# Public Sector Smart Meter GuideCommunity Energy Fund – Stage 1 Form

This Community Energy Fund (CEF) application form should be completed with reference to the ‘Community Energy Fund – Stage 1 Guidance’ document to help you understand the purpose of the fund and what is required to fully answer the questions.

All information should be provided in the form, within the stated word limits, or within one of the requested attachments. Additional information, including web links, will not be read. **Please ensure you answer all questions and complete all declarations.**

**Supporting documents, pass/fail questions and scored answers are indicated in red.**

## Checklist

Before you start:

|  |  |
| --- | --- |
| Ensure you are submitting to the correct Hub for the project location (see guidance) |  |
| Ensure your project and the lead applicant are eligible for funding (see guidance) |  |
| Ensure your funding request complies with subsidy control rules (see guidance) |  |
| Check fund deadlines to ensure you will submit in time (see website) |  |

Supporting documents to send with your application:

|  |  |
| --- | --- |
| Your organisation’s governance document |  |
| Most recent annual accounts or, if unavailable, non-audited management accounts |  |
| Any supporting documents indicated in the questions (as applicable) |  |

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## Section 1: Project Overview

* 1. **Applicant name**

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* 1. **Project summary** (max 200 words)

This should include: where your project will take place; your proposed technology or project model; scale of ambition (capacity, units, households, etc.); and very briefly how you plan to fund the capital costs and ensure community ownership and benefit.

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* 1. **Progress to date** (max 150 words)

Please explain briefly how your project has emerged and what progress has been made to date.

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* 1. **Location**

If your project spans more than one postcode or local authority area, please state. You can include a map (**Supporting Document**) for projects not located at a single point, or to help explain your community of benefit.

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| --- | --- |
| **Location** |  |
| **Local Authority Area** |  |
| **Postcode** |  |
| **Latitude, Longitude** |  |

* 1. **Grant request**

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| --- | --- |
| **Amount requested (£)** |  |

## 

## Section 2: Applicant Details

**2.1 Contact details**

These contact details will be used in line with GDPR. Check the box to join your local Hub’s mailing list to receive emails about funding announcements, news and events.

|  |  |  |
| --- | --- | --- |
|  | **Main contact** | **Alternative contact** |
| **Name** |  |  |
| **Role in organisation** |  |  |
| **Home address** |  |  |
| **Telephone** |  |  |
| **Email** |  |  |
| **Mailing list permission** | Yes  No | Yes  No |

**2.2 Organisation registration**

If you have multiple registrations (e.g. company and charity), use the eligible type.

|  |  |
| --- | --- |
| **Registration number** |  |
| **Registered address** |  |

**2.3 Organisation type (pass/fail)**

Please select what type of organisation is applying (lead applicant):

Charitable Incorporated Organisation (CIO)

Community Benefit Society (CBS or Bencom)

Community Interest Company (CIC)

Co-operative Society

Development Trust

Pre-Commencement Society

Registered Charity (including eligible faith groups, sports clubs, etc.)

Registered Social Landlord (see guidance on local authorities)

Registered Society

Town or Parish Council

**2.4 VAT status**

Applicant is registered for VAT  Applicant is NOT registered for VAT

**2.5 Skills and experience** (max 200 words) **(scored)**

Please detail what skills your group has, including previous experience developing or delivering energy projects, and indicate roughly how many hours have been spent on the project to date. Partnership bids can include skills brought by partners here.

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**2.6 Governance** (max 200 words) **(scored)**

Please explain the structure of how your organisation is managed, including any parent organisation. If you have a membership with voting rights, please indicate membership size and joining criteria.

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**2.7 Directors or Trustees** **(pass/fail)**

Please name all directors or trustees, and anyone who has ‘voting rights’ over decisions made in your organisation (if the latter is a large membership, simple state ‘membership’). This would include members of any parent organisation if your group is a subsidiary.

You must confirm the statement below is true to be eligible. Answers maybe subject to due diligence checks.

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Our organisation (including any directors or partner or any other person who has powers of representation, decision or control) has not been convicted of conspiracy, corruption, bribery, fraud, money laundering or drug trafficking, and has not been declared bankrupt.

**2.8 Financial management (scored)**

Please attach your most recent annual audited accounts (**Supporting Document**). If unavailable, please provide recent non-audited management accounts instead.

From this document, please provide the following:

|  |  |
| --- | --- |
| **Financial year end date (DD MM YY)** |  |
| **Turnover (income) (£)** |  |
| **Profit or loss (£)** |  |

If you cannot complete the table above or do not have audited accounts, please explain the reasons below. You can also use this space to explain any mitigating circumstances, if your most recent accounts are likely to prompt cause for concern (such as heavy losses) (max 150 words).

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**2.9 Partners (scored)**

Please list details of your project partners, if any. (Projects without partners will automatically score 3 out of 4.)

Partnership proposals will be able to share funds between listed partners without needing to follow procurement processes, provided that partners are also eligible for CEF funds in their own right (see 2.1). Ineligible project partners can be listed, provided they are not receiving CEF funds. Add or delete rows as needed.

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| --- | --- | --- | --- |
| **Partner** | **Role in project (briefly)** | **CEF eligible** | **Will receive part of grant** |
|  |  |  |  |
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## Section 3: Feasibility

**3.1 Which type of project are you applying for?**

Type A – Community energy asset project (such as renewable or low carbon

energy, electric vehicles)

Type B – Community energy efficiency or advice project

**3.2 Innovation** (max 150 words) **(scored)**

If your project demonstrates innovation, as defined by Energy Systems Catapult (see ‘Community Energy Fund Stage 1 – Guidance’), please explain this here.

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**Please complete the relevant questions for your project type below (Type A or Type B). Ignore questions for the other project type.**

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| **Type A** – Community energy asset project (renewable energy, electric vehicles) |

**A3.3 Technology type (pass/fail)**

Please select your technology type(s):

Anaerobic digestion

Biogas heat network

Bio liquids/gas/fuels

Biomass heat network

Electric vehicle infrastructure (publicly available, incorporating generation/storage)

Heat pumps

Heat pump-fed heat networks (e.g., heat zoning for a village)

Hydropower

Solar (photo voltaic)

Solar (thermal)

Wind power

Battery storage

Other (e.g. energy efficiency, grid services, building management systems, demand management)

If you have selected ‘Other’, please explain (max 50 words). You should discuss ‘Other’ options with your local Hub before applying, to check eligibility.

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**A3.4 Scale (scored)**

Please indicate your scale of ambition at this stage if known, such as MW capacity or number of electric charging points (a range is acceptable).

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**A3.5 Technical feasibility (scored)**

Please explain why you think your project could be technically feasible at your identified location (max 100 words).

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If you have already undertaken any technical feasibility work, including simple self-led assessments, please attach your report(s) or findings (**Supporting Document**).

Initial technical feasibility work attached  No technical feasibility undertaken yet

If you have any comments on the completeness of any existing work, with reference to the ‘CEF Feasibility Report Structure’ document, please detail them here (max 100 words):

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**A3.6 Land or building ownership** (max 50 words)

Who owns the land or building(s) where your asset will be based?

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**A3.7 Owner engagement** (max 150 words) **(scored)**

If you are not the owner, please explain what engagement you’ve had with them. If you have a formal landowner agreement in place, please attach (**Supporting Document**).

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Owner Heads of Terms in place  No owner agreement in place

**A3.8 Consents and permits** (max 200 words) **(scored)**

Please outline any consents or permits you expect to need to complete your project, including any progress made on obtaining these. If you already have any of these in place, please attach evidence (**Supporting Document**).

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All consents and permits already secured  No consents or permits secured yet

Some consents and permits secured

**A3.9 Planning advice** (max 200 words) **(scored)**

Please summarise discussions to date with the local planning authority. If you have written advice on securing planning permission, please attach evidence (**Supporting Document**).

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Formal planning advice obtained  Formal planning advice not yet obtained

|  |
| --- |
| **Type 2** – Community energy efficiency or advice project |

**B3.3 Project model**

Please select your project model(s):

Energy advice

Bulk-buy scheme for energy efficiency measures

Bulk-buy scheme for renewable and low carbon energy

Other community energy efficiency service

**Please note that energy efficiency projects for single buildings are not eligible.**

Please describe your proposed project in more detail, including details if your project aims to engage a particular subsection of the community (max 200 words). **(scored)**

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**B3.4 Gap in services** (max 300 words) **(scored)**

Please explain why you believe that there is a gap in provision that your project can fill. Include reference to any partnerships or cross-referrals where you expect to interact with other services.

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**B3.5 Local need** (max 200 words) **(scored)**

Please outline why your local community needs this service. Your answer should relate to local characteristics (e.g. fuel poverty, low uptake of insulation measures).

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## Section 4: Community

**4.1 Community definition** (max 150 words)**(scored)**

Describe your definition of ‘local community’ when considering a) community ownership, and b) community benefit, as these relate to your project, and why you think this is appropriate. You may wish to refer back to a map attached for Q1.3, if you included one.

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**4.2** **Community relationship** (max 150 words) **(scored)**

Explain your organisation’s relationship with this community. For example, you may be based there, some or all of your activities may take place their, or your membership (if applicable) may come partly or fully from the local community.

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**4.3 Asset or project ownership** (max 200 words) **(scored)**

Describe your proposed ownership model to ensure that the final project is at least 50% community-owned.

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**4.4 Community engagement** (max 300 words) **(scored)**

Describe how the local community has been involved in this proposal and how you plan to engage with them throughout project development and delivery.

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**4.5 Community benefit** (max 300 words) **(scored)**

Explain how this project will benefit the local community. You may wish to include:

* Cost reductions that benefit the community
* Mechanisms for distributing benefits or profits to local people, such as a community fund (please give details, if relevant)
* Jobs and volunteering opportunities
* Any sections of the local community that will be targeted for benefit (exclusively or disproportionately), if applicable (such as fuel-poor households)

Where possible, please quantify your estimate of these benefits (such as financial value, number of people, etc.).

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## Section 5: Finance

Your answers in this section should be consistent with your VAT status. Only irrecoverable VAT should be included.

**5.1 Summary of request**

The maximum grant available for Stage 1 from CEF is £40,000 per project.

|  |  |
| --- | --- |
| **Total Stage 1 costs (£)** |  |
| **Total Stage 1 grant request (£)** |  |

**5.2 Why CEF funding is required** (max 200 words) **(scored)**

Please explain why you need CEF funding to overcome barriers, and what efforts you have made to secure funds from other sources (including unsuccessful efforts).

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**5.3 Finance plan (scored)**

Please complete the following to the best of your ability. We understand you may require a Stage 1 grant before you can define later costs with confidence.

Please add or delete rows in the tables as required.

Expenditure

Project development costs (from your current position to asset build/service launch):

|  |  |  |
| --- | --- | --- |
| **Activity or item** | **Cost (£)** | **Estimated or quoted?** |
|  |  |  |
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|  |  |  |
|  |  |  |
| **Total** |  |  |

Final project estimated costs (a range is acceptable):

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| --- | --- |
| **Asset capital costs (Type A projects) (£)** |  |
| **Annual running costs (Types A and B) (£)** |  |

Income

Any funding sources (other than CEF) to cover project development costs (estimates are acceptable):

|  |  |  |  |
| --- | --- | --- | --- |
| **Funding source** | **Contribution (£)** | **Private funding?** | **Funding confirmed?** |
|  |  |  |  |
|  |  |  |  |
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| **Total** |  |  |  |

Final project income estimates, such as generated revenue from the new asset (Type A projects), or new grant funding (Type B projects) (a range is acceptable):

|  |  |  |
| --- | --- | --- |
| **Income source** | **Annual contribution (£)** | **Comments** |
|  |  |  |
|  |  |  |
| **Total** |  |  |

**5.4 Grant request (scored)**

Please indicate the eligible activities for which you are requesting CEF Stage 1 funding. Costs added under ‘Other’ will be considered on a case-by-case basis.

You will be asked to provide evidence of your procurement process under Q.7.1.

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| --- | --- | --- |
| **Eligible activity** | **Comments or clarifications (if any)** | **Cost (£)** |
| Basic technical feasibility assessment, including grid connection |  |  |
| Landowner agreement (Heads of Terms) |  |  |
| Community engagement |  |  |
| Public body stakeholder engagement |  |  |
| Scoping planning issues |  |  |
| Scoping need for permits, licences and consents |  |  |
| Finance and business model development |  |  |
| Project management |  |  |
| Sharing learning with other community applicants |  |  |
| Other (please detail) |  |  |
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| **Total** |  |  |

## Section 6: Project Management

**6.1 Project manager** (max 200 words) **(scored)**

Please provide the name of your project manager(s) with an outline of their relevant skills and experience. If you do not yet have a project manager, please describe how you will get one with the right skills and experience to deliver the project.

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**6.2 Project plan (scored)**

Please complete the following Gantt chart, listing key activities and milestones needed to deliver work for your Stage 1 grant, and indicated the months in which these will be undertaken or achieved. Please note that the grant must be spent within 12 months.

Add or delete rows as needed.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity or milestone** | Month 1 | Month 2 | Month 3 | Month 4 | Month 5 | Month 6 | Month 7 | Month 8 | Month 9 | Month 10 | Month 11 | Month 12 |
| *Example activity* |  |  | *x* | *x* | *x* |  |  |  |  |  |  |  |
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**6.3 Risk assessment** (max 40 words per box) **(scored)**

Please complete the following risk table, referring to the ‘Community Energy Fund – Stage 1 Guidance’ document to help ensure you have covered all areas relevant to your project.

Add or delete rows as required.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk** | **Without mitigation** | | **Mitigation measures** | **With mitigation** | |
| **Likelihood** (low, med or high) | **Impact** (low, med or high) | **Likelihood** (low, med or high) | **Impact** (low, med or high) |
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## Section 7: Compliance

**7.1 Procurement process (scored)**

Please explain how you obtained prices or quotes for the activities requested under the CEF Stage 1 grant (max 200 words). Please attach any tender or brief documents sent to suppliers, and quotes received (**Supporting Document**).

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If you have not obtained at least three quotes for each of these activities, please explain why you were not able to do so (max 200 words):

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| --- |
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**7.2 Procurement selection (scored)**

Please detail who will carry out any professional work you intend to pay for with CEF funding. **The table below should be replicated for each supplier involved.**

|  |  |
| --- | --- |
| **Task(s)** |  |
| **Supplier name** |  |
| **Supplier credentials\*** (max 100 words) |  |
| **Total quote (£)** |  |
| **Why chosen** (max 100 words) |  |

\* e.g. accreditations or qualifications. You can attach further information as a **Supporting Document** (such as a CV) or include a web address if the supplier has an informative website with contact details.

**7.3 Subsidy control** **(pass/fail)**

You must complete the Appendix A declaration.

**7.4 Declaration and data protection** **(pass/fail)**

You must complete the Appendix B declaration.

## Section 8: Additional Information

**8.1 Shared learning** (max 150 words) **(scored)**

Please outline your availability and willingness to share learning with other community applicants to CEF. This could include sharing paperwork or attending peer-to-peer events. You can include costs for this as part of your Stage 1 grant request.

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**8.2 Outstanding information** (max 200 words)

Please use this section to provide any information you feel we should know that is not requested elsewhere in the form. You may leave this question blank.

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| Appendix A: Subsidy Control Declaration |

You are being offered assistance under the Sub-Threshold Subsidies. This allows a company or business to receive up to £315,000 of public funding over a rolling three-year period. The following requested information is a mandatory requirement to enable you to receive the support offered.

**To be completed by subsidy recipient:**

|  |  |
| --- | --- |
| Applicant organisation |  |
| Registered address |  |
| Main contact |  |
| Role within organisation |  |
| Email address |  |
| Telephone no. |  |

To confirm that you are able to receive this assistance you must declare the full amount of public subsidies you have already received over the last three fiscal years under the Sub-Threshold Subsidy rules.

The following is not a comprehensive list of the possible forms of subsidy. However, it should give an indication of the most common forms of subsidy, which you may have been given over the past three years. Potentially any assistance from a public body might be a subsidy. Should you have any doubts on this matter, please contact the body from which the assistance was received.

* Grants from public bodies
* Loans from public bodies at favourable rates
* Loan guarantees from public bodies
* Differential tax benefits
* Grants from an investment trust (including charities) which may themselves have received the funds from a public body
* Grants from a part publicly funded venture capital fund
* Publicly administered funds, even if the funds were originally not public such as the national lottery
* Waiving or deferral of fees or interest normally due to a public body such as the waiving or deferral of rent or waiver of interest normally due on late payment of taxation or other costs to a public body
* Monopoly licences or guarantees of market share
* Advertising via a public channel such as a tourist board or state owned television
* Consultancy advice provided either free or at a reduced rate
* Training provided either free or at a reduced rate
* Aid for investment in environmental projects
* Provision of a free or reduced rate feasibility study for research and development or other assistance with research and development
* Purchase of public land or property at a less than market rate
* Benefiting from the provision of infrastructure where your organisation was pre-identified as a beneficiary

I declare that the amount of subsidy received by the organisation over the last three years is as follows, and that this data can be used as per the Data Protection Statement:

|  |  |  |
| --- | --- | --- |
| **Organisation providing subsidy** | **Date subsidy approved** | **Estimated value (£)** |
|  |  |  |
|  |  |  |
|  |  |  |
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*Add or delete rows as needed. Please note we require the* approval date*, not the date the subsidy was received.*

**Data Protection**

The data contained in this Sub-Threshold Subsidy Record is a mandatory requirement to enable support to be provided by this funded project. As well as being a record of the support provided, the data may be used to for reporting purposes Nottingham City Council as hub administrator on behalf of the Government) and also for subsequent evaluation of the project (e.g. to contact beneficiaries to understand their views on how they have benefited from the project). The data may be used by the project deliverer, or the Department of Energy Security and Net Zero (DESNZ), the Department for Levelling Up, Housing and Communities (DLUHC) or DLUHC’s appointed agent (e.g. an external consultant appointed to evaluate the project), for the purposes outlined above.

**Approval Signature**

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| --- | --- |
| **Authorised Signatory for Applicant Organisation** | |
| Printed Name |  |
| Signature |  |
| Role within Organisation |  |
| Date |  |

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| --- |
| Appendix B: Application and Data Protection Declaration |

**By submitting and/or agreeing to the submission of this grant application you agree to the following declaration:**

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| --- |
| I confirm that, to the best of my knowledge and belief, all of the information is true and correct and I accept full responsibility for it. I understand that, should this application be successful, I will be required to supply additional information. If there is any change to the information I have provided, I will notify Nottingham City Council without delay.  I understand that any information I supply may be used by public bodies or their appointed agents in connection with the funding and that I may be contacted in relation to the application, from time to time, whether or not my application has been successful.  I am aware of the conditions that apply to this grant application and have complied with them. I declare that I have read, understood, and complied with all the relevant guidance. I understand that my organisation may be inspected, and I agree to give access, cooperate, and provide such assistance as is required.  I understand that acceptance of this application form does not in any way signify that Nottingham City Council has agreed to invest. I declare I am an authorised signatory of the lead organisation, with the authority to sign off this application form and have notified the necessary senior finance officers.  I confirm that our organisation (including any directors or partner or any other person who has powers of representation, decision or control) has not been convicted of conspiracy, corruption, bribery, fraud, money laundering or drug trafficking, and has not been declared bankrupt. |

**Important Information**

You should not commence project activity, or enter into legal contracts, including the ordering or purchasing of any services before your application has been formally approved and you have entered in a grant funding agreement. Any expenditure incurred before the approval date is at your own risk and may render the project ineligible for support. If you know and recklessly make a false statement to obtain grant aid for yourself or anyone else you risk prosecution, the recovery of all grant payments, additional financial penalty and exclusion from other schemes operated by Nottingham City Council. By submitting this form, you are confirming that you have read and agree the above declarations and you consent to us processing the information we collect from you in accordance with our privacy Policy.

**Privacy Policy**

Your information will be stored and processed in accordance with the Data Protection Act 2018 (DPA). Nottingham City Council is the data controller for personal data you give to us/we hold about you. Nottingham City Council process your data in accordance with their Privacy Policy which can be found here. We use it in line with the Data Protection Act. We are subject to the Freedom of Information Act 2000 and other obligations under law which require us to act transparently, and which grant certain rights of access to the public information held by us. This means, that although we respect the sensitivity of the information, there may be legal requirements which oblige us to disclose this information.

We will use the information you supply to administer, process, and assess your grant application. Information may be shared with other persons or organisations helping us with the assessment and monitoring of applications. Information you provide will also be shared with Government Departments and the wider Midlands Net Zer Hub. Your information may also be shared with Government departments and other public bodies for the purpose of fraud prevention. The application and evaluation may also be subject to audit and review by internal and external auditors who may need to access the information you submit in your application.

If you supply information related to third parties as part of your application, you must ensure that you inform those third parties about how you use this information and inform them that this information has been passed onto Nottingham City Council.

We will not hold your information for longer than is necessary. We will hold most of your information for three years after project closure unless we have a legitimate reason to keep it for longer.

If any information we hold changes or is incomplete, please tell us and we will amend it.

**Approval Signature**

|  |  |
| --- | --- |
| **Authorised Signatory for Applicant Organisation** | |
| Printed Name |  |
| Signature |  |
| Role within Organisation |  |
| Date |  |

**By signing this page, you are confirming that the information provided in this application form is accurate and that you meet the eligibility criteria for the funding. You are also confirming that you agree with the Data Protection information provided above.**