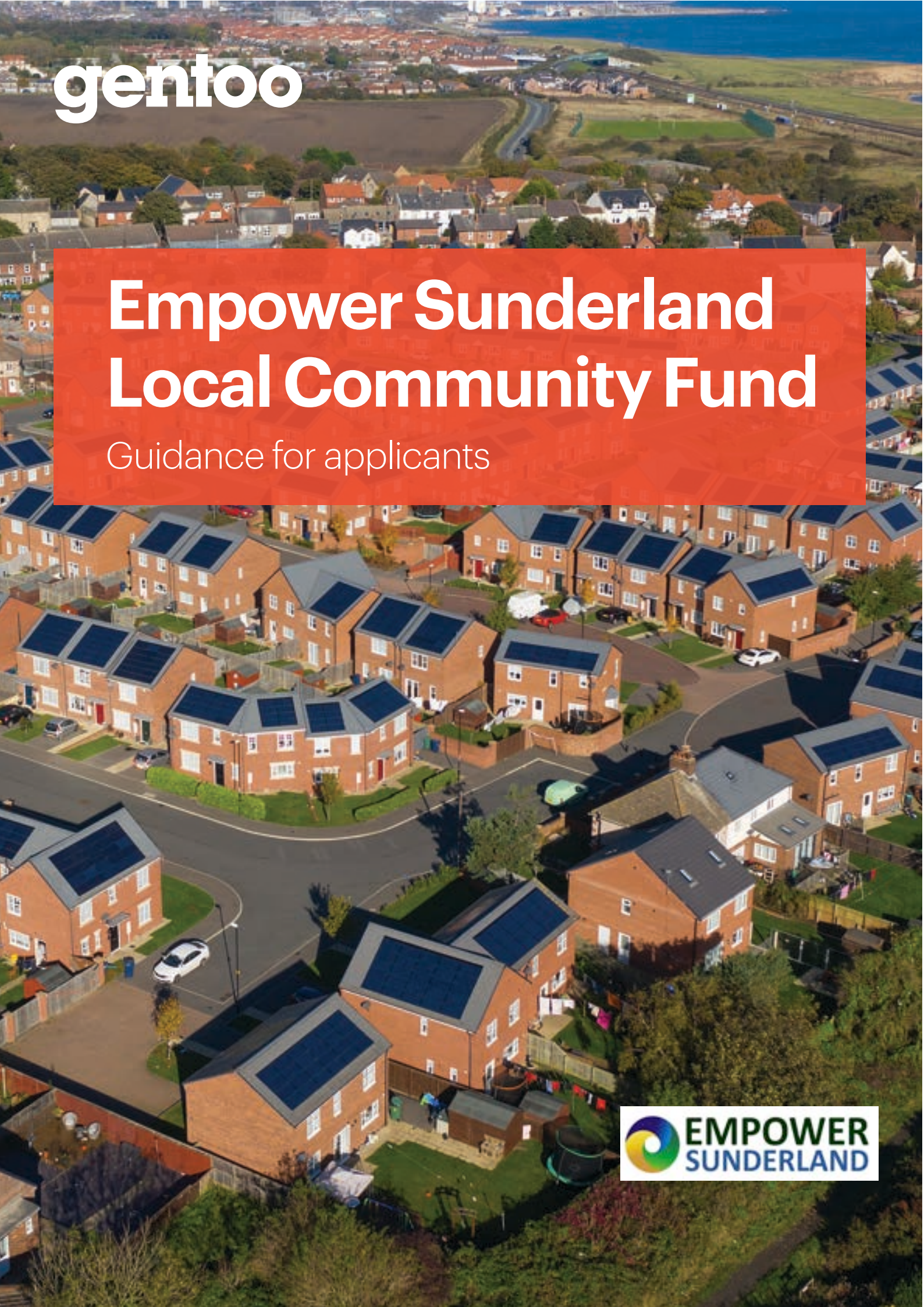
gentoo

Empower Sunderland Local Community Fund

Guidance for applicants



EMPOWER SUNDERLAND

Guidance for applicants

What are Local Community Fund Grants?
The grants are generated by the Empower Community Funded Solar PV Projects in Sunderland and are available for community projects to deliver positive outcomes against the following broad criteria in the Sunderland area

- Projects which will create alternative energy sources for use in the local community.
- Projects which will deliver a reduction of energy consumption in the local community.
- Projects which will reduce or reverse negative social and/or environmental impacts in the local community.
- The Community Fund is administered by a panel who meet quarterly. The panel is made up by; Empower Community Trustees, Sunderland residents, employees from Sunderland City Council and Gentoo.

Projects which come with matched or contributory funding, shall be positively considered in view of the leverage impact this will bring to projects created under the Community Fund. Although match funding isn't an absolute requirement.

Grants may be provided for feasibility studies, project implementation or extension of existing schemes which require finance.

We are not able to fund;

- Ongoing running costs
- Projects based outside the City of Sunderland local authority area
- School curriculum activities that take place during the school day
- Religious promotion
- Major capital projects
- Projects or activities retrospectively
- Purely for-profit organisations
- Projects or activities which are the responsibility of a statutory organisation
- Sponsorship or fundraising activities
- Health and safety regulatory equipment or upgrades.

In order to ensure that funds are used for the purpose intended, only projects which are transparent and reportable in terms of community impacts, and can be monitored and supervised, will be successful.

Who can apply?
Grants are available to local voluntary and community groups and organisations operating within Sunderland that meet the criteria.

Applications can be made at any time throughout the year, however once the annual funding has been allocated, applications will not be assessed until the following financial year.

What we need from you

1. We need you to complete all of the sections/questions outlined in the application form explaining what you intend to do, why it is needed and what difference it will make to your area or the beneficiaries of your project. Three recent quotes are required for any purchases or works.
2. We need you to fully understand and agree that any grant awarded is only spent on what you have outlined in your application form and failure to do this could result in the funding being reclaimed.
3. If the expenditure is less than the awarded funds, any under spends are expected to be paid back. Proof will be required to show the awarded funds leaving the applicants bank account when payments are made to a third party. Receipt of work completion is required if applicable.
4. We need you to agree to the terms and conditions by signing and returning them with your completed application.
5. Please note, should your grant application revolve around a building, then we will ask further questions about the ownership arrangements for the building and about the responsibility for maintenance.

6. We will require a copy of your lease if applicable and if you are applying for more than £2,500, a Commercial Energy Performance Certificate (EPC) or Energy Audit will also be required. This cost can be included in your application. A photo of the building and the items you wish to be replaced can also be helpful.

7. We need you to acknowledge the support of the Empower Sunderland Local Community Fund in any promotional activities or publicity material relating to the project or activity supported by the grant and allow Empower Sunderland to publicly acknowledge your participation.

Any additional information or extra pages can be attached to your application if required.

What happens after you have submitted your application?
The completed application form will be checked to ensure that all of the questions have been completed and that it complies with the funding criteria.

Your application will be discussed at the next Empower Sunderland Local Community Fund panel meeting and you may be contacted or asked to attend a subsequent panel meeting if we need to check any details in the application or if we require more information to make a decision.

You will be contacted in writing following the decision of the panel.

How are grant payments made?
A designated person from your organisation/group must sign and return the Empower Sunderland Local Community Fund terms and conditions to signify agreement and return it to the panel.

Grant award payments will be paid directly to the voluntary or community group's bank account. We will not make payments to an individual.

How will grants be monitored?
All grants will be monitored to ensure the funding has been used for the purpose set out in the application form. This will be carried out by the panel and may include a visit to your project/group/organisation.

Once the grant has been used you MUST supply receipts to the value of the grant awarded. Failure to verify expenditure may result in action being taken to reclaim the grant amount.

You must send us information/photographs/publicity on the project.

You must complete an evaluation form 12 months after the Empower Sunderland Local Community Fund has been awarded. This will contain our standard evaluation data along with any other key monitoring information you have included in your application. Failure to supply an evaluation may result in action being taken to reclaim the grant amount.

Where to send your application
Please send your completed application form to:

Gillian Smith, Energy Lead
07442 501 221
gillian.smith@gentoogroup.com

Empower Sunderland Local Community Fund
c/o Gentoo Group, Emperor House, 2 Emperor Way, Doxford International Business Park, Sunderland, SR3 3XR

If you or someone you know would like this information in large print, on CD or in Braille then please contact your local office.

If you or someone you know would like this information in another language, then please contact your local office. Interpretation services are available.

যদি আপনি বা আপনার জানা-শোনা কেউ এই তথ্য অন্য কোন ভাষায় পেতে চান, তাহলে দয়া করে আমাদের সঙ্গে যোগাযোগ করুন। দোভাষী পরিষেবা পাওয়া যাচ্ছে। (Bengali)

如果您或您認識的人希望此信息是其它語言，請與我們聯繫。口譯服務可提供。(Cantonese)

اگر شما و یا شخص دیگری که شما میشناسید مایل هستید این اطلاعات را به زبان دیگری دریافت نمائید، لطفاً با ما تماس حاصل کنید. خدمات ترجمه موجود می باشد. (Farsi)

如果您或您认识的人想要本信息以另外一种语言版本提供，那么就请与我们取得联系。我们同时还提供口译类服务。(Mandarin)

Jeśli Państwo, lub jakaś osoba, którą Państwo znają, chcieliby otrzymać te informacje w innym języku, proszę się z nami skontaktować. Dostępne są także usługi tłumacza ustnego. (Polish)