

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 an interest by completing the online information form at <https://energyredress.org.uk/apply-funding>

1.1 – Project title	
<i>The title of the project will be used throughout the award process. Keep it short – max 6 words</i>	
1.2 – The Applicant	
Registered Name:	
Legal Status:	<input type="checkbox"/> I confirm that the application is made on behalf of a Registered charity Charity Number:
Is your organisation able to reclaim VAT?	Yes..... <input type="checkbox"/> No <input type="checkbox"/> <i>Organisations that cannot reclaim VAT on capital equipment through normal channels are allowed to count VAT in their total project costs.</i>
Address of registered office	
Address and postcode:	
Contact details for correspondence	
Name of Project Leader	
Address	
Phone	
E-mail	<i>Please ensure that the email address is entered correctly and remains active.</i>
Alternative contact name, address, telephone and email	
2.0 - Project Information	
<i>Please note word count. Bullet point lists are often easier to understand and please be brief and concise in your responses.</i>	

<p><u>2.1 Project Summary</u> Please provide a brief summary of the proposed project. (max 250 words) 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><u>2.2 Project Aim</u> Please state your overall aim and how it aligns with the fund criteria listed on the Fund Information Sheet? (max 100 words)</p>	<p><i>Explain your overall aim, but note that your project MUST align with the scheme priorities. Scheme priorities are outlined in the guidance for applicants.</i></p>										
<p><u>2.3 Project Beneficiaries</u> Who will be the direct beneficiaries of the project (max 250 words)</p>	<p><i>Be specific about who will benefit directly from your project, including any relevant details on location, type of household etc.</i></p>										
<p><u>Where will the project take place and what area will it cover?</u></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><u>2.4 Project Objectives</u> Please list all project objectives, these are the things you will need to do to achieve your overall aim. (please add rows to suit)</p>	<table border="1"> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> <tr><td>5</td><td></td></tr> </table>	1		2		3		4		5	
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<p><u>2.5 Outcomes</u> What change/progress will be made with the successful completion of your project?</p>											

(max 250 words)	
<u>2.6 Rationale</u> Why have you chosen this project/approach? (max 300 words)	<i>Include any evidence or experience that supports your rationale and the need for your project</i>
<u>2.7 Targets</u> List the things you will measure to demonstrate the success of the project and what targets you are aiming for. Explain how you will measure them. (max 250 words)	<i>Set targets that are both achievable and represent good value for money and include how you will monitor progress against these targets</i>

3. – Detailed Project Planning	
<u>3.1 Project activities</u> Activities to be delivered if funded (please list- max 300 words) 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”. Detailed cost breakdown should be provided in section 5.1	
<u>3.2 Project Programme</u> Please outline the tasks and timeline for this work. (max 750 words)	<i>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. Add more rows if you need to.</i>

Task	Start date	End Date	Deliverable

<p><u>3.3 Project partners</u> List any other organisations that will work on your project as partners (max 50 words per partner)</p>	<p>Please list their organisation type (e.g. Charity, Limited Company, Co-operative, Local Authority etc) and role. Where possible, please attach letters of support from partners to demonstrate their willingness to participate in your project. (Please add more lines if you have more than 5 partners)</p> <p>Name: Organisation type: Role: Confirmed?:</p> <p>Name: Organisation type: Role: Confirmed?:</p> <p>Name: Organisation type: Role: Confirmed?:</p> <p>Name: Organisation type: Role: Confirmed?:</p> <p>Name: Organisation type: Role: Confirmed?:</p>
<p><u>3.4 Relevant Experience</u> 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><u>3.5 Project team</u> 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. 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> <p>Role: Name: Job title: Biography: (Max: 50 words)</p> <p>Role: Name: Job title: Biography:</p>

	(Max: 50 words)
	Role: Name: Job title: Biography: (Max: 50 words)
	Role: Name: Job title: Biography: (Max: 50 words)
<u>3.6 Procurement</u> Do you plan to procure any services from organisations other than your project partners? (max 150 words)	If you are procuring services, please list those services here and explain how you will ensure your procurement process is open and fair.
<u>3.7 Additionality</u> Explain how your project adds to rather than duplicates other activity and why it needs Redress Funding. (max 250 words)	Can the project go ahead without this funding? How will it work with other sources of funding or activity? (e.g. ECO funding, existing, funded services etc)
<u>3.8 Innovation</u> How does the project demonstrate innovation? (max 250 words)	
<u>3.9 Scope for Replication or Learning</u> 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)	
<u>3.10 Next steps</u> What's next for your project after this funding? Will your project be able to continue in future? (max 150 words)	

4.1 - Risk Assessment				
<p><u>Project Risk Assessment</u> Please describe any risks associated with this project and how these risks will be managed</p> <p>(max 350 words)</p>	Risk	Likelihood	Impact	Mitigation

Section 5 – Project budget

Now complete all of the tables in the project budget table – 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/> 55Energy Industry Voluntary Redress Scheme Energy Industry Voluntary Redress Scheme 5
 - 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.

Please tick here to confirm that no person or organisation that will receive income or otherwise benefit from your project is, or has close links to, an Ofgem regulated organisation:

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/Energy-Saving-Trust/Privacy-and-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:	

By signing this form, you will be confirming that the information provided in this application form is true, accurate and complete and that you meet the conditions and criteria included in the Energy Industry Voluntary Redress Scheme Guidance Notes.