Great British Energy Community Fund - Feasibility Report Structure 'Type B'

Background

Under Stage 1 of the Great British Energy Community Fund (GBECF), eligible organisations can receive funding to investigate the feasibility of successfully developing a community-scale, community-owned energy related project or programme. The results of this investigation must be presented to your Local Net Zero Hub in a feasibility report. To assist communities in gathering this information and to ensure a consistency of information across multiple projects, we have provided guidance on what your feasibility study needs to cover.

Using this template

The following guidance sets out the basic structure for compiling the feasibility report for Stage 1 of GBECF. You should include all information that is relevant to your project.

Report length: There are no restrictions on report length, but please note that the report should only contain information which is of direct relevance to the project. Appendices can be used to include additional evidence, for example reports received from external consultants relating to specific aspects of the project.

Format: The report should address all sections listed below. Please answer the specific questions as well as adding any further information that will be useful. Please also attach any relevant documents, maps, quotes, surveys, etc. undertaken as part of the feasibility study.

Key points to producing a feasibility report: Remember that a feasibility study is a formalised, written approach to evaluating your proposed project/programme. It can help you identify:

- What the needs of the community are - what is the opportunity for you to meet those needs in a way that isn't currently met by others?
- What impact could you have?
- Whether your idea is technically and financially viable or not.
- Do you have an economic business case?

- Useful facts and figures to aid decision-making.
- Alternative approaches and solutions to putting your idea into practice.
- What governance and management needs to be in place in order to deliver?

Outline structure: Your report should include, as a minimum, the following sections:

1. Executive Summary
2. Statement of Need and Geography
3. Community Engagement (how do you know there is a demand?)
4. Community Benefits (what will the impact be?)
5. Options Assessed and Preferred Solution
6. Barriers, constraints and risks
7. Financial Projections
8. Operation, Legal Structures and Governance
9. Shared learning
10. Conclusions and next Steps

The detail on the following pages provides more depth to the elements you will need to cover in your report.

1 Executive Summary

1.1 Project summary

Please provide a short summary of the background to the project.

- Who is the organisation receiving GBECF funds, and which community is involved?
- What legal structure does this organisation currently have?
- Who are the key players involved?
- What work have you carried out for your GBECF Stage 1 Type B project/programme?
- What opportunities have been explored?

1.2 Business plan / financial projections summary

Please provide a short summary of your findings.

- Is the proposed project/programme suited to the location and context?
- Is there adequate community support and demand for the project?
- What is the proposed project structure and is the proposed financial plan feasible?
- Is the project likely to meet the requirements to raise suitable investment?

1.3 Case study statement

Please provide a summary 'case study' paragraph (approximately 200 words) which can be used to highlight the outcomes of the project and conclusions of the feasibility study. It should be suitable for use in promotional literature for GBECF. A named quote from the organisation receiving GBECF funds or a community-based partner should also be included. If possible, a photograph relevant to the project should be included.

2   Statement of Need and Geography

Please summarise the requirements of the community that the proposed project / programme aims to meet. This should take any relevant data from any technical assessment to provide specific information, for example number of potential beneficiaries, number of buildings to be improved etc.

What is the need and demand for projects in your community?

- How large is your community and where is it based?
- Are you targeting a specific part of your community, (e.g. vulnerable people)?
- Are you targeting a specific building type or types?
- How able is your community to make a financial contribution?

More detailed analysis for the proposed impact of your project will be covered in the sections below. In this section you should summarise these at a high level to explain the location and scale of your project.

3.   Community Engagement

Community Engagement is an important part of the report and it is expected that some effort will have been put into building awareness and support for the proposed project within your community.

3.1   Community Engagement to Date

Please detail the engagement work undertaken and the numbers of supportive individuals. Please provide a description of the likely level of support and engagement with the project in the community more generally. This will help determine some key aspects of project potential such as the likelihood of take up of the service(s) you are offering. Key things to cover:

- How much support is there for the proposed project within the community?
- How many members of the community have indicated that they would take part in, invest in, or otherwise support your proposed project/programme?
- What methods of community engagement have been undertaken? Please attach minutes of community meetings, surveys, event information etc.
- Is there likely to be any negative local opinion?
- How have you engaged with local stakeholders and what support do you have?

3.2   Community Engagement Plan

This section should also include a summary of your opportunities and routes for engaging the community as part of the delivery of your proposed project/programme:

- What channels are there that you can use to engage with the community into the future?
- Have you identified the key stakeholders within the community (for example, the local authority, social or private landlords, etc.)? If so, please list them here and briefly explain their proposed role.

4.   Community benefits

Please detail the type and scale of benefits to the community that the Scheme will provide. This needs to cover both the general benefits (e.g. jobs created, potential carbon savings, health benefits etc) as well as the specific project outcome benefits, and identify exactly who within the community could receive these benefits.

5.   Options Assessed and Preferred Solution

Please outline what options and solutions have been considered and which have been selected to be taken forward. Key things to cover:

- What alternatives have been considered?
- How have these been compared?
- What is the preferred solution?
- What is the opportunity and suitability of this solution to the proposed location?
- What is the maximum and likely demand or take-up for the solution?
- Have any alternative or additional solutions to the preferred option been considered in further detail?

6. Barriers, constraints and risks

Please detail the barriers and constraints that could affect your proposed project or programme.

- What barriers and constraints are there?
- What have you done to address these or take them into account when considering feasibility and business planning?
- What needs to be achieved for the successful mobilisation of the project?
- What are the main risks, and what is the strategy to manage and mitigate them?

7.   Financial Projections

Please outline the financial model for the project or programme. It is important to get an idea of the financial viability of the project as far as possible.

Please provide a high level indication of the financial aspects of the proposed project or programme.

- How will costs for the set-up of the programme be raised?
- What are the core staff costs and minimum funding for a viable scheme? Do consider staffing costs, training needs, charges etc.
- What is the maximum turn-over the project might need to manage?
- Will the programme rely on any grant funding?
- Will there be revenue into the programme, if yes, from what source?
- Can the programme become self-sustaining? If yes, in what time frame?

8.   Operation, Legal Structures and Governance

Please provide details of who could be responsible for overseeing the delivery and ongoing management of the project.

- How will the project be directed and governed?
- Will there be partnerships with other organisations and how will these be entered into?
- What legal vehicle is needed to deliver the project? If this vehicle does not already exist, what is required to create this?
- What legal protections are needed to manage liability?

9.   Shared learning

Please provide details of activities that you have carried out to share the learning from your project.
- Who have you shared project learning with, during the delivery of your GBECF Stage 1 Type B project? (This could be either you sharing your learnings, or you hearing from other GBECF projects about their learnings).
- What was the outcome of sharing this learning?

10.   Conclusions and Next Steps

- What are the findings and conclusions of your work?
- Is there a case for action and a route to developing a viable project?
- Following the publication of this report, what are your next steps?

- If there is not a case for action and a route to developing a viable project, how will the learning from this work inform any next steps?