

**Stage 2 Form:  
APPLICATION for a GRANT**

**Please read the information and guidance notes carefully before completing this form.  
Please answer all questions and write clearly in black/blue ink or type.**

**About you**

**Q1 Contact person and position of responsibility**

Title

First Name

Surname

Position held and organisation name

Contact address including full postcode

<input type="text"/>	
<input type="text"/>	Post Code

Email address

Telephone: Day

Evening

If you have any specific communication needs, please tell us what they are

**About your agent**

**Q2 Details of any agent managing the project on your behalf**

Title

First Name

Surname

Position held and organisation name

Contact address including full postcode:

	Post Code

Email address

Telephone: Day  Evening

### Q3 Are you eligible to apply?

You must be able to tick one box under (a) and one box under (b) to be eligible:

**a) Type of building**

- Village Hall
- Multi-use community centre
- Other building which provides rooms that are open for hire for any purpose by any group

**b) Type of group**

- Formally constituted, not-for-profit group
- A legally recognised social enterprise that can prove ownership and management of a community building

**Please send us a copy of your formal constitution document with this form.**

### About your project

#### Q4 Site Details

What is the address of the building where measures will be installed?

	Post Code

Which parish is this building situated in?

Who owns the building?

Does this project have the owners' written consent? Yes  No

Is this building leasehold? Yes  No

If yes, how many years are left on the leasehold?

In what year was the building constructed (approximately):

**Q5 Which sustainable energy measures do you wish to receive grant to install?**

**Category 1**

**We may require you to install measures from this category before others**

- Insulation of a standard loft space\*
- Cavity wall insulation
- Draught proofing
- Hot water tank insulation
- Improved heating controls (or other basic heating improvements)
- Secondary glazing
- Low energy lighting

**Category 2**

- Insulation of sloping ceilings\*
- Insulation of flat roof\*
- Solid wall insulation either by external cladding or internal dry-lining\*
- Floor insulation\*
- Replacement double glazing
- Upgrade of an existing heating system

\*Using either conventional materials or those with higher environmental performance

**Category 3**

- Structural repairs and changes to the building to enhance energy efficiency
- New heating system
- Solar thermal panels to heat hot water
- Stove or boiler which uses manufactured wood pellet or wood chip fuel from a sustainable source to provide hot water and /or heating
- Ground-source heat pump to provide heating and/or hot water
- Solar photovoltaic system to generate electricity
- Wind turbine
- Micro-hydro turbine
- Other technologies that reduce carbon emissions and help with the management of energy use in the building

Please give the capacity in kW of any proposed renewable energy installation (heat or electricity):

Please give any other important technical comments about the measures here:

**Q6 Please tick to confirm that you have:**

- a) taken advice from a professional energy advisor (e.g. SWEA survey)
- b) considered the energy performance of the whole building
- c) considered the costs and benefits of the possible improvements
- d) started regular recording of electricity, gas, oil and solid fuel consumption in the building

Please comment briefly on why these particular measures are needed and are the most important for this building:

**Q7 Please tell us briefly about any work done locally that supports the need for this project, please attach copies if relevant (e.g. parish plan, consultation work):**

**Q8 What do you think the main benefits of the project will be?**

**Q9 Have you set up a project team for this project?**

Yes  No  If yes, please tell us who these people are, and what their roles will be:

**Q10 Do you have a brief project plan outlining main tasks and responsibilities and a timetable for the work?**

Yes  Please attach a copy or relevant details.

No  This will be completed by (date):

**Q11 When do you expect to deliver your project?**

Start Month/Year

End Month/Year



**Q15 About your chosen contractor(s) or installer(s)**

- Any VAT content must be shown clearly on the estimates you submit. Many sustainable energy measures in community buildings are subject to 5% VAT only. Please refer to VAT Notice 708/6 August 2006, available from HM Revenue & Customs at [www.hmrc.gov.uk](http://www.hmrc.gov.uk).
- Please give details of the contractor(s) you wish to carry out the works:

Sustainable energy measure	Company name

**Q16 Has your community building received any direct grant assistance from Stroud District Council since 2000?**

Yes  No  Details:

**Q17 Signature of the person who completed this form**

I confirm that, to the best of my knowledge and belief, all the information in this 'application form' is true and correct.

Signed  Date

**Q18 Signature of second contact (A different person to Q17)**

Title  First name  Surname

Position in the group

Contact address:

Postcode

Email address

Telephone: Day (  ) Evening (  )

Signed  Date

**The CHEERS scheme for 2008/09 is funded by Stroud District Council and managed by Severn Wye Energy Agency. Completed forms, should be sent direct to SWEA, who will be happy to answer any of your queries:**

**Alastair Stevens** – Project Manager  
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Mitcheldean  
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**Grant applications will be considered on a first-come, first-served basis from September 2008 onwards. Grants will be awarded on a rolling basis until the funding is fully allocated.**

**The final date for receipt of applications will be Thursday 5 March 2009. Successful applicants will be notified within 3 weeks of their fully-completed applications being received at SWEA.**