**Application for carbon offset funding**

1. **Project Management**

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| **Organisation name (beneficiary) and address**  |    |
| **Organisation type**  | Commercial ☐   Charitable ☐   Other ☐ Please specify:   |
| **If commercial, please indicate employees and annual turnover**  | Employees: Turnover:  |
| **Project Manager name, role and organisation**  |   |
| **Email / Telephone**  |   |
| **Project sponsor name, role and organisation**  |   |

1. **Project details**

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| **Project Name and Location**  |    |
| **Ward**  |   |
| **Current project status**  | Concept/Feasibility ☐   Delivery ☐   Completion ☐  |
| **Estimated start date**  |   |
| **Estimated completion date**  |  |

1. **Carbon Offset Funding Requested**

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| **Total project cost**  |   |
| **Carbon offset funding requested (bid value)**  |   |
| **Other funding secured (value and source of funding)**  |   |

1. **Project summary**

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| **Please provide a brief summary of your proposal *(250 words max)***  |
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1. **Justification for Funding**

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| 1. **Deliver carbon savings.** *Proposals must be able to demonstrate that they will deliver tangible, quantifiable and cost-effective carbon savings and/or enable future carbon saving activity. Please include details on your proposals, including project type and clearly identify the associated carbon savings* ***(500 words max).***
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|   |
| **Total gas consumption of site** *(where applicable)*  |   kWh per year  | **Total electricity consumption of site** *(where applicable)*  |   kWh per year  |
| **Estimated energy savings per year**  |   kWh per year  | **Estimated carbon savings**  | Tonnes per year  Tonnes lifetime  |
| **Cost of carbon saving (total cost of project / estimated carbon saving)** | £ per tonne |  |  |

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| 1. **Additional benefits.** *Projects should demonstrate that they would not have been possible without carbon offset funding and/or they will deliver wider social, economic and/or environmental gains consistent with priorities set out in the Councils* [*Fairer Westminster*](https://www.westminster.gov.uk/fairer-westminster) *strategy. Please outline the barriers and/or wider benefits that the carbon offset funding will help overcome or deliver* ***(500 words max)*.**
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| C. **Ready for implementation.** *Bidders should summarise the business case for the proposal and demonstrate they have, or are likely to secure, any necessary legal powers, regulatory consents, approvals or additional funding required for implementation. Any additional documents (e.g. business case, spend plan etc) may be included for reference in the Appendix.* ***(500 words max)***  |
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| **Please provide details of any consultation undertaken or planned with any of the following stakeholders**  |
| **Ward councillors**  |   |
| **Business stakeholders**  |   |
| **Community stakeholders** |   |
| **Other**  |   |

1. **Consultation**

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| **Please provide details of any consultation undertaken or planned with any of the following stakeholders**  |
| **Ward councillors**  |   |
| **Businesses**  |   |
| **Residents**  |   |
| **Other community groups**  |   |

1. **Appendices**

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| **Please list any additional supporting information you are attaching with your application, here (e.g.  maps, invoices or other documents). Please note: all information required to assess the application should be included in the body of the form.**  |
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**- WESTMINSTER COUNCIL USE ONLY –**

**Approval and Verification**

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| **Application verified by**  | **Position** | **Date verified**  |
|   |   | Date  |
| **S.106 reference**  |   |

**Carbon Offset Fund Application Notes**

**Please review the below instructions prior to completing your application.**

**Completed forms should be sent to:** **CILS106projects@westminster.gov.uk**

**Section 1 – Project Management**

Please include the name of the person who is responsible for managing the project (Project Manager) along with the name of a senior person in the organisation who can provide senior approval/support for the bid (Project Sponsor). All necessary managerial approvals should be in place before submitting the bid to Westminster City Council.

Please include details of the intended beneficiary of the funding, including the organisation name, address and organisation type. Where the recipient is a commercial organisation, please include details on the number of employees and annual turnover of the organisation. Eligible commercial organisations should have no more than 250 employees and/or a turnover of no more than £40million. All commercial applications must comply with state aid rules.

**Section 2 – Project details**

*Please note: details in this section may be published externally.*

The name of the project should be included here along with the address and ward that the proposal will be located/delivered in. A short description (100 words max) should outline what the project is (e.g. renewable energy project, energy efficiency scheme, sustainable transport, feasibility study or behavioural change programme) and what it will deliver.

Please include the start date and the completion date by which funding will be spent in this section along with an indication of the current project status.

**Section 3 – Carbon offset funding required**

*Please note: details in this section may be published externally.*

Details on the total project cost, the amount of carbon offset funding being sought, and any other match-funding that has been secured or available to support delivery should be included in this section.

Westminster City Council will prioritise applications for projects that align with the carbon offset fund guidance criteria and priorities outlined in Westminster City Council’s Carbon Offset Fund guidance.

**Section 4 – Project summary**

Please provide a brief summary of your proposal, including project type (e.g. energy efficiency, renewable energy etc) and the intended outcomes. **(100 words max)**

**Section 5 – Justification for allocation**

*Please note: details in this section may be published externally.*

Please make your case clearly and concisely - avoiding padding and overly wordy explanations.

The core objectives of the carbon offset fund are to support Westminster residents, businesses and communities to:

* Reduce their energy use and associated carbon emissions
* Promote cleaner and greener local sources of energy
* Support the delivery of wider co-benefits across Westminster

To be considered eligible for funding infrastructure proposals must demonstrate how the meet the funding criteria and priorities set out in Westminster’s Carbon Offset Guidance Note. Further guidance on each sub-section is available below.

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| **Compliance with carbon offset criteria**  |
| **Part A. proposals must be able to demonstrate that they will deliver tangible, quantifiable and cost-effective carbon savings and/or enable future carbon saving activity.**  |
| Explain how your proposals will help to deliver the carbon saving objectives of the carbon offset fund. Briefly summarise your project, outlining the type of measure to be installed, why this has been selected and any carbon savings directly associated with the proposal. *Please note:* bids may be assessed on their carbon cost-effectiveness (carbon saved per £ of investment) as well as their total carbon savings. Cost-effective carbon savings should be prioritised where possible.  For all energy saving projects, please include details on current energy consumption of the sites alongside anticipated energy savings in kilowatt hours per year (kWh). For *renewable energy projects*, also include the size/capacity of the proposed installation in kilowatt peak (kWp) and the estimated annual energy production. For *energy efficiency projects*, please include the current energy performance certificate (EPC) or Display Energy Certificate (DEC) rating of the site and include details on the number and type of measure to be upgraded or replaced.  For proposals for non-energy related measures, or bids that are proposing to offer a service or deliver soft as opposed to hard measures, please include any relevant details (e.g. the audience, numbers to be engaged, anticipated take-up and estimated savings to be delivered from the proposal).  |
| **Part B: the project demonstrates additionality (i.e. it would not have been possible without carbon offset funding) and/or will deliver wider social, economic and/or environmental gains in accordance with the Councils Fairer Westminster strategy.** |
| Explain the focus of the intervention and explain how your proposal demonstrates ‘additionality’. Describe the barriers that the carbon offset funding will help overcome and identify any additional benefits to be delivered (e.g. improved health and wellbeing, improved air quality, increased environmental awareness).  *Please note:* funding will not be granted for proposals that are seeking to deliver improvements required by legislation or remedy measures that could reasonably be expected to be delivered under business as usual (i.e. routine maintenance programmes). Funding may be granted for schemes that demonstrate how carbon offset funding can help deliver additional benefits (e.g. providing a top-up to on-going maintenance budgets to allow higher environmental specification to be achieved). You may wish to highlight how your project meets any of the objectives set out in the Councils [Fairer Westminster](https://www.westminster.gov.uk/fairer-westminster) Strategy and any other formally adopted and published council strategies.  |
| **Part C: project is ready for implementation – supported by a robust business and funding plan and either having, or demonstrating that they are likely to secure, any necessary legal powers, regulatory consents or additional funding required for implementation.**  |
| The project needs to be deliverable. This mean that any other permissions (planning, licensing, landlord, tenant etc.) should be in place *or* there is a reasonable prospect of securing this prior to commencement. The proposal should have a good business case and/or spend plan to demonstrate that the scheme can be completed with the allocated funding and within the estimated completion date. A copy of the business case, any quotes received, or further relevant information should be referenced here and included as an appendix (section 7).  |

**Section 6 – Consultation**

Please include any formal or informal discussions held or planned with third parties likely to be associated with, supportive of, or impacted by the proposal.

**Section 7 – Appendices**

Please include any relevant additional information that will support your funding bid. This may include   maps, business case, project plan, invoices or other documents, but all information required to assess the application should be included in the body of the form.