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# IGAS ENERGY Community Fund

You can complete and submit your application (together with any attachments) electronically. We suggest that you download and save this form to your system before completing it. Please read our guidelines and register your project via an email to: [contact@igascommunityfund.co.uk](mailto:contact@igascommunityfund.co.uk) summarising your plans. Our administrators will then make an initial assessment before you commit too much time to your full submission.

SECTION 1: YOUR ORGANISATION		
Name of your organisation		
Address for correspondence		
Contact details: Name	Your contact must be someone who can talk about the project and funding needs in detail	
Position in organisation		
Address (if different from that above)		
Daytime telephone		Evening telephone
Email		
Which IGas location does your project relate to and how close to it are you?		
The project for which you are seeking support must fall within our designated areas - see our guidelines and website		

<p>How many people are involved in your organisation?</p> <p><input type="checkbox"/> Members                      <input type="checkbox"/> Paid staff                      <input type="checkbox"/> Users</p> <p><input type="checkbox"/> Management committee      <input type="checkbox"/> Volunteers (non management)</p> <p><input type="checkbox"/> Others (please explain)</p> <p>.....</p> <p>.....</p>	<p>Please give numbers</p>
<p>Are you a registered charity?                      <input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>If yes, state your charity registration number .....</p>	<p>You do not need to be a charity to apply but you will need to enclose your constitution or a simple set of signed rules</p>
<p>Is your group part of a larger organisation or purely local?</p>	
<p>What is the purpose of your organisation and when was it set up?</p>	<p>In this section, you should detail why your group was set up, what the aims and objectives are and who the beneficiaries are for the work you carry out</p>

**SECTION 2: YOUR PROJECT**

<p>Title of project for which you are seeking support</p>	
<p>Describe your project and state the area that it benefits. How close is the area of benefit to your nearest IGas Energy site?</p>	<p>Give details of the project and what you want it to achieve</p>
<p>Why does your community need this project?</p>	<p>A clear statement of need will assist</p>

<p>Who will be the main beneficiaries?</p>	<p>Please specify social or age groups that will benefit in particular</p>
<p>Which of the following criteria do you believe it meets? Please tick any that apply</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A broad span of the community</li> <li><input type="checkbox"/> Children and young people</li> <li><input type="checkbox"/> Vulnerable people</li> <li><input type="checkbox"/> Community regeneration</li> <li><input type="checkbox"/> Self-help groups</li> <li><input type="checkbox"/> Environmental and wildlife projects</li> <li><input type="checkbox"/> Education and skills development</li> <li><input type="checkbox"/> Health</li> <li><input type="checkbox"/> Heritage</li> <li><input type="checkbox"/> Sustainability</li> <li><input type="checkbox"/> Green energy or reducing carbon footprint</li> <li><input type="checkbox"/> Other (please specify)</li> </ul>	<p>Your project may tick only one of the criteria here - or several</p>
<p>How will you judge the success of the project?</p>	<p>if you have benchmarks/ targets please tell us about them. Be realistic as we shall use them in monitoring the project</p>
<p>If your project involves land or building that your organisation does not own, who is the landowner and do you have his /her full permission?</p>	<p>Include here details of any leasing arrangement or if you intend to buy property</p>
<p>Who will carry out the work?</p>	<p>Will it involve volunteers or a contractor?</p>
<p>How will the project be managed?</p>	<p>Please state how it will be managed in both the short and long term</p>

<p>Will it be fully accessible to the public and how many people do you expect to use it in a typical year?</p>	<p>Please give your best estimate of usage</p>
<p>What is the timescale for the project?</p>	<p>When will it start and finish and are there any key landmarks along the way?</p>
<p>Are you working in partnership on this project with any other groups? If so, please identify them</p>	<p>Include the names of any community, voluntary or statutory organisations that you are working with or are supporting you</p>
<p>Would your project benefit from practical input from IGas employees on a voluntary basis?</p>	<p>Our employees are able to "donate" working time to community projects</p>

**SECTION 3: FUNDING**

What is the total cost of the project including VAT?

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Please provide a breakdown of the main cost elements

Item or activity	Cost
Total cost of items listed above	<input type="text"/>

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What funding are you seeking from the *IGas Energy Community Fund*?

Is your organisation VAT registered?  Yes  No

If it is registered, what is the recoverable VAT on the amount you are seeking from the fund?

What other funding exists or is being sought?

**Do you already have funds towards the project and are you applying elsewhere?**

Will a grant from us assist in triggering match funding from elsewhere?

**Match funding is not a condition of a grant from us but may assist your case**

Will there be any longer term funding requirements for this project in order to sustain it into the future? If so, are they in place?

**We need to be sure that you have considered running costs**

Does your organisation have a bank account and how many signatories are required?

We prefer to pay by BACS transfer. Please provide your account number and sort code.

**This could be your organisation or the contractor. Cheques cannot be made payable to individuals**

**DECLARATION**

We are authorised to submit this application on behalf of the organisation and certify that the information enclosed is correct. By signing this application form, we agree to abide by the terms and conditions included in the grant guidelines and any additional special conditions within the letter of award. We understand that we will be required to monitor expenditure and to provide the *IGas Energy Community Fund* with receipts and reports on the progress of the project as required. We give permission for the fund to record the information in this form electronically. We also give permission for the fund's involvement in our project to be publicised.

Name 1 ..... Date 

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Name 2 ..... Date 

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**On behalf of** ..... (organisation)

Please tick to consent to IGas using information about your project on the IGas websites and in other publicity material.

**WHERE TO SEND YOUR FORM**

**Please return the completed form to us electronically via [contact@igascommunityfund.co.uk](mailto:contact@igascommunityfund.co.uk). If you need further advice, please contact us on the above email address or call us on: 07768 498148 (Sue Winch).**

IGas Energy Plc, 7 Down Street, London W1J 7AJ