



## Community building fund - Guidance for applicants

### Overview

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The Low Carbon Communities community building fund has been set up by Thameswey Ltd, which is owned by Woking Borough Council. Thameswey manages the energy efficiency advice service Action Surrey, which is delivering this fund to help community buildings within Woking improve their energy efficiency in order to reduce energy costs and carbon emissions.

During this round of funding, Action Surrey will be awarding grants of up to 1/3<sup>rd</sup>, exc VAT, towards the cost of upgrading a lighting system in a community building to a more efficient LED lighting system (to a maximum grant of £4,000).

LED lighting can reduce lighting running costs by 60% in many cases<sup>1</sup>. It is also considerably more reliable than older forms of lighting such as florescent strip lighting or incandescent lighting, and can produce a better quality of light due to recent technological advances. For these reasons, Thameswey and Woking Borough Council wish to promote the uptake of LED lighting to reduce our carbon footprint, reduce costs, and to improve the quality of light available for residents and organisations.

### Eligibility Criteria

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To qualify the successful applicant must:

1. represent a not-for-profit community based organisation. For example a village hall or community centre management committee, a parish council, an independent charitable organisation or a residents association.
  - a. Religious organisations may apply as long as they can show that the building is available to the community regardless of faith.
2. have permission in writing from the building owner / management committee to upgrade the lighting in the building.
3. demonstrate that the building in the application is within Woking Borough.
4. demonstrate that the building is regularly used by a wide cross-section of the community.
5. be able to and willing to pay or raise funds for the remaining costs of the work within 90 days of receiving confirmation that a grant will be awarded.
6. submit the application form no later than 31 August 2017.
7. be willing to agree and abide by the Action Surrey's Terms and Conditions in relation to the grant. Action Surrey can make these available on request.

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<sup>1</sup> Energy Surveys – a practical guide to identifying energy saving opportunities, Carbon Trust (2011) available at [https://www.carbontrust.com/media/7393/ctg055\\_energy\\_surveys.pdf](https://www.carbontrust.com/media/7393/ctg055_energy_surveys.pdf)

## Application Process

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### *Expression of interest*

- Contact Action Surrey on 0800 783 2503, or email [info@actionsurrey.org](mailto:info@actionsurrey.org). They will then refer you to approved contractors who will survey and quote to replace the building's current lighting system.
- Action Surrey will provide copies of Application Forms, Terms and Conditions and any other necessary information as appropriate.



### *Complete application form and submit*

- Once satisfactory quotes have been obtained from contractors, complete the Application Form provided by Action Surrey and submit no later than 29<sup>th</sup> August 2017
- Applicants must enclose additional documentation including their governing document, accounts and a recent bank statement, copies of the lighting quotes, and copies of recent energy bills as specified in the application form.



### *Grant approval, and a 90 day fundraising period*

- Grants awards will be decided by internal committee after the application deadline, and successful applicants notified.
- If the applicant cannot afford to pay the remaining costs of the grant, Action Surrey will provide support to raise the remaining funds within 90 days. This will include assistance to set up a Just Giving crowd funding page, and assistance in applying to other relevant local funding sources.



### *Installation*

- Once the applicant is able to fund the remaining costs of the installation, it is the applicant's responsibility to book an install date with the installer specified by Action Surrey to complete the work.
- The installation must be completed within 9 months of receiving confirmation of the grant offer from Action Surrey.



### *Payment of grant*

- The grant will be paid directly to the installer on completion of the work. The installer will invoice the applicant for the remaining costs as per their own payment terms.

## Contact Us

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We are available to answer any questions that you may have regarding the fund via telephone on 0800 783 2503, or by email to [info@actionsurrey.org](mailto:info@actionsurrey.org).

For further energy saving tips and advice, go to [www.actionsurrey.org](http://www.actionsurrey.org).

Completed applications should be sent by email to the above address or by post to: Thameswey Sustainable Communities, 2nd Floor Gloucester Chambers, Jubilee Square, Woking, Surrey, GU21 6GA. Please be aware that any deadlines mentioned are subject to change and that it is advisable to apply as early as possible before the total available funding has been allocated.