

Guidelines: Megawatt Community Energy Grant

Please call or email us if you have any questions about this grant programme. Please take the time to read and understand the following information before applying.

1. About the 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.

Greenhouse gases, such as carbon dioxide cause climate change. 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.

2. What you can apply for

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).

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 will prioritise applications:

- That support an inclusive and fair transition to a more sustainable world. Either through a focus on helping communities at greatest risk of disadvantage or exclusion (e.g. low-income households, neighbourhoods with poor access to low-carbon transport, people who face barriers to accessing advice and support, disabled people) or through a focus on supporting these communities to lead on climate action locally.
- For activities that include work encouraging local communities to address climate change, e.g. publicising your groups energy efficiency improvements to encourage local people to think about how they can reduce their own carbon emissions.
- From organisations with an annual income under £2.5 Million.
- Where a Megawatt grant will cover a significant proportion of the activity cost, 25% or more.

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.

3. Who can apply?

We can accept applications from groups working in South Gloucestershire, Bristol, North Somerset, and the Sedgemoor District (Somerset). **You do not have to be an energy or environmental group.** You can apply for a grant if you are a:

- constituted voluntary or community organisation
- registered charity
- not-for-profit company, including Community Interest Companies that are not limited by shares.
- Community Benefit Society

4. How much do we award?

We can award up to £4,000. 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.

Project examples and ideas (not exhaustive!)

- The installation of energy efficiency measures in a community building.
- Providing energy-related information and support to low-income or disadvantaged households.
- Toward a bike refurbishment scheme that saves bicycles from landfills, recycling them to be sold affordably to people on low incomes.
- Demonstrations of energy-saving measures.
- Community gardens growing and selling food locally.
- A Library of Things, which lends out useful household items to local residents reducing the need for local people to buy these items and so cutting waste and emissions.
- 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 face barriers to accessing this information/advice e.g. people whose first language is not English.
- Feasibility work for larger renewables, or other innovative carbon reduction projects.
- Sharing projects, e.g. tools, lifts, skills, which enable efficient use of resources.

5. 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/charitable aims.
- Medical research, equipment or treatment.
- Projects that take place before an application can be processed.
- Activities that raise funds for other organisations.

6. 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 constitution/governing document 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">• 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.
<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.

* 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 these supporting documents.

If you do not currently have a bank account:

In the application form, you will need to provide the details of your organisation's bank account. If your organisation does not 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.

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

7. 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 of the closing date.**

8. Reporting on the use of your grant

We 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.

9. 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 guide to completing an application form which you can download and print
- 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)'

10. Contact details

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

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

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

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 following 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/>