

Guidelines: Megawatt Community Energy Grant

The Megawatt Community Energy Fund uses the profit from the business activity of [Bristol Energy Cooperative](#) and [Low Carbon Gordano](#) to encourage and support community action on reducing carbon in our atmosphere, and/or making energy more affordable. Bristol Energy Cooperative and Low Carbon Gordano are working with [Quartet Community Foundation](#) to administer these funds.

Before applying.

Please read these guidelines carefully and read the 'Help & Guidance' 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 this is a major cause of climate change. We burn fossil fuels to generate energy, this includes electricity at home and work, heating water and buildings and powering our transport system (e.g. 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 everyone can access and afford the energy they need and finding solutions to climate change is an opportunity to make our energy systems more local and fairer.

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

- **Raise awareness of climate change, its solutions and how to reduce its impact.** This includes public talks, workshops, campaigns, and social, arts or sports activities.
- **Reduce the fossil fuel consumption** of individuals, organisations, and communities either directly through energy measures or indirectly through the more efficient use of resources.

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 (e.g. planting trees and plants which absorb carbon), community sharing and networking (e.g. lift sharing, projects to spread good ideas).

Please be aware: Requests for heating and hot water systems that directly use fossil fuels will be a low priority for funding.

- **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 providers, and accessing grants to improve the energy efficiency of their homes.

We can support all costs relating to the activity, including a contribution to core costs (e.g. core staff costs, office costs), activity costs (e.g. venue hire, project worker) and capital costs (e.g. equipment, building work).

We encourage applications for the funding of innovative ideas, including pilot projects, as well as for the development and growth of existing projects.

Who can apply?

We can accept applications from groups working in South Gloucestershire, Bristol, North Somerset, and the Sedgemoor District (Somerset). We will prioritise small organisations with charitable aims. **You do not have to be an energy or environmental group.**

How much do we award?

A grant of up to £4,000 can be awarded, but in exceptional circumstances, a larger grant may be considered. We understand that inexpensive activities can be extremely valuable, so we do encourage you to apply for a smaller grant if it will be enough to help you tackle climate change.

- Applicant groups can only apply for one grant per round.
- Groups can be awarded a maximum of three grants within five years.
- The grant programme can part-fund larger activities (with a cost greater than the amount awarded through this grant), but applicants must be able to show that the grant will fund a significant proportion of the activity.

Project 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
- Demonstrations of energy-saving measures
- Community gardens growing and selling food locally, and promoting a sustainable lifestyle
- Bulk buying schemes for items such as LED light bulbs or draught proofing
- Projects exploring and improving carbon literacy
- Renewable energy generation projects

- Projects providing energy information/advice to people who have a particular unmet need, e.g. 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 resources
- Community art and art projects that explore climate change and its solutions

What we don't fund.

- Individuals.
- General appeals.
- Activities that the government and other public bodies currently have a statutory responsibility to provide.
- Political parties.
- The activities of faith-based organisations that intend to influence people's religious choices or to promote a particular belief system.
- Animal welfare.
- Arts or sports projects with no significant community benefit, sustainability 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 at www.quartetcf.org.uk.

As well as the completed application form you will also need to provide the following*:

<ul style="list-style-type: none"> • A written constitution/set of rules that sets out the purpose of the organisation and how it is managed.
<ul style="list-style-type: none"> • The contact details of at least 3 members of your management committee/board of trustees/board of directors.
<ul style="list-style-type: none"> • Evidence of a bank account in the name of the organisation. <p>Evidence of the account can be a copy of a recent bank statement that is no more than 3 months old. It must display a date, the bank name, the account name, number and sort code. You may redact transactions if needed.</p>
<ul style="list-style-type: none"> • 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.

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| <ul style="list-style-type: none">• A safeguarding policy that is up-to-date and relevant to your work. |
| <ul style="list-style-type: none">• 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. |

*Apart from the bank statement, 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:

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:

- Supplies the above documents.
- Is happy to be named as the main contact responsible for the application.
- Is happy to be responsible for receiving, overseeing and reporting back on the use of any grant awarded.

What will happen next?

Once we have received your application (including all supporting documents) your application will be checked to make sure your request fits the funding criteria. We will contact you by email or phone if we have any questions. Your application will then be considered by a panel that will decide if your request can be funded. **We will email you the panel's decision within 8 weeks.**

Reporting on the use of your grant

At an appropriate time (usually six to eight months) after the grant has been paid, we will send you an end-of-grant report form. We may ask your group for an interim report. This form asks for details of how the grant was spent and what was achieved.

Further guidance and support

In addition to reading this document, please visit the Grants and Support page of our website at www.quartetcf.org.uk/grants-support/ where you can find:

- A print-friendly guide to completing an application form.
- Top tips for grant applicants – a short video on what to consider when applying.

Also, within the Grants and Support section of our website you can find the following pages:

- 'Am I eligible for support' – providing further information on our eligibility criteria
- 'Help and Guidance (FAQs)'

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/>

More information

If you have any questions about completing the application form please contact:

Andrew O'Sullivan - 0117 989 7700 - applications@quartetcf.org.uk

Quartet Community Foundation, Royal Oak House, Royal Oak Avenue, Bristol BS1 4GB.