You can complete and submit your application (together with any attachments) electronically. We suggest that you download and save this form to your system before completing it.

Please read our guidelines and register your project via an email to: [communityfund@starenergygroupplc.com](mailto:communityfund@starenergygroupplc.com) summarising your plans. Our administrators will then make an initial assessment before you commit too much time to your full submission.

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| Section 1: YOUR ORGANISATION | | |
| Name of your organisation: |  | *Your contact must be someone who can talk about the project and funding needs in detail* |
| Address for correspondence: |  |
| Contact details: Name |  |
| Position in organisation: |  |
| Address (if different from that above) |  |
| Telephone: |  |
| Email: |  |
|  |  |  |
| Which Star Energy location does your project relate to? |  | *The project for which you are seeking support must fall within our designated areas - see Locations on our website* |
| How close to it are you? |  |
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| How many people are involved in your organisation? | | | *Please give numbers* |
| Members | Paid staff | Users |
| Management committee | Volunteers (non-management) |  |
| Others (please explain) | | |
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| Are you a registered charity? Yes  No  If Yes, state your charity registration number: | | | *You do not need to be a charity to apply but you will need to enclose your constitution or a simple set of signed rules* |
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| Is your group part of a larger organisation or purely local? | | |  |
|  | | |  |
| What is the purpose of your organisation and when was it set up? | | | *In this section, you should detail why your group was set up, what the aims and objectives are and who the beneficiaries are for the work you carry out* |
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| Section 2: YOUR PROJECT | | |
| Title of project for which you are seeking support: | | |
| Describe your project and state the area that it benefits. How close is the area of benefit to your nearest Star Energy site? | | *Give details of the project and what you want it to achieve* |
| Why does your community need this project? | | *A clear statement of need will assist* |
|  | | |
| Who will be the main beneficiaries? | | *Please specify social or age groups that will benefit in particular* |
|  | | |
| Which of the following criteria do you believe it meets?  (Please mark any that apply) | | *Your project may tick only one of the criteria here - or several* |
|  | A broad span of the community |
|  | Children and young people |
|  | Vulnerable people |
|  | Community regeneration |
|  | Self-help groups |
|  | Environmental and wildlife projects |
|  | Education and skills development |
|  | Health |
|  | Heritage |
|  | Sustainability |
|  | Green energy or reducing carbon footprint |
|  | Other (please specify) |
|  | | |
| How will you judge the success of the project? | | *If you have benchmarks/targets please tell us about them. Be realistic as we shall use them in monitoring the project* |
|  | | |
| If your project involves land or building that your organisation does not own, who is the landowner, and do you have their full permission? | | *Include here details of any leasing arrangement or if you intend to buy property* |
|  | | |
| Who will carry out the work? | | *Will it involve volunteers or a contractor?* |
|  | | |
| How will the project be managed? | | *Please state how it will be managed in both the short and long term* |
|  | | |
| Will it be fully accessible to the public and how many people do you expect to use it in a typical year? | | *Please give your best estimate of usage* |
|  | | |
| What is the timescale for the project? | | *When will it start and finish and are there any key landmarks along the way?* |
|  | | |
| Are you working in partnership on this project with any other groups? If so, please identify them | | *Include the names of any community, voluntary or statutory organisations that you are working with or who are supporting you* |
|  | | |
| Would your project benefit from practical input from Star Energy employees on a voluntary basis? | | *Our employees are able to “donate” working time to community projects* |

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| Section 3: FUNDING | |
| What is the total cost of the project including VAT? | |
| Please provide a breakdown of the main cost elements:   |  |  | | --- | --- | | **Item or activity** | **Cost** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | **Total cost of items listed above** |  | | |
| What funding are you seeking from the Star Energy Community Fund? |  |
|  | |
| Is your organisation VAT registered? Yes  No | |
|  | |
| If it is registered, what is the recoverable VAT on the amount you are seeking from the fund? | |
|  | |
| What other funding exists or is being sought? | *Do you already have funds towards the project and are you applying elsewhere?* |
|  | |
| Will a grant from us assist in triggering match funding from elsewhere? | *Match funding is not a condition of a grant from us but may assist your case* |
|  | |
| Will there be any longer-term funding requirements for this project in order to sustain it into the future? If so, are they in place? | *We need to be sure that you have considered running costs* |
|  | |
| Does your organisation have a bank account and how many signatories are required? |  |
|  | |
| We pay by BACS transfer. Please provide your account number and sort code | *This could be your organisation or the contractor. Payments cannot be made to individuals* |
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| DECLARATION |
| We are authorised to submit this application on behalf of the organisation and certify that the information enclosed is correct. By signing this application form, we agree to abide by the terms and conditions included in the grant guidelines and any additional special conditions within the letter of award. We understand that we will be required to monitor expenditure and to provide the Star Energy Community Fund with receipts and reports on the progress of the project as required.  We give permission for the fund to record the information in this form electronically. We also give permission for the fund’s involvement in our project to be publicised.   |  |  |  |  | | --- | --- | --- | --- | | Name 1: |  | Date: |  | | Name 2: |  | Date: |  | | On behalf of:  (organisation) | | | | |  | Please tick to consent to Star Energy using information about your project on the Star Energy Group plc website and in other publicity material. | | | |
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| WHERE TO SEND YOUR FORM |
| Please return the form to us electronically via [communityfund@starenergygroupplc.com](mailto:communityfund@starenergygroupplc.com).  If you need further advice, please contact us at the above email address or call 020 7993 9899.  Star Energy Group plc  Barfield Lane, off Wragby Road, Sudbrooke, Lincoln LN2 2QX |
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| ANY ADDITIONAL INFORMATION |
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