

# Energy Industry Voluntary Redress Scheme



**Application Form: FOR INFORMATION ONLY, DO NOT SUBMIT ON THIS FORM.  
FINAL APPLICATIONS WILL BE MADE ONLINE.**

**IMPORTANT:** If you are considering submitting an application you must **FIRST** register your interest by completing the online information form at <https://energyredress.org.uk/apply-funding>

<b>1.1 – Project title</b>	
The title of the project will be used throughout the award process. Keep it short – max 6 words	
<b>1.2 – The Applicant</b>	
<b>Registered Name:</b>	
<b>Legal Status:</b>	<input type="checkbox"/> I confirm that the application is made on behalf of a Registered charity Charity Number:
<b>Is your organisation able to reclaim VAT?</b>	Yes..... <input type="checkbox"/> No ..... <input type="checkbox"/>
<b>Address of registered office</b>	
<b>Address and postcode:</b>	
<b>Contact details for correspondence</b>	
<b>Name of Project Leader</b>	
<b>Address</b>	
<b>Phone</b>	
<b>E-mail</b>	Please ensure that the email address is entered correctly and remains active.
<b>Alternative contact name, address, telephone and email</b>	
<b>2.0 - Project Information</b>	
<b>2.1 Project Summary</b> Please provide a brief summary of the proposed project. (max 250 words)	

<p>Bear in mind that, should your application be successful, this description may be made public, for example in press releases.</p>	
	<p>What activity will you be doing? Tick any boxes that apply:</p> <p>Customer advice <input type="checkbox"/></p> <p>Energy saving capital measures <input type="checkbox"/></p> <p>Other capital measures <input type="checkbox"/></p> <p>Innovation <input type="checkbox"/></p> <p>Other <input type="checkbox"/></p>
<p><b>2.2 Project Aim</b> Please state your overall aim and how it aligns with the fund priorities (max 100 words)</p>	
<p><b>2.3 Project Beneficiaries</b> Who will be the direct beneficiaries of the project? (max 250 words)</p>	
<p><b>Where will the project take place and what area will it cover?</b></p>	<p>Is your project GB-wide? Yes: <input type="checkbox"/> No: <input type="checkbox"/></p> <p>If you answered “No” to the above: What Countries does it cover?</p> <p>What regions does it cover?</p> <p>If your project covers an area smaller than a region: What local authority area(s) does it cover?</p> <p>If smaller than a single local authority, describe the area:</p>
<p><b>2.4 Project Objectives</b> Please list all project objectives, these are the things you will need to do to achieve your overall aim.</p>	
<p><b>2.5 Outcomes</b> What change/progress will be made with the successful completion of your project? (max 250 words)</p>	
<p><b>2.6 Rationale</b> Why have you chosen this project/approach, why is your project needed, how do you know it will work? (max 300 words)</p>	

## 2.7 Targets

List the things you will do, providing some figures for your activities e.g. number of events held, number of measures installed. Explain how you will measure what you do, to demonstrate the success of the project **(max 250 words)**

## 3. Detailed Project Planning

### 3.1 Project activities

Please list the activities to be funded and be specific about how the money will be used; e.g. "Funding for a staff post to carry out home energy visits" "Capital funding to buy in-home CO monitors to give to vulnerable households".

### 3.2 Project Programme

List the tasks within your project in the table below and include a planned start and end date for each. Also list any "deliverables" you will produce at the end of each task (e.g. a report on results of the task, a published document, a pilot installation and case study). Bear in mind the scale of your project, for a larger grant you will need to provide detail of all activities. (max 750 words)

Task	Start date	End Date	Deliverable

### 3.3 Project partners

List any other organisations that will work on your project as partners (max 50 words per partner)

Please list their organisation type (e.g. Charity, Limited Company, Co-operative, Local Authority etc.) and role in the project.

**Where possible, please attach letters of support from partners to demonstrate their willingness to participate in your project.**

Name:  
Organisation type:  
Role:  
Confirmed?:

Name:  
Organisation type:  
Role:  
Confirmed?:

Name:  
Organisation type:  
Role:  
Confirmed?:

Name:  
Organisation type:  
Role:  
Confirmed?:

<p><b>3.4 Relevant Experience</b> Please provide details of any relevant experience, including project management or delivery and list other relevant skills and experience within the organisation/partnership</p> <p>Be clear about which experience each organisation has.</p> <p>(max 750 words)</p>	
<p><b>3.5 Project team</b> Explain which people will manage your project and carry out the different tasks</p> <p>Please provide role in the project, name, position and a short biography for core staff members.</p> <p>Where you have more than one partner in a project include which organisation each role is based within under "job title".</p>	<p>Role: Name: Job title: Biography: (Max: 50 words)</p>
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<p><b>3.6 Procurement</b> If you are procuring services, please list those services here and explain how you will ensure your procurement process is open and fair. (max 150 words)</p>	
<p><b>3.7 Additionality</b> Explain how your project adds to, rather than duplicates other activity and why it needs Redress Funding. (max 250 words)</p>	<p>Are there any other similar projects or services operating in your area? How will your project link to other sources of funding or activity e.g. ECO funding, existing advice services?</p>
<p><b>3.8 Innovation</b> Does the project demonstrate anything innovative? (max 250 words)</p>	

<b>3.9 Scope for Replication and Learning</b> Please explain the potential scope for replication of the approach taken in this project. What are the plans for documenting and sharing the knowledge obtained from this project?  (max 250 words)	
<b>3.10 Next steps</b>  What is next for your project after this funding? Will your project be able to continue in future?  (max 150 words)	

<b>4.1 - Risk Assessment</b>			
<b>Project Risk Assessment</b> Please describe any risks associated with delivering this project and how these risks will be managed. Consider the health and safety of those involved, data protection and potential issues with achieving your targets e.g. staff leaving, low take up of the service.			
Risk	Likelihood	Impact	Mitigation

## Section 5 – Project budget

Complete all of the tables in the project budget tables, ensuring that your grant request and match funding equal the total project cost. If you include overheads as part of the staff costs do not also include overhead costs in 'Other Costs'. Please be specific about the cost of measures if you are going to be giving items/measures to households and ensure you explain what any partner organisations will be doing for their share of the grant.

Practice budget spreadsheet available at: <https://energyredress.org.uk/application-pack>

## Section 6 – Important Information

### Ofgem Regulated companies

Redress payments cannot be made to any organisation that is, or has close links to any person or organisation that is, regulated in Great Britain by Ofgem (which therefore might be subject to Ofgem enforcement action and making Redress Payments themselves). This **includes delivery partners** as well as the lead body for a grant application.

Energy companies regulated by Ofgem include, but are not limited to, suppliers of electricity and/or gas, companies which transport electricity and/or gas and companies which generate electricity or produce gas. Further information on this issue is available in the programme guidance.

In checking whether any organisation has “close links” to an organisation regulated by Ofgem, you should consider, among other matters, the following rules:

- Eligible charities should not share branding with any Ofgem regulated energy company (e.g. through including the name of a regulated energy company in its own name or incorporating an energy company logo with its own); and
- Eligible charities should not be legally under the control of, or a subsidiary of, a regulated energy company.

### Energy Redress and ECO

Energy Redress cannot fund activities such as:

- Top-up” grants for measures that are part-funded by ECO, as this would enable particular energy companies to use Energy Redress to part-fund their ECO delivery.
- Measures designed purely to enable access to ECO (such as a gas connection purely to enable an ECO-funded gas boiler), as these would also enable energy companies to use Energy Redress to part-fund their ECO delivery.
- Energy Redress cannot fund referrals into a particular ECO offering, as this would offset the marketing costs of the relevant energy company. Energy Redress funded activity should be separate from any referral mechanism, which will need to be funded by other means (such as referral fees). Energy Redress-funded advice activity can inform clients about ECO and can refer them to third party resources and services that enable referral into ECO such as the following:
  - The BEIS online energy advice tool available here:  
<https://www.eachhomecountsadvice.org.uk/>
  - The Scottish Government’s “Home Energy Scotland” Advice service:  
<http://www.energysavingtrust.org.uk/scotland/home-energy-scotland>  
Tel: 0808 808 2282

When you apply to Energy Redress, please ensure that you comply with this ruling and explain how any interaction with ECO will comply in the “Additionality” section of the form.

### Data Protection

The Energy Saving Trust is collecting your details for the purpose of assessing and administering your funding application, and for the purposes set out in our Privacy and Cookies Policy, available at:

<http://www.energysavingtrust.org.uk/privacy>  
<http://www.energysavingtrust.org.uk/cookies>

The Energy Saving Trust may need to contact you for further information to support your application. We will retain your information for monitoring, analysis and targeting, and may contact you, by email and telephone, in the future to assess customer satisfaction.

The Energy Saving Trust will share details with Ofgem and with other funding bodies to ensure that no double funding occurs.

Authorised Signatory for Organisation:		Witness Signature:	
Signature:		Signature:	
Print Full Name:		Print Full Name:	
Position in Organisation:		Position in Organisation:	
Date:		Date:	