

STAR ENERGY

Community Fund

The Star Energy Community Fund has been established as a means of enabling Star Energy Group plc to contribute to the various communities in which it operates. These guidelines have been produced to assist organisations that are considering making applications to the fund.

► *Who are Star Energy?*

Star Energy is a British energy company, delivering natural gas and crude oil to the UK market and developing renewable energy through geothermal. We explore and develop gas and oil reserves at onshore locations in the East Midlands and across a wide area of southern England.

► *What is the Star Energy Community Fund?*

We have set up the Star Energy Community Fund because we recognise that, in helping to satisfy society's energy needs, our activities have the potential to affect our neighbours. We accept the responsibility to minimise those impacts and to operate in a socially and environmentally acceptable manner. We also recognise that a good corporate neighbour is one who contributes to the wider well-being of the community. The fund is a practical way of providing such support.

► *Where does the fund operate?*

The Star Energy Community Fund will support projects that apply to towns/parishes in the immediate vicinity of its operational surface facilities. Usually this will mean the same community or an immediately adjoining one. Please check our website for specific towns and villages from which applications will be considered. The operations may be onshore oil and gas production facilities, sometimes combined with electricity generation sites. Locations covered in the current round of funding are as follows:

SURREY	WEST SUSSEX	LINCOLNSHIRE
Bletchingley	Singleton	Corringham Gainsborough/ Beckingham Glentworth Welton

▶ *What projects does the fund support?*

Our aim is to support projects that make a difference to life in the mainly rural communities where we operate. We are keen to support community and voluntary organisations that are charitable, educational or benevolent in purpose. We welcome applications from schools involving wider community benefits and projects that have health benefits for the community. You do not have to be a registered charity but you do have to be able to demonstrate real community impetus and benefits.

We welcome applications from organisations that involve:

- ▶ A BROAD SPAN OF THE COMMUNITY – demonstrating support from a wide cross-section of people
- ▶ CHILDREN AND YOUNG PEOPLE – especially projects focused on improving access to activities and services, and where young people play a key role in the decision-making
- ▶ VULNERABLE PEOPLE – especially projects involving increased access to services and facilities for people with disabilities, the homeless and the elderly
- ▶ COMMUNITY REGENERATION – projects that improve health and education, reduce crime levels, regenerate employment, housing and the physical environment
- ▶ SELF-HELP GROUPS – community-based groups that deliver basic services
- ▶ ENVIRONMENTAL AND WILDLIFE PROJECTS – especially those involving improvements to communal land
- ▶ EDUCATION AND SKILLS DEVELOPMENT – group and community-based programmes, particularly for those who have had no previous access to training opportunities
- ▶ HEALTH – projects providing access to services that aim to improve the health and well-being of
- ▶ communities HERITAGE – projects that celebrate and protect local heritage
- ▶ ENERGY – projects that save energy, employ renewable sources and reduce carbon emissions
- ▶ SUSTAINABILITY – projects that promote sustainable development.

▶ *What information are you looking for?*

The key ingredient we are seeking is evidence that the project will benefit the community which it serves. It will help your case if you can demonstrate all or any of the following:

NEED: You have to establish that there is a clear need for the project. It will help if you have done research that has involved dialogue with those who will use the facility or service

COMMUNITY USE: The true extent of likely community use of the proposed project or facility

COMMUNITY INVOLVEMENT: We like to support projects where the community is already helping itself and where there is enthusiastic input from committed and resourceful people

VALUE: We need to know that what you are proposing represents value for money and has been carefully costed. Your budget must be realistic and quotes sought from more than one source.

► *What will you not fund?*

- Projects outside the geographic areas we have defined above
- National or regional charities with no independent office in our defined areas
- Projects that should be funded by a statutory body
- Projects (including curriculum activities and new buildings) that schools or others have a statutory responsibility to provide
- Sponsored events
- Improvements to land that is not open to the general public
- Projects promoting political activities
- Deficit or retrospective funding (i.e. grants for activities that have already taken place)
- Projects that are in any way discriminatory
- Running costs, planning or legal fees and remuneration such as salaries or consultancy fees
- Projects and organisations that are not sustainable beyond the year of the grant
- Projects from commercially-orientated organisations where there is an element of profit.

► *How much is available?*

The Star Energy Community Fund will be allocated an annual budget by Star Energy plc. This will determine the overall amount available for distribution in any year. Grants will not normally be more than £2,000. When applying for an amount towards the top of this range, it may assist your case if you also show what could be achieved for less.

► *How long is funding for?*

Our grants are for one year and should be used within that year. You may, however, receive one year's funding from us, and then apply for more the following year. Applications from groups that have not had a grant previously may be given greater priority, so you should not assume that you will be successful in a request for repeat funding.

► *Do we need match funding?*

Match funding is not a requirement for eligibility. However, grants from the Star Energy Community Fund may be used as match funding unless expressly excluded in the offer letter we send you.

► *What is the application process?*

As a preliminary, we urge you to register your interest via an email which outlines your project. This will enable us to make an initial assessment of what you are proposing before you commit too much time to the full application. You are also welcome to call the fund administrator to discuss your project. You then need to complete an application form which can also be downloaded from the website.

Once your full application is received, you will be contacted by our fund administrator. Please ensure that the person nominated on the application form knows about the project and can talk knowledgeably about it. We will review the material you have submitted and may then ask you to submit further information in support of your application. A short factual report on your project will be produced and circulated to the grants panel, which will consider your request and make a decision.

► *Who sits on the grants panel?*

The panel will consist of representatives from the Star Energy Group plc and from local authorities or appropriate rural affairs organisations in the areas where the fund operates.

▶ *What is the timetable?*

Applications for grants are invited from October with a closing date of February the following year. The evaluation process and grant panel meeting will take place during March, with grants available from April. Grants should then be utilised during the following 12 months. They may only be called down when you can demonstrate that you are in a position to proceed.

▶ *What do I need to send with my application?*

As well as the completed application form, you should send us any supporting information that you believe will be helpful. If your project requires planning or landlord approval, this should be included. Photographs of good quality are always helpful but please limit the size of any images sent by email to 2MB.

▶ *What happens once a decision has been made?*

You will be advised of the outcome of your application by email. Offer letters will include any conditions imposed by the panel. If successful, you should confirm your acceptance of the grant and any conditions. In doing so, you should advise when you expect to be in a position to proceed. You should not commit any money before you have received your offer letter and conditions. Details of all grants made will be published on our website.

If your application is unsuccessful, we will tell you why. You can apply for a different project, but you cannot re-apply for the same project unless your rejection letter says so.

Should you need to request a change of use for any award made, you must submit your request in writing before committing or re-directing any funds.

▶ *Do you consider applications from Community Interest Companies?*

We will consider applications from Community Interest Companies (CICs) where they relate to defined individual projects that clearly benefit their communities. We will not contribute to the revenue/running costs of CICs and will not fund the creation of staff positions where there is no clear plan for sustainable funding beyond the year of the grant. Any application from a CIC must be accompanied by a copy of its governing document and most recent accounts.

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