activity to encourage and support more community action on reducing the amount of carbon in our atmosphere, and/or making energy more affordable eg through focused fuel poverty initiatives. Bristol Energy Cooperative is working with Quartet Community Foundation to administer this Fund.

## What is Quartet Community Foundation?

Quartet Community Foundation manages funding on behalf of individuals, companies, charitable trusts and statutory agencies. This enables the Community Foundation to make grants to charitable groups in the West of England. We have many grant programmes to which groups can apply, the Megawatt Community Energy Fund Grant Programme is one.

## Before applying

Please read these guidelines carefully and read the 'Before Applying (Essential Information)' section on our website.

## What can you apply for?

Climate change is caused by greenhouse gases, such as carbon dioxide. Burning fossil fuels, such as oil, coal and gas, puts carbon dioxide into the atmosphere and is a major cause of climate change. We burn fossil fuels to generate energy, this includes electricity at home and at work, heating water and buildings and powering our transport system (eg cars, planes and ships). Other causes of climate change include cutting down and burning forests (as trees absorb carbon and release it when cut down or burned) and raising livestock.

To slow and eventually reverse climate change, we need to switch to renewable energy sources, be more efficient in our energy and resource use, and find ways of taking greenhouse gases out of our atmosphere. It is important to ensure everyone can access and afford the energy they need, and finding the solutions to climate change is also an opportunity to make our energy systems more local and fairer.

Climate change is happening now, solutions are available now, and we all can make a difference now, which is why the Fund is supporting projects that aim to:

- **Raise awareness of climate change, its solutions and how to reduce its impact (mitigation).**  
This could include public outreach, talks, workshops and campaigns.
- **Reduce fossil fuel consumption** of individuals, organisations and communities either directly through energy measures, or indirectly through the more efficient use of resources. Projects do not have to be energy projects but must have clear aims to reduce carbon in the atmosphere.  
This could include transport projects (e.g. encouraging cycling and public transport use), local food growing projects (which reduce our use of food transported long distances), horticultural projects (eg planting trees and plants which absorb carbon), community sharing and networking (eg lift sharing, projects to spread good ideas), IT (eg harnessing social media) and health projects (eg healthy eating & exercise)
- **Reduce fuel poverty**, to ensure everyone can access and afford the energy they need.  
This could include helping people on low incomes to understand their energy bills and how to reduce them, switching energy provider, and accessing grants to improve the energy efficiency of their home.
- **Develop social, arts, cultural or sports activity that encourages or celebrates sustainability.**

The grant programme can support all costs relating to the project or activity/project, including: a contribution to core costs (e.g. core staff costs, office costs), project costs (e.g. venue hire, project worker) and capital costs.

The Fund encourages applications for the funding of innovative ideas, including pilot projects, as well as for the development and growth of existing projects. To support smaller organisations, applications of up to £2,000 (Small Grants) are particularly encouraged.

### **Who can apply?**

The Megawatt Community Energy Fund is open to groups or projects working in South Gloucestershire, Bristol, North Somerset, and Sedgemoor District (Somerset). It is particularly targeted at small organisations with charitable aims. **You do not have to be an energy or environmental group.**

### **How much do we award?**

Small grant: Up to £2,000

Large grant: Up to £10,000

We understand that projects/activities both large and small can be extremely valuable in tackling climate change and so are offering both small and large grants to encourage organisations of varying sizes and with projects/activities both large and small to apply.

Applicant groups can only apply for one grant per round, i.e. either a large or small grant. This grant programme can part fund larger projects (with a cost greater than the amount awarded through this grant), but applicants must be able to demonstrate that the grant will fund a significant proportion of the project.

### **Projects examples and ideas (not exhaustive!)**

- Practical energy use assessment & advice service in a local area
- The installation of energy efficiency measures in a community project or building
- Providing energy related information and support to low income or disadvantaged households
- Vegan cookery classes
- Demonstrator resources for energy saving measures
- Bulk buying schemes for items such as LED light bulbs or draught proofing
- Projects exploring and improving Carbon literacy
- Investigation/ testing of effective local methods for information dissemination about sustainability ideas, progress, tips, ways to get involved etc.
- Projects providing energy information/advice/collective action to particular groups, e.g. landlords, students, single mothers, people whose first language is not English
- Feasibility work for larger renewables, or other innovative projects
- Sharing projects (e.g. tools, lifts, skills) that enable efficient use of resource
- Community Art and Art projects that explore climate change and its solutions
- Replicating and developing ideas from existing successful projects
- Community based creative writing workshops focusing on environmental issues of our time
- Projects involving energy demand shifting through IT and/ or behavioural change
- 'Greening' of streets through planting, or other planting programmes

### **What we don't fund.**

- Individuals
- General appeals
- The direct replacement of statutory funding
- Political groups or activities promoting political beliefs
- Activities promoting religious beliefs
- Animal welfare
- Arts projects with no significant community or charitable element
- Sports projects with no community or charitable element
- Medical research, equipment or treatment
- Projects that take place before an application can be processed
- Activities that raise funds for other organisations

## How to apply?

You will need to complete an application form. You can apply online from our website <http://quartetcf.org.uk> following the 'applying for a grant' links.

Alternatively, you can request a hard copy version of the application form by contacting the Community Foundation's office. As well as the completed application form you will also need to provide the following:

- A constitution/governing document/set of rules that sets out the purpose of your organisation and how it is managed
- The contact details of at least 3 members of your management committee/board of trustees/board of directors
- A copy of your most recent annual accounts or financial records that show your organisation's balance of funds, income and expenditure. If you do not have financial records that cover a full year, then you will need to provide the records you currently have
- Evidence of a bank account in the name of your organisation. The bank account must have at least 2 signatories. Alternatively, if you belong to a small organisation that does not have a bank account another charitable organisation can look after the funds for you, but you must provide written authorisation from the organisation that will do this
- A safeguarding policy if your organisation works directly with children or vulnerable adults
- The contact details of an independent referee. This should be someone in a professional or public position who knows your organisation
- If your group has secured funding in the past (from any source) to support a similar project/activity, we would like to see a copy of the impact report for that work

## What will happen next?

Once we have received your application (including all supporting documents) it will be assessed by a member of staff. They may contact you for further information. The application will then go to a panel for a decision. You will be notified of the outcome within 4-6 weeks of the application submission deadline.

## Monitoring and evaluation

At an appropriate time, after the grant has been paid we will send you a grant monitoring report form. This form asks for details of how the grant was spent and what was achieved including giving some thought to the likely carbon savings from the project.

## Data protection

Quartet Community Foundation will use the personal data provided on the application form to process your application and to monitor the project. In limited circumstances, we may be required to release information, including personal data and commercial information, on request under the Freedom of Information Act 2000. However, we will not permit any unwarranted breach of confidentiality nor will we act in contravention of our obligations under the Data Protection Act 1998. Disclosure to other parties: We may need to share your information with our service providers, associated organisations and agents for the purposes of assessment or seeking additional support and help for you. If you feel that any other information about your application or project should not be made publically available, please contact us to discuss this.

## More information

If you need more information, or have a question about completing the application form please contact: Andrew O'Sullivan at **Quartet Community Foundation** - 0117 989 7700 - [applications@quartetcf.org.uk](mailto:applications@quartetcf.org.uk)  
Quartet Community Foundation, Royal Oak House, Royal Oak Avenue, Bristol BS1 4GB.

Alternatively, if you want support in working up your project/activity idea please contact: Sophie Pritchard at **Bristol Energy Network** - 07871 791 679 - [coordinator@bristolenergynetwork.org](mailto:coordinator@bristolenergynetwork.org)