# Local Net Zero Capacity & Development Fund

# Project Development Grant (PDG) Form

Please complete this form so that South West Net Zero Hub (‘the Hub’) can assess your application for a grant.

Please refer to the document **‘LNZCDF Fund Overview’** for information about the Fund, including applicant and project eligibility, funding available, our investment readiness support service, and the application process.

We encourage you to submit a **Pre-application Enquiry Form** for advice to strengthen your application. This is not required.

Questions that may require **Supporting Documents** are indicated. Attachments should provide additional evidence to supplement your answers, and should not be used to circumvent word limits on questions.

**Pass/fail** questions address eligibility and compliance with basic requirements. **Scored** questions will be weighted in the final marking as indicated (% of final score).

Please save this form as **‘PDG\_[lead applicant name]\_application'**.

Please save attachments as **‘PDG\_[relevant applicant name]\_[short identifying title]’**.

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## Section 1: Project Overview

* 1. **Local or combined authority applicant(s) (pass/fail)**

You must nominate a lead applicant if applying as a partnership. The lead will be responsible for communications and onward award of any partnership funding.

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| **Lead applicant** |  |
| **Supporting applicant(s)** |  |

* 1. **Grant request (pass/fail)**

You can apply for up to **£100,000 per application** (for both individual authority and consortium proposals, regardless of consortium size)

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| **Amount (£)** |  |

* 1. **Project type (pass/fail)**

Please select the category that best describes your proposed project. You can select more than one if the themes are equally relevant, but you must select at least one.

[ ]  Heat decarbonisation

[ ]  Buildings decarbonisation (public and housing)

[ ]  Local renewable energy generation

[ ]  Green hydrogen

[ ]  Electric vehicle charging infrastructure

[ ]  Place-based approach/Net Zero places (multi-vector and technology)

[ ]  Electricity network constraint solutions and innovation

* 1. **Project summary** (max 100 words) **(not scored)**

This should include: project location; proposed technology or project model; and scale of ambition (e.g. capacity, units, households, energy savings, or other suitable impact metric).

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* 1. **Project location (pass/fail)**

Please identify the geographical area that will host and benefit from the project. If this is a localised project, please identify the town, village and/or neighbourhood as appropriate. You may provide a map if useful (optional **Supporting Document**).

Map included as a supporting document? [ ]  Yes [ ]  No

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| **Location** |  |

If you have already identified specific sites, please complete all fields below for each. If you are attaching a map, please mark these sites.

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| **Location(s)** |  |
| **Postcode(s)** |  |
| **Latitude, Longitude** |  |

* 1. **Contact details (not scored)**

**Lead partner:**

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| --- | --- |
| **Name** |  |
| **Job title** |  |
| **Telephone** |  |
| **Email** |  |

**Supporting partner(s):**

Please replicate the following table for each supporting partner (if applicable). Community and private partners should not be included as formal partners.

**Please ensure that none of your formal project partners are applying for the same Grant in another application or consortium. This may invalidate your application.**

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| **Local or combined authority** |  |
| **Name** |  |
| **Job title** |  |
| **Telephone** |  |
| **Email** |  |
| **Copy into correspondence?** | [ ]  Yes [ ]  No |

## Section 2: Context

**2.1 Progress to date** (max 300 words) **(not scored)**

Please explain briefly how your project has emerged and progress made to date.

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**2.2 Barriers to construction** (max 150 words, with an additional 75 words per partner for partnership applications) **(scored, 5%)**

Why has your project been unable to progress to construction yet? Explain briefly how Project Development Grant funding will help you overcome these issues.

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**2.3 Alignment with local strategies** (max 200 words, with an additional 100 words per partner for partnership applications) **(scored, 5%)**

How does this project fit with local strategies and priorities? Why is this an appropriate project for you to pursue at this time?

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**2.4 Senior decision-maker support (scored, 5%)**

Please provide details of key senior people or committees within your organisation who have expressed support for this proposal. 1-2 examples for each partner is sufficient. Add or delete rows as required.

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| **Partner** | **Name** (individual or committee) | **Role** (job title or committee remit) |
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**2.5 Collaboration and partnership working** (max 200 words, with an additional 100 words per partner for partnership applications) **(scored, 5%)**

How will you work with others to ensure your project is a success? If you are formally partnering with other local or combined authorities, please include how this partnership brings value to the project’s aims and how you will work together.

You can also talk about partnerships with private and community organisations here, if relevant. (Community engagement with the public should be covered in 3.5 instead.)

We are looking for evidence of thoughtful collaboration that adds value to your project.

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## Section 3: Feasibility

Scoring has been designed to allow a broad range of project types to succeed, so some questions are grouped into themes, rather than individually scored.

**You should only answer sub-questions in Section 3 that are relevant to your chosen technology and business model.** Please indicate N/A where appropriate.

**3.1 Technology type** (max 100 words) **(pass/fail)**

Please explain which specific capital technology (or technologies) your project will deploy. We are not providing a list of eligible technologies for this fund; please contact us if advice is needed.

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**3.2 Scale (scored)**

Please indicate the capacity or scale of your chosen technology (or technologies), such as MW capacity, number of electric charging points, or buildings upgraded.

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Please explain how this was calculated or otherwise defined (max 100 words per technology, and also per partner for partnership applications).

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**3.3** **Technical feasibility (scored, 5%)**

**For the Project Development Grant, you should already have confirmed technical feasibility for your project.**

Please summarise key findings around technical feasibility here (max 250 words, with an additional 150 words per partner for partnership applications).

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Please indicate which **Supporting Documents** you are providing for this question. You must provide a technical report and, where relevant, evidence of grid connection feasibility:

[ ]  Technical study (or studies)

[ ]  Grid connection evidence or advice

**3.4 Legal feasibility (scored, 5%)**

Who will ultimately own the capital Net Zero asset(s) developed by your project?

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Who owns the land or building(s) where your asset(s) will be based? If you are not the landowner, please provide evidence of landowner support for your project.

[ ]  Evidence of landowner support attached [ ]  N/A – applicant is the landowner

What consents or permits do you need to complete your project? Have you made progress on obtaining these? (max 200 words, with an additional 100 words per partner for partnership applications)

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Does your project need planning permission? If so, what advice has been received or progress made on obtaining this? (max 150 words, with an additional 100 words per partner for partnership applications)

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If you already have any permits, consents or permissions in place for your project, please attach these as **Supporting Documents** and tick all that apply:

[ ]  Permit or consent information or evidence

[ ]  Planning advice or evidence of permission

**3.5 Community engagement and benefit** (max 200 words, with an additional 100 words per partner for partnership applications) **(scored, 5%)**

Describe your approach to engaging people living locally to the project in your plans, and any benefits that the project may deliver to the local community.

We are also interested in any evidence of local support for the project in the community where your capital project will be based, especially where public opinion may influence its viability (such as impact on planning permission).

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**3.6 Financial viability (scored, 5%)**

**For the Project Development Grant, you should already have established a business case for your project.**

If your capital project will be revenue-generating (e.g. energy generation, electric vehicle charging), please explain how revenues will be generated, and how maintenance and running costs will be managed. (max 150 words, with an additional 100 words per partner for partnership applications)

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If your project relies on a customer base, such as household uptake of measures, a heat network or electric car infrastructure, please explain who you expect to use your service(s) and any planned or completed market testing with this audience. (max 200 words, with an additional 100 words per partner for partnership applications)

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If your capital project will be cost-saving (e.g. energy demand reduction), please explain how installation will be rolled out, who will benefit, and savings expected (showing your calculations). (max 200 words, with an additional 100 words per partner for partnership applications)

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Are there any other critical success factors you have identified that will determine whether your capital project will achieve expected revenues or cost savings? (max 150 words, with an additional 75 words per partner for partnership applications)

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Your project may seek investment from the community or private sector as part of its development or capital build costs. Please explain any investor engagement activities you are planning or have completed to date, indicating potential investors engaged (who, how many), level of interest, any secured investment to date, and when you expect the investment strategy to be finalised. (max 200 words, with an additional 100 words per partner for partnership applications)

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Where relevant, please attach **Supporting Documents** showing financial modelling, market testing, investor engagement or other evidence of your capital project’s financial feasibility. These may be collated into a single business case document, or separate.

[ ]  Business case attached

[ ]  Other financial viability evidence attached

**3.7 Investment readiness assessment** **(pass/fail)**

All Project Development Grant projects are required to make use of the Hub’s investment readiness assessment service. Please indicate the status of your assessment:

[ ]  Assessment completed – evidence attached as a **Supporting Document**

[ ]  Assessment currently underway

[ ]  Assessment will be completed during grant delivery

## Section 4: Project Management

**4.1 Project manager** (max 200 words) **(scored, 5%)**

Please provide the name of your project manager, with an outline of their relevant skills and experience. If you do not yet have a project manager, please describe how you will get one with the right skills and experience to deliver the project.

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**4.2 Project team** (max 150 words per role, up to 900 words) **(scored, 5%)**

Please provide an outline of the relevant skills and experience of any key supporting members of the team, including their role in the project. If this is a partnership application, you should include key people based within partner organisations. If these are roles to be filled, please provide an outline of minimum recruitment criteria and indicate when you expect to complete recruitment.

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Please provide a rough allocation of days spent on the project per team member. Add or delete rows as needed.

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| **Team member** (job title, add project role if useful, organisation) | **Days allocated** |
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**4.3 Managing partnerships and participation** (max 200 words) **(scored, 5%)**

Please justify how your proposal ensures that sufficient resource has been allocated to manage proposed relationships with partners and stakeholders. Where relevant, include how you will ensure that onward spend to contractors or partners will be appropriately managed and monitored. **This question also applies to managing spend by formal partners.**

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**4.4** **Project plan (scored, 10%)**

Please complete the following Gantt chart, listing key activities and milestones needed to deliver work for your grant, and indicated the months in which these will be undertaken or achieved. Add or delete rows as needed.

Please note that the grant must be spent within 12 months of award.

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| **Activity or milestone** | Month 1 | Month 2 | Month 3 | Month 4 | Month 5 | Month 6 | Month 7 | Month 8 | Month 9 | Month 10 | Month 11 | Month 12 |
| *Example activity* |  |  | *x* | *x* | *x* |  |  |  |  |  |  |  |
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**4.5 Risk assessment** (max 40 words per box) **(scored, 5%)**

Please complete the following risk table. You should include risks affecting the delivery of the project plan *and* key risks affecting the overall aims of the work (for example, the capital build stage or intended strategic impact). Mitigation may not always be possible.

Add or delete rows as required, up to a maximum of 8 key risks.

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| **Risk** | **Without mitigation** | **Mitigation measures** | **With mitigation** |
| **Likelihood** (low, med or high) | **Impact** (low, med or high) | **Likelihood** (low, med or high) | **Impact** (low, med or high) |
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## Section 5: Funding Need

VAT should only be included in your financial responses if it is irrecoverable.

**5.1 Grant request summary (pass/fail)**

The maximum grant available for the Project Development Grant is up to **£100,000** per application (for both individual authority and consortium proposals, regardless of consortium size).

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| **Total cost of work in project plan (£)** |  |
| **Total grant request (£)** |  |

**5.2 Grant request (scored, 10%)**

Please complete the Excel document ‘LNZCDF Budget form PDG SDG’ with your budget. You should save this document as **‘PDG\_[lead applicant name]\_budget'**.

Please explain how your grant request offers good value for money (max 200 words).

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Are there any other costs that will be incurred before your capital project(s) can be installed? If so, how will these be funded? (max 200 words, with an additional 100 words per partner for partnership applications)

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**5.3 Match funding** (max 150 words, with an additional 75 words per partner for partnership applications) **(scored, 5%)**

**Project Development Grant projects require a 1:3 ratio of match funding (25% from other sources).** Your budget form should detail match funding amounts against each cost line. Please explain where you are sourcing this match funding, and whether these sources are speculative or secured.

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**5.4 Progressing your project to completion** (max 300 words, with an additional 100 words per partner for partnership applications) **(scored, 10%)**

We expect high confidence by the end of the Grant period that you will progress quickly to constructing your capital asset(s). Is there anything else you will need to do to begin construction, once you have spent the funding? What is the likely timeframe for this?

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| Appendix: Declaration |

**By submitting and/or agreeing to the submission of this grant application you agree to the following declaration:**

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| I confirm that, to the best of my knowledge and belief, all of the information is true and correct and I accept full responsibility for it. I understand that, should this application be successful, I will be required to supply additional information. If there is any change to the information I have provided, I will notify West of England Combined Authority without delay.I understand that some requested cost lines may be deemed ineligible after subsidy control review is completed as part of the application assessment process. West of England Combined Authority will not be liable for any lost opportunity in this instance.I understand that any information I supply may be used by public bodies or their appointed agents in connection with the funding and that I may be contacted in relation to the application, from time to time, whether or not my application has been successful.I am aware of the conditions that apply to this grant application and have complied with them. I declare that I have read, understood, and complied with all the relevant guidance. I understand that my organisation may be inspected, and I agree to give access, cooperate, and provide such assistance as is required. I understand that acceptance of this application form does not in any way signify that West of England Combined Authority has agreed to invest. I declare I am an authorised signatory of the lead organisation, with the authority to sign off this application form and have notified the necessary senior finance officers. |

**Important Information**

You should not commence project activity, or enter into legal contracts, including the ordering or purchasing of any services before your application has been formally approved and you have entered in a grant funding agreement. Any expenditure incurred before the approval date is at your own risk and may render the project ineligible for support. If you know and recklessly make a false statement to obtain grant aid for yourself or anyone else you risk prosecution, the recovery of all grant payments, additional financial penalty and exclusion from other schemes operated West of England Combined Authority. By submitting this form, you are confirming that you have read and agree the above declarations and you consent to us processing the information we collect from you in accordance with our Privacy Policy.

**Privacy Policy**

Your information will be stored and processed in accordance with the Data Protection Act 2018 (DPA). West of England Combined Authority is the data controller for personal data you give to us/we hold about you. West of England Combined Authority process your data in accordance with their Privacy Policy which can be found [here](https://www.westofengland-ca.gov.uk/privacy-notice/). We use it in line with the Data Protection Act. We are subject to the Freedom of Information Act 2000 and other obligations under law which require us to act transparently, and which grant certain rights of access to the public information held by us. This means, that although we respect the sensitivity of the information, there may be legal requirements which oblige us to disclose this information.

We will use the information you supply to administer, process, and assess your grant application. Information may be shared with other persons or organisations helping us with the assessment and monitoring of applications. Information you provide will also be shared with Government Departments and the wider South West Net Zero Hub. Your information may also be shared with Government departments and other public bodies for the purpose of fraud prevention. The application and evaluation may also be subject to audit and review by internal and external auditors who may need to access the information you submit in your application.

If you supply information related to third parties as part of your application, you must ensure that you inform those third parties about how you use this information and inform them that this information has been passed onto West of England Combined Authority.

We will not hold your information for longer than is necessary. We will hold most of your information for three years after project closure unless we have a legitimate reason to keep it for longer.

If any information we hold changes or is incomplete, please tell us and we will amend it.

**Approval Signature**

|  |
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| **Authorised Signatory for Applicant Organisation** |
| Printed Name  |  |
| Signature |  |
| Role within Organisation |  |
| Date |  |

**By signing this page, you are confirming that the information provided in this application form is accurate and that you meet the eligibility criteria for the funding. You are also confirming that you agree with the Data Protection information provided above.**