# Local Net Zero Capacity & Development Fund

# Strategic Development Grant (SDG) 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. However, 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 **‘SDG\_[lead applicant name]\_application'**.

Please save attachments as **‘SDG\_[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

[ ]  Net Zero spatial planning

[ ]  Place-based green finance

* 1. **Project summary** (max 150 words) **(not scored)**

This should include: what issue(s) you aim to address; key stakeholders; what you hope to achieve as a result of the work; and key metrics we can expect as outputs of your project.

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

Describe the geographical area that will primarily benefit area for your proposed work. You can include a map as a **Supporting Document** if useful, e.g. if this area does not conform to standard geographies such as local authority boundaries.

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| **Location(s)** |  |

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

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

**Lead partner:**

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

**Lead partner – alternative contact:**

|  |  |
| --- | --- |
| **Name** |  |
| **Job title** |  |
| **Telephone** |  |
| **Email** |  |
| **Copy into correspondence?** | [ ]  Yes [ ]  No |

**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 Alignment with local strategies** (max 200 words, with an additional 100 words per partner for partnership applications) **(scored, 7.5% – 10% for single authority applications)**

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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**2.3 Senior decision-maker support (scored, 7.5% – 10% for single authority applications)**

Please provide details of key senior people or committees within your organisation who have expressed support for this proposal. We are looking for reassurance that this proposal has buy-in at a strategic level; 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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**2.4 Partnership value** (max 100 words) **(scored, 5% – 0% for single authority applications)**

If you are formally partnering with other local or combined authorities, please explain briefly how this partnership brings value to the project’s aims.

**Projects without formal partners with not be scored for this question**, and the weighted score for the rest of Section 2 will be adjusted accordingly, as indicated.

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## Section 3: Strategic Benefit

**3.1 Strategic development priorities (scored, 5%)**

If your project will contribute towards any of the following areas of work identified by the Hub, please tick those that apply. (This is not compulsory, provided that your project still meets the Fund’s overall priorities listed in 1.3.)

[ ]  Grid innovation to unlock local renewable generation and low carbon heat projects

[ ]  Innovation (e.g. policy and/or guidance) to enable the delivery of projects that have carbon and nature co-benefits e.g. generation and biodiversity

[ ]  Local energy purchasing and supply

[ ]  Public/third/private sector partnerships to enable faster/greater local delivery

[ ]  Innovative approaches to community and local authority financial partnership models

**3.2 Building capacity, knowledge and understanding** (max 300 words) **(scored, 15%)**

How will your project improve the ability of the region to transition to Net Zero? This could relate, for example, to new resources, better policy, or advancement in knowledge and understanding. Please explain the potential practical implications of these advancements.

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**3.3 Fostering collaboration** (max 300 words) **(scored, 10%)**

How will your project improve collaboration between stakeholders in order to support a Net Zero transition? We are interested in collaboration in a broad sense, and are interested in wider partnership working within and between the public, private and community sectors. Reference should also be made to the project’s expected legacy for future collaboration.

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**3.4 Community benefit** (max 300 words) **(scored, 5%)**

How will communities in the region benefit from this strategic work? Which communities will this benefit? Include, if relevant:

* Cost reductions or financial benefits to particular communities
* Job and volunteer opportunities
* Any sections of the local community that will particularly benefit if applicable (such as fuel-poor households)

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## 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 Working with the Hub** (max 200 words) **(scored, 5%)**

How do you intend to work with the Hub in developing this strategic work? We are interested in tasks you would like supported, and the added value that engaging the Hub will bring. We will allocate up to 20 days of Hub support to each project. **You are strongly encouraged to discuss this with us prior to applying.**

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**4.5 Project plan (scored, 5%)**

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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**4.6 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.

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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 Strategic 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 **‘SDG\_[lead applicant name]\_budget'**.

Please explain how your grant request offers good value for money. (max 150 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 100 words)

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**5.3 Match funding** (max 100 words, with an additional 50 words per partner for partnership applications) **(scored, 5%)**

If your project is using match funding to meet the total cost of the work (5.1), please indicate funding sources, amounts, and whether these are speculative or secured. Match funding is not required for a Strategic Development Grant, but may improve your score.

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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.**