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GRANT APPLICATION FORM

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Section 1. Introduction and Background

Welcome. You are applying to receive grant funding from Teign Energy Communities Ltd. (TECs). Please refer to [our website](#) for information on what we do and how we allocate grants from our Community Fund.

We want to target our Community Fund towards to promote our [vision](#) and the [Society Objects](#). We will prioritise applications from TECs Stakeholders/Members and Teignbridge-based organisations in line with our [Memorandum of Understanding \(MoU\)](#). Grant funding is normally allocated annually soon after our AGM in March, but applications are accepted at any time.

Your project will need to meet one or both of the following aims within your community:

- Reducing energy use and carbon emissions.
- Promoting activities which raise awareness of energy use, the value of energy saving measures and environmental stewardship.

We encourage you to support TECs through membership and publicising its role in community energy.

Please complete the contact information, Project Information and sign the Funding Agreement. You can e-mail or post the completed form to us as per instructions at the end of this form.

Section 2. Your Contact Information

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|-----------------------|---|
| Applicant/s name: | |
| Contact person/s | |
| Postal address | |
| Email address: | |
| Telephone no.: | |
| Position: | |
| Project title: | |
| Total projected cost: | £ |
| Amount applied for: | £ |

Section 3. Project Information

Please address each of the following as part of your grant application for your project:

1. Purpose: Tell us what you want to do with the grant? Tell us how your plans fit with Teign Energy Communities aims outlined above?

2. Approach: Tell us how you plan to deliver your project.

3. Timeframe: Please provide a plan with milestones for your project – be realistic and demonstrate how will deliver your project.

4. Track record: Tell us something about your organisation or give a web reference. Have you or your organisation carried out work in this (or a similar) field? Do you and your team have committed time and resources to complete the project? We may ask for an independent reference to verify your organisation, you can include this here if you wish.

5. Financial costs: You don't need to give us an itemised budget, but an approximate breakdown of how the grant money will be used. Please describe what steps you will take to ensure that your spending of the grant funding represents value for money. Teign Energy Communities Ltd. is a Community Benefit Society regulated by the Financial Conduct Authority (FCA). Both the FCA and the TECs Membership may require further financial information.

6. Target community: Who/what is your target community for your project?

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7. Evaluation: How will you measure/assess the success of your project?

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8. Further information for the Board of TECs: Is there anything you'd like to add to support your application?

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Section 4. Funding Agreement

In accordance with the requirement that all funds provided by Teign Energy Communities Ltd. (TECs) are expended on activities which further its vision and objectives, I agree that as a condition of accepting grant funding from TECs, I will provide the following to the Board of TECs:

1. Acknowledgement of TECs' provision of funding on any publicity to do with the project, including your organisation's website;
2. Permission for TECs to promote the project publicly, via our own website, social networks, and other means appropriate, as full or part funded by TECs;
3. A brief quarterly report (or a brief interim report if the funding period is for less than 6 months) outlining progress and outcomes of the project to date and any revised time schedules as appropriate;
4. Within 6 weeks of project completion, a brief evaluation report summarising the activities funded by the TECs grant (Your report should include how your activities met your objective; how your activities reached the target audience; how the grant was spent);
5. Any further information requested by the TECs in relation to the application.
6. I also acknowledge that should the application for funding be successful, TECs reserve the right to withhold up to 20% of the funding requested until such time as they are satisfied that the conditions above have been adhered to.

Certified by: _____ (NAME)

_____ (POSITION)

_____ (SIGNATURE)

_____ (DATE)