

Guidelines:

Bath & West Community Energy Fund Grant



Administered by



Please call or email us if you have any questions about this grant programme. Our contact details are in section 12 of this document.

1. About the Bath & West Community Energy Fund

The Bath & West Low Carbon Fund ('the BWCE Fund') funds community projects in Bath and the surrounding area.

The funds are from [Bath & West Community Energy](#) (BWCE). BWCE is a community enterprise, set up for the benefit of the community (a 'Community Benefit Society'). BWCE develops community-owned renewable energy projects, offering local people the opportunity to invest in local projects, increase the amount of local renewable energy and earn a reasonable return. Members have a say in the running of the organisation.

The BWCE Fund provides grants that reduce carbon emissions and/or tackles fuel poverty. The Fund's area of benefit covers Bath and North East Somerset (B&NES), parts of Wiltshire and South Gloucestershire that border B&NES, plus the area of Somerset close to our Crewkerne solar array at TA18 7NX.

In the coming years, Bath & West Community Energy are developing new projects whereby the community benefit will be ring-fenced to a defined area around the solar development, creating specific areas of benefit. In these instances, the criteria for applications will remain the same, but only applications from that specific area of benefit will be eligible for the ring-fenced element of the Fund. This development will not affect the rest of the fund, where the area of benefit covering B&NES, parts of Wiltshire and South Gloucestershire will remain.

Applications from projects in the vicinity of existing BWCE projects are particularly welcome. For a full list of projects see BWCE's website: <https://www.bwce.coop/what-we-do/#projectsmap>

This is the 13th round of the BWCE Fund Grants Programme. The first was launched in 2014 and the previous grants awarded, including a short description of the funded projects, can be viewed at <https://www.bwce.coop/community-fund-projects/>

The BWCE Fund is operated by a charity independent of BWCE. BWCE Fund has its own separate governance and decision-making processes, and the trustees who oversee it have appointed Quartet Community Foundation to manage the grant application process.

What is Quartet Community Foundation?

Quartet Community Foundation administers the BWCE Fund Grant Programme on behalf of the BWCE Fund. Quartet Community Foundation has a long track record of managing funding on behalf of individuals, companies, charitable trusts and statutory agencies.

The Community Foundation makes grants to charitable groups in the West of England. It has many grant programmes to which groups can apply, the BWCE Fund Grant Programme is one.

2. What you can apply for

To be eligible for funding the project must aim to reduce carbon emissions and/or address fuel poverty in Bath and the surrounding area. Carbon reduction does not just relate to energy projects; it might also include local food, sustainable transport or waste reduction or indeed any activity that reduces carbon emissions. We typically receive fewer applications addressing fuel poverty/affordable warmth, ensuring that everyone can access and afford energy, so we particularly welcome applications in this area.

A. Fuel Poverty Projects

To be eligible for funding, fuel poverty projects need to include measures that reduce energy use directly or indirectly. This could include:

- Draught-proofing or pipe-lagging, and/or by providing energy efficient products such as low energy light bulbs, radiator reflector foil, door snakes, room thermometers, slow cookers or air fryers.
- Sending staff members for training (such as the National Energy Action 3-day Level 3 Award in Energy Awareness)
- Devising a programme to advise local households on issues such as reducing energy use, improving the energy efficiency of their home. Understanding energy bills and how to switch supplier might be part of the project but energy reduction must be the main focus
- Creating provision of 'warm spaces' in the winter and 'cool spaces' in the summer to provide respite from homes that are difficult or unaffordable to keep warm or cool.

One example of a fuel poverty related project that we have funded in the past is:

<https://www.bwce.coop/bwce-fund-supports-keynsham-energy-efficiency-drive>

B. Carbon Reduction Projects

The Fund welcomes projects that raise awareness of climate change and encourage positive action, including behavioural change.

The Fund will consider applications that help to cut costs alongside reducing carbon emissions such as projects that increase availability and affordability of healthy, local food, which increase resource efficiency and avoid waste or reduce transport related carbon emissions, such as enabling cycling. We are keen to see more projects that help people to switch from oil and gas heating, particularly oil heating in rural areas, to renewable energy. See the range of projects funded in previous years: [Community Fund Projects – Bath and West Community Energy](#).

For projects looking at improving energy use in buildings the following principles must be taken into account:

- If your application relates to energy reduction, applications that provide a clear outline of energy use and possible savings, are more likely to be successful.
- The BWCE Fund welcomes applications that prioritise working with building occupants to increase energy awareness, motivate behaviour change and promote options for investment in reducing carbon emissions.
- Before the installation of new space heating systems, the BWCE Fund would expect the building to have improved insulation and reduced heat loss as much as is practical.
- The BWCE fund will not support applications for biomass heating or the use of biofuels
- The BWCE Fund will not accept applications for gas or oil-fired boilers because of their greenhouse gas emissions and because they are being phased out.
- If you are providing quotations from suppliers for proposed work, please provide at least two quotations.
- The BWCE Fund is happy to consider grants to fund preliminary assessments in order to support a later bid. We also welcome applications relating to energy efficiency reviews or audits that are carried out to meet the application criteria for larger funds, such as the neighbourhood portion of the Community Infrastructure Levy.

C. Eligible Costs

Applications can be for capital costs such as equipment or for revenue costs including help towards staffing or payment of external consultant support, where necessary and appropriate. This can also include running costs, rent, heating, lighting and insurance.

The project may also include:

- Education of people of all ages
- Provide vocational training
- Offer training and/or support for volunteers

Please make it clear in the application if you are applying for funding for a preliminary assessment or in order to meet the application criteria for another fund, and/or whether your project may benefit from matched funding if your application is successful. We would normally

expect projects to be completed within 6–15 months of any grant awarded, so by the end of March 2027 at the latest.

If you would like to discuss your proposed project before completing an application, please contact Quartet Community Foundation in the first instance.

Applicants based in B&NES may wish to refer to the Council's Funding Journal and Bulletin for details of other community grants that are available:

<https://www.bathnes.gov.uk/services/neighbourhoods-and-community-safety/community-grants-and-funding/funding-bulletins>

3. Who can apply?

The Bath & West Community Energy Fund Grant Programme is open to groups or projects working in Bath and the surrounding area. It is particularly targeted at small organisations with charitable aims. You do not have to be an energy or environmental group. Applications from projects in the vicinity of existing BWCE projects are particularly welcome.

<https://www.bwce.coop/what-we-do/#projectsmap>

You can apply for a grant if you are a:

- constituted voluntary or community group, where there are at least three unrelated members on the board or management committee
- registered charity
- not-for-profit company, including Community Interest Companies.

Registered charities and companies must have at least three registered trustees or directors, with the majority being unrelated and not living at the same address.

If you are a Community Interest Company (CIC) please note the following:

- You must not be limited by shares, and most directors must not receive payment from the company.
- 'Persons with significant control': CICs should either have no directors with significant control or have at least three who share equal rights.
- We expect CICs to generate some of their income through trading (e.g. selling goods or services), and we will prioritise applicants who can demonstrate this. CICs must also have a clear charitable purpose.

Please find information about our eligibility criteria on the Quartet website at

<https://quartetcf.org.uk/apply-for-funding/am-i-eligible-for-grant-support/>

There are no limits to the size of organisation which may apply to this fund as long as you meet the above criteria and carry out a project that will reduce carbon emissions and/ or reduce fuel poverty.

4. How much does the Fund award?

The BWCE Fund makes grants between £500 to £5,000.

Occasionally, we may not be able to award the full amount you request due to limited funds. We therefore encourage applicants to carefully consider the full costs of their project or activity and request funding that genuinely reflects what is needed to deliver it.

5. What the Fund doesn't fund

- Costs that are incurred before a grant can be awarded
- Individuals
- Activities or services that the government and other public bodies currently have a statutory responsibility to provide
- Groups/organisations or activities that are giving support to a political party
- Activities that are intended to influence people's religious choices
- Activities that are primarily supporting animal welfare
- Medical research, equipment or treatment
- Arts projects that don't meet the priorities of this programme.
- Sports projects that don't meet the priorities of this programme
- Activities that raise funds for other organisations.

Capital Costs

The BWCE Fund grants cannot be used to meet the capital costs of energy efficiency improvements where the activity is eligible for government or regional grant or subsidy. If proposals to support the capital costs of energy efficiency improvements are made, it is up to the applicant to provide evidence that the project would not be eligible for an existing government or regional grant or subsidy.

Schools

Similarly, whilst the grant programme will not support the core educational activities of schools, independent groups within schools, such as Parent Teacher Associations (PTAs), can apply for special projects or initiatives that do not form part of the school's core provision. Projects which incorporate a wider community focus, involving parents for example, rather than just focussing on reducing carbon emissions in the school, are of particular interest. The Fund will only consider awarding grants for school-based projects for physical measures (e.g. replacement of lighting) if the project includes activities to educate the school communities about energy efficiency. Potential applicants may wish to

look at school specific programmes such as Energy Sparks – <https://energysparks.uk> – that may be able to help with emissions reduction and education.

6. When can you apply?

The fund is subject to approval by the members of Bath and West Community Energy at their AGM. The programme will be open for applications from the 25th September 2026 until 1pm on the Thursday 29th October 2026. Decisions will be announced in January 2027.

7. How to apply

You will need to complete an application form. You can apply online at www.quartetcf.org.uk. 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.
• A safeguarding policy that is up-to-date and relevant to your work. Please read more about how we assess a safeguarding policy under Quartet's safeguarding FAQs section https://quartetcf.org.uk/apply-for-funding/faqs/.
• The contact details of a referee. The referee should know the work of the applicant organisation in a professional capacity but not be directly involved in this work.

*Please **do not** provide the above documents if you have sent them to Quartet within the past six months unless they have been amended during that time. Please contact us if you have difficulty supplying any of the above supporting documents.

If you do not currently have a bank account:

In the application you will need to provide the details of your organisation's bank account. If your organisation does not have its own bank account, you can provide the bank details of another charitable organisation if they meet our eligibility criteria and there is an agreement in place.

If you cannot provide many of the above documents:

Another charitable organisation can apply on your behalf provided it is able to:

- Supply the above documents.
- Have their name as the main contact and be responsible for submitting the application.

- Be responsible for receiving, overseeing and reporting back on the use of any grant.
- awarded.

This will not affect the applicant organisation's ability to apply for the maximum annual grant. available for its own purposes.

Please contact Quartet if you have any queries about supplying the above supporting documents. Quartet's contact details are in section 12 of this document.

8. What will happen next?

Once Quartet has received your application (including all supporting documents) your application will be checked to make sure your request fits the funding criteria. You will be contacted by email or phone if there are any questions. Quartet staff will then make a recommendation to a grant panel of Trustees of the BWCE Fund who will make the final decisions. We will email you the panel's decision within 8 weeks of the closing date. Please note decisions are final and there is no appeal process.

9. Grant conditions

Grant offers will be subject to Quartet Community Foundation's standard grant conditions, details can be obtained on request.

Successful applicants will also be required to meet the following grant conditions within three months of payment of the grant and may be contacted by BWCE's Head of Marketing & Communications, Julia O'Connor, to discuss promoting your grant and/ or developing a case study.

Successful applications must:

- Provide photos and a statement to julia.oconnor@bwce.coop for use on BWCE's website to publicise the grant awarded and raise the profile of the BWCE Fund and the support it provides to community projects in Bath & surrounding areas.
- In providing the photos and a statement, the successful applicant agrees to BWCE using these materials & data; grants BWCE copyright in photos; and warrants & indemnifies BWCE that the successful applicant has the approval of anyone in the photos (and statement) that these materials will be used for the purposes of publicising and promoting the BWCE Fund.
- Publicise the grant awarded and the funded project by placement of the BWCE Fund logo on the organisation website and/or noticeboard to publicise the work of the Fund. Please contact nick.bird@bwce.coop for copies of the BWCE Fund logo.

These additional grant requirements are intended to raise the profile of the valuable community service provided by the BWCE Fund. These requirements are in addition to Quartet Community Foundation and BWCE Fund's monitoring and evaluation requirements, below.

10. Reporting on the use of your grant

Quartet will send you an End of Grant report form based on when you indicate you will have finished spending the grant. This form asks for details of how the grant was spent and what was achieved, any lessons learnt, including information about the impact of the project on carbon emissions and /or fuel poverty. Where applicable, data will be required including the likely carbon savings from the project.

Further information is on Quartet's website at <https://quartetcf.org.uk/apply-for-funding/faqs/#questions-grant>

The information provided in the end of grant report may be used by the BWCE Fund on their website. In providing the photos and a statement, the successful applicant agrees to the BWCE Fund using these materials & data; grants BWCE and the BWCE Fund copyright in photos; and warrants & indemnifies BWCE that the successful applicant has the approval of anyone in the photos (and statement) that these materials will be used for the purposes of publicising and promoting the BWCE Fund. Please note that Quartet administers the grant programme, but grants are provided by the BWCE Fund.

11. Considerations before applying

We encourage you to consider the following before applying:

Equity, Diversity and Inclusion (EDI)

Quartet is committed to equity, diversity and inclusion (EDI) and encourages inclusive practices both within our organisation and across the work we fund. Further information is available on Quartet's website at www.quartetcf.org.uk/about-us/edi/edi-considerations/

The Environment

We encourage all applicants to consider the environmental impact of the work they plan to do. We have advice and guidance on environmental considerations on Quartet's website at www.quartetcf.org.uk/apply-for-funding/environmental-advice-for-charitable-organisations/

Safeguarding

We fund organisations that help people, some of whom may be vulnerable. All applicants need to have a safeguarding policy and procedures to ensure they operate safely, prevent harm, and can recognise and respond to abuse or neglect, protecting beneficiaries, staff and volunteers. More information about what we look for in safeguarding policies can be found on Quartet's website at <https://quartetcf.org.uk/apply-for-funding/faqs/>

Other support available

There are organisations in the West of England that can offer advice and guidance to charitable organisations that are seeking funding support. Further information is on Quartet's website at <https://quartetcf.org.uk/apply-for-funding/other-support/>

12. Further guidance and support

In addition to reading this document, please visit the Frequently Asked Questions page of Quartet's website at <https://quartetcf.org.uk/apply-for-funding/faqs/>

13. Contact details

If you need more information or wish to discuss your application before you apply, please contact Quartet:

Andy O'Sullivan on 0117 989 7748 – applications@quartetcf.org.uk

Or Angela Emms on 07827 738091 – angela.emms@quartetcf.org.uk

Address: SPACES, 2nd & 3rd floor, Northgate House, Bath BA1 1RG.

How we collect and hold your data

The personal information collected via the application form is collected to process applications for grants from Quartet. All information is collected in accordance with the *Data Protection Act 1998 (DPA)*, and the *General Data Protection Regulations 2018 (GDPR)*. For further information see our Privacy Policy at <http://quartetcf.org.uk/privacy-policy/>

As a community organisation itself, BWCE operates with and in local communities in the Bath and surrounding area. In applying to this Fund groups are agreeing to allow BWCE to contact them about BWCE's community activities in the area that may be of interest to them. BWCE may also use information about projects that receive grants on their website to promote and celebrate successful activities or in joint publicity where appropriate (please see Grant Conditions and Reporting back on your grant).