

Camden Climate Fund: Community Energy Grant Terms & Conditions

1. What is Community Energy?

Community energy covers aspects of collective action to reduce, purchase manage and generate energy. Community energy projects have an emphasis on local engagement, local leadership and control, and the local community benefiting collectively from the outcomes. Community-led action can often tackle challenging issues around energy, with community groups well placed to understand their local areas and to bring people together with common purpose.

The recipient of this grant will need to demonstrate where the renewable measures would be installed, the suitability of the measure and how this would provide co-benefits to the community.

The energy or heat generated must benefit the local community. It is also encouraged that the installation of measures be used as an educational tool for engaging users of the space with the wider climate agenda.

The property/land where measures will be installed must be located within the borough of Camden. If you are unsure whether the site in question meets the eligibility criteria, please email camdenclimatefund@camden.gov.uk for confirmation.

2. Eligible renewable energy measures

The measures eligible for this funding are:

- Solar Photovoltaics (Solar PV)
- Solar Thermal
- Ground source heat pumps
- Air source heat pumps

If you would like to put forward an application for a renewable measure not listed, please contact camdenclimatefund@camden.gov.uk

Please note, you cannot apply for a Camden Climate Fund grant retrospectively, for works that have already been installed.

3. Pre-application

Step 1: If you are not an established community energy group, it is advisable to spend some time researching what is required to set up and manage a community energy or heating project. The [Centre of Sustainable Energy](#) provides a range of information on community energy schemes including case studies.

[Community Energy London](#) (CEL) provide a number of useful resources that are helpful for a new community energy group considering delivering a project:

- [10 step guide to setting up a Community Energy Group](#)
- [Step by step project guide](#)
- [Projects map](#) – useful for identifying similar projects in the area, connecting groups and enhancing knowledge sharing.

[Community Energy England](#) operate a 'How To' platform which provides a hub of information, advice and resources about a wide range of topics related to community energy. Resources are aimed at helping those at the beginning of their community energy journey, as well as more experienced groups with governance, new technologies and business models.

- [How To for all things community energy](#)

As an alternative, you may wish to work with a trusted community group to oversee the project management of the installation. Camden Council have partnered with [Power Up North London](#) (PUNL) to deliver renewable energy projects in the borough. PUNL continue to look for sites suitable for renewable energy installation. If you would like to propose a project, email: info@powerupnorthlondon.org.

Read the [advice and guidance on renewable energy](#) provided by the Energy Saving Trust and decide which technology you would be interested in installing.

Step 2: Contact MCS certified installers to provide an outline for suitable measures and installation costs for your property. To search for a certified installer visit the [Microgeneration Certification Scheme](#) website.

CEL have created a directory of contractors and professional services providers, previously used and named by other community energy groups based in London.

Step 3: Check the permissions required, such as the property owner (if not your community group), [planning or listed building consent](#).

4. Application

The following must be provided with your application:

- A copy of the project proposal which should include:
 - An overview of the project
 - Details about your community energy group including:
 - How long you have been established
 - Who will lead on the project
 - Experience of developing/managing similar projects
 - Benefits of the project in terms of carbon reduction and community benefit, including how the energy produced will be used
 - Project plan, including milestones
 - Technical details of system to be installed
 - Permissions required and whether these have been sought/ provided
 - What engagement has taken place so far to enable the project (e.g. for permissions and local community engagement)
 - Total cost, including:
 - How much funding will be required from CCF
 - How the remainder of the costs will be met
 - Any activity that may support development of similar projects locally, such as knowledge sharing with other potential community energy groups
- A valid outline from an MCS certified installer which includes:
 - Size of the system (in kW)
 - Estimated heat/ energy to be generated per annum (in kWh)
 - Estimated carbon savings per annum (in tonnes of CO₂)
 - Quote for installation of works
 - Please be aware the funding does not pay the VAT element

We recommend you get quotes from at least two different installers.

- If applicable, written permission from the building owner stating they have read the property survey report provided by the named MCS certified installer and give permission for the works to go ahead.

- If any other permissions for such works are required, a statement must be provided along with your application outlining which permissions are to be sought, from whom and the timescales of gaining approval.

These may include:

- [Planning and listed building consent](#)
- Building Regulations
- Property owner consent

The maximum funding available is **£25,000** per project and applicants will be required to match-fund 50% of the cost up to (and any additional costs over) £50,000.

In most cases 50% match funding would be expected however this could be partially met 'in kind' for example through costs of expert support.

The funding will cover the cost of materials and installation however will not cover preliminary costs such as design or staffing costs or VAT for measures. Up to 10% of the funding can be used for a 'feasibility' assessment to help determine the practicality of the proposed project, but please note we would expect appropriate assessments to have been completed before applying.

5. Approval

Funding will be allocated on a first come first serve basis for applications that reach the requirements outlined in these terms and conditions, therefore early application is encouraged to avoid disappointment.

Applications will be assessed in terms of carbon reduction potential, cost, benefit to the local community and feasibility of delivery. Please note that successful applications will be determined on the baseline of a cost of £300 per tonne of carbon. Failure to meet this or fall within close proximity of this guide could provide grounds for your application to be rejected.

If successful you must sign and return your funding agreement. Works must then commence within 3 months of the approval date, unless prior agreement has been made with Camden Council. Beyond this time, the funding may be withdrawn.

Works covered by the funding should be carried out by the MCS certified installer named on your application. If you are not able to comply with this requirement, you must notify the Council before you make alternative arrangements, or we may not pay any funding.

You must notify the Council when works start and complete. Officers will make a site visit before and after installation.

6. Payment details

The funding will be paid after full completion of works. A valid invoice from the installer named in your application and a copy of the MCS certificate must be provided to enable funds to be released. We do not normally make instalment payments for part completed works. Funding will be paid directly to the community organisation, not installer.

On completion of the works we will specify a date (known as the "Certified Date") on which the Council is satisfied that the funding-assisted works have been completed.

We have a duty to protect funds from fraudulent activities and therefore any information you have provided may be crosschecked with other authorities to assist in the detection and prevention of fraud.

7. Important Conditions regarding approved applications

It is you or your agent who employs the contractors, and not the Council. The contract for the works will be between yourself and your installer. The Council may monitor the progress of the works, but you, or your agent, are responsible for supervising your contractor. The Council cannot issue any direct instructions to the contractor and are not liable for any issues encountered during and after installation.

On completion of the works, the invoice issued by the installer must be addressed to you, or your agent, and not to the Council.

The Council cannot guarantee the work completed by your contractor, nor provide assistance for the ongoing maintenance of any works or equipment installed. Most contractors will guarantee their work for a period of 12 months for defective workmanship/ goods. Any issues with the works must be taken up with the contractor by either yourself or your agent.

If the funding, which has been approved, does not cover 50% of the total cost of the works (up to £25,000), you will have to pay the difference.

Approval will be based on the schedule of works and/or plans agreed with the Council. If for any reason the works and/or the plans that have been agreed need to be changed you must inform the Council lead officer (named on the application form) before you proceed. If we do not agree any changes before work is carried out, this will affect the amount of funding assistance that you may receive, or the funding may be refused.

The payment of the funding will be made once the Council lead officer is satisfied that the funding-assisted works have been completed to our satisfaction. Payment will not necessarily be held up just because you are not satisfied with the works completed, including works not receiving funding assistance.

The London Borough of Camden cannot be held responsible for any damage or loss caused by installers working on the property. Should you have any concerns regarding loss or damage you should raise the problem with the contractor immediately. Further advice can be sought from [Citizen's Advice Consumer Helpline](#) on 03454 04 05 06.

The funding does not include any provision for making good decorations to the property that is because of the works. Maintenance, repair and any other future costs related to the system is responsibility of the community energy group and not the Council.

If you are dissatisfied with your installer and/or agent, you should contact them to register a formal complaint under their complaints procedure.

You are responsible for ensuring you have all the necessary permissions to install funded works and that it is completed by the MCS installer stated in your application. The Council will not be held responsible for any repercussions as a result of you not doing so. If you fail to do so and this results in removal of the system, the Council will seek repayment of the funding from the applicant to Camden Council.

For any queries regarding the fund, please contact:

camdenclimatefund@camden.gov.uk

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