



SWEA Village Hall Energy Survey

Notes on how to apply for a SWEA energy survey leading to a GET grant application

The Gloucestershire Environmental Trust (GET) are what is known as an 'Environmental Body' (EB). They distribute monies from the Landfill Communities Fund (LCF) to worthy causes in the region in the form of grants. Applications for grant funding are judged on a case-by-case basis by their trustees at a bi-monthly meeting. Funding is available for up to 75% of costs, with a maximum set at £30k. To ensure a high standard of grant applications, the GET are working in partnership with SWEA to provide energy surveys for village halls and other community organisations.

For the GET/SWEA partnership to work, ENTRUST (who regulate the LCF) must first accept a Project's Registration. Successful 'Project Registration' means that the project meets certain basic criteria laid down by ENTRUST and will be able to be considered for grant funding. Examples of criteria include: whether the village hall is operated on a not for profit basis, has public access, is 10 miles from a landfill site, etc. Please note that Project Registration is an agreement in principle only, and is by no means a guarantee that the GET will subsequently fund the project.

ENTRUST >> GET >> SWEA

The Project Registration process involves estimating the eventual cost of planned works. We suggest a typical refurbishment project will cost around £25k, or less for minor works. This figure will cover 'energy efficiency/sustainable energy measures' and is 'to include SWEA's energy audit fee'. It is not important that you state an exact amount at this stage, but you will need to do so when subsequently making a full grant application.

So, first of all you will need to Register your Project with ENTRUST, the LCF regulator. You do this by completing 2 x forms which you'll find using the following website links:

- a) ENTRUST's Form 2 for applying to register a project (link opens a MS-Word Document):
<http://tinyurl.com/entrust-form02>
- b) ENTRUST's Form 2 Appendix Object D for **public amenities** (opens a MS Word Document):
<http://tinyurl.com/entrust-form2d>

or

ENTRUST's Form 2 Appendix Object E for **historic buildings/churches** (opens a MS Word Document):

<http://tinyurl.com/entrust-form2e>

When completing the Project Registration forms you may find the following websites useful:

The Environment Agency's Landfill Locator:

<http://tinyurl.com/landfill-locator>

The GET's website for general information:

<http://tinyurl.com/get-homepage>

The Project Registration documents can only be submitted to ENTRUST by an EB. In most cases, this will be the GET. However, for Churches it is normally their particular ecclesiastical body, e.g. Clifton Diocese (Catholic Churches), the Anglican Diocese of Gloucester (Anglican Churches) or the Bristol/Birmingham Districts (Methodist Churches). Additionally, some village halls may be enrolled as EBs themselves, in which case they can make a direct application to ENTRUST for Project Registration.

Please note that the section of the Project Registration document entitled 'contact details' refers to the details of the EB and not the village hall. If you are applying via the GET, please do not complete this section. The GET will do this for you.

When you have completed the forms, please send them to SWEA. SWEA will confirm receipt, check that the forms have been completed satisfactorily, and forward them to Jane Evans at the GET. The GET will add their contact details and send all the documentation to ENTRUST for approval/rejection.

Once ENTRUST have approved the Registration of a Project, SWEA can conduct their energy survey and complete their audit report.

Useful Contact Details:

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