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**DOMESTIC LOCAL ENERGY ADVICE DEMONSTRATOR PROJECTS**

**APPLICATION FORM**

**Please complete the sections below and return to enquiries@NEYnetzerohub.com by 21/04/2023**

Please note completing an application does not guarantee selection. Projects will be scored and selected based on merit and strategic fit with the overall local energy advice programme objectives.

The lead organisation should complete this application.

If you have any questions about the programme and/or the application form, please contact us at enquiries@NEYnetzerohub.com.

## Section A: Lead Organisation Details

|  |  |
| --- | --- |
| Organisation name |  |
| Organisation Type |  |
| Company registration number (if relevant) |  |
| Date of company registration (if relevant) |  |
| Name, job title, Tel no. and email of contact person |  |
| Registered address incl. postcode |  |
| Postal address incl. postcode (if different from above) |  |
| Website address |  |
| Role in delivering proposal |  |

## Section B: Consortia Partners (if applicable)

|  |  |
| --- | --- |
| Organisation name |  |
| Main contact (name, job title, tel no. and email) |  |
| Address incl. postcode and website |  |
| Delivery role |  |

|  |  |
| --- | --- |
| Organisation name |  |
| Main contact (name, job title, tel no. and email) |  |
| Address incl. postcode and website |  |
| Delivery role |  |

|  |  |
| --- | --- |
| Organisation name |  |
| Main contact (name, job title, tel no. and email) |  |
| Address incl. postcode and website |  |
| Delivery role |  |

**Section C: Additional Delivery Partners/Suppliers**

|  |  |
| --- | --- |
| Organisation name / type if specific organisation not yet contracted |  |
| Address incl. postcode and website if known |  |
| Delivery role |  |
| Process through which partner/supplier will be procured |  |
| Date at which partner/supplied expected to be contracted |  |

|  |  |
| --- | --- |
| Organisation name / type if specific organisation not yet contracted |  |
| Address incl. postcode and website if known |  |
| Delivery role |  |
| Process through which partner/supplier will be procured |  |
| Date at which partner/supplied expected to be contracted |  |
| 1. Do you intend to provide guidance on green finance, including loans, through the project? If so, please confirm that either the lead organisation or one of the delivery partners is authorised to do so by the Financial Conduct Authority; and provide a reference number for that organisation’s entry in the Financial Services Register. |  |

## Section D: About your Organisation and Project Team [20%]

|  |  |
| --- | --- |
| 1. Provide a brief description of your organisation including your experience of delivering energy advice to consumers (individual applications max 400 words; consortia max 700 words). |  |
| 2. Please complete the project team table below (add rows as necessary).   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **No.** | **Post title** | **Post % FTE eg 100%** | **‘Currently employed’ or ‘To be recruited’?** | **Relevant Qualification** | **If ‘To be recruited****,’**  **how will this take place? (incl. expected timescales)** | **Role reports to…?** | | 1. |  |  |  |  |  |  | | 2. |  |  |  |  |  |  | | 3. |  |  |  |  |  |  | | |
| 3. Provide a brief description of how the team will be mobilised to manage and deliver the project (individual applications max 150 words; consortia applications max 300 words). |  |
| 4. Please set out accountabilities, resources, expertise, skills, responsibilities, and experience of each post in the table above. |  |

## Section E: Your Proposal [50%]

|  |  |
| --- | --- |
| 1. Describe which of the strategic themes your proposal will address - include a brief summary against each identified priority (max 300 words per priority). |  |
| 2. Describe how your proposal will deliver new or innovative approaches to providing energy advice to consumers (individual applications max 600 words; consortia applications max 900 words). |  |
| 3. Describe how your proposal complements the GOV.UK advice website and the national retrofit phoneline (max 150 words). |  | |
| 4. Describe what partnerships and collaborations you will build, with who, and how these will add value to the project (individual applications max 300 words; consortia applications max 600 words). |  | |
| 5. Briefly outline the methods and messages that you will use to engage with consumers (for individual applications max 200 words for each; for consortia applications max 400 words for each). | Methods: | |
| Messages: | |
| 6. Describe how your proposal demonstrates an understanding of the local area including types of consumers, their homes and challenges, and how to address these. Include a clear definition of the geographical target of your proposal (for individual applications max 500 words; for consortia applications max 800 words). |  | |

**Section F: Monitoring and Reporting [10%]**

|  |  |
| --- | --- |
| 1. Describe the outputs and outcomes your proposal will achieve (for individual applications max 400 words; for consortia applications max 600 words). |  |
| 2. Describe how you will measure impact including any Key Performance Indicator you will measure success against (for individual applications max 400 words; for consortia applications max 600 words).  Please complete the KPI target table below. |  |
| 3. Describe how data will be collected and stored internally. How will personal data (GDPR) be handled compliantly? (For individual applications max 300 words; for consortia applications max 500 words) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Performance Indicators: Please add targets for the financial year 2023/24 and 2024/25** | | **Targets** | |
|  |  | **2023/24** | **2024/25** |
| 1 | Number of people provided with in-person advice. |  |  |
| 2 | Number of homes with measures installed following advice. |  |  |
| 3 | Customer satisfaction with advice and empowerment levels (as a % of all users). |  |  |

**Projects are also expected to develop their own regionally-specific KPIs, which may include the following.**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **2023/24** | **2024/25** |
|  | Harder-to-treat homes identified locally, and barriers to retrofit identified and overcome. |  |  |
|  | Vulnerable consumers identified locally, and barriers to retrofit identified and overcome. |  |  |
|  | Add additional rows as required |  |  |

**Section G: Project Management and Governance [15%]**

|  |  |
| --- | --- |
| 1. Describe the project management and control systems that will be established for the project (individual applications max 300 words; consortia applications max 600 words). |  |
| 2. Complete the attached [risk register](https://www.neynetzerohub.com/wp-content/uploads/2023/03/LEAD-Risk-Register.xlsx) and return with the completed application form. | |

**Section H: Costs and Funding Requirements [5%]**

|  |  |  |
| --- | --- | --- |
| 1. What is the amount of funding requested? | |  |
| 2. Will match funding be used to increase the scale of the project and/or reduce funding requirements from Government? If so, please confirm the level of match funding. | |  |
| 3. Please provide a breakdown of costs for each year of the project (add rows as necessary)   |  |  |  | | --- | --- | --- | | **2023/24 Project element** | **Cost** | **Funding source** | | 1. |  |  | | 2. |  |  | | .. |  |  | | **2024/25 Project element** | **Cost** | **Funding source** | | 1. |  |  | | 2. |  |  | | .. |  |  | | | |
| 4. How would the scope of the project be modified in the event that only 50% of the requested grant funding was available? |  | |
| 5. How would you explore building a sustainable business model and ensuring activity continues past the project period including how this will be resourced (for individual applications max 500 words; for consortia applications max 800 words)? |  | |

**Section I: Additional data on local housing stock [not scored]**

Of the homes indicated in Key Performance Indicator 2 in Section F above, which are expected to receive measures following advice, please provide a rough estimate as to how many of those homes fall into the below categories. These questions are not scored and are requested to illustrate the target housing stock and to help the Department understand the potential impact of this scheme on housing carbon emissions.

|  |  |  |  |
| --- | --- | --- | --- |
| **Expected homes treated: please add estimates of the number of homes in each category for financial year 2023/24 and 2024/25** | | **Estimates** | |
|  |  | **2023/24** | **2024/25** |
| 1 | Number of off-gas-grid homes with measures installed following advice. |  |  |
| 2 | Number of solid-walled homes with measures installed following advice. |  |  |
| 3 | Number of homes with clean heat technologies installed following advice (e.g., electric storage heaters, air source heat pumps, ground source heat pumps). |  |  |

***NB; figures here should be no larger than the total number of homes indicated as a KPI target in Section F, KPI 2.***

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Please tick to confirm the following essential criteria are in place before submitting the application form.**

|  |  |
| --- | --- |
| Appropriately qualified advice providers |  |
| The lead organisation has the appropriate indemnity insurance |  |
| The lead organisation has the financial capacity to accommodate claiming in arrears |  |

**Data protection and Declaration**

I am content for information supplied here to be stored and shared in confidence with other public sector bodies, including the Department and other Local Net Zero Hubs, who may be involved in considering this application.

Please read our privacy policy for further information on the way we keep and use your data XXXXX

Additional Appendices

|  |  |
| --- | --- |
| Appendix A | Risk Register |
| Appendix … | (Anything else to support your application, e.g. GANNT chart, community engagement plan.) |

**Signature**

I confirm that

* If successful, the organisation(s) above could mobilise from 05/06/2023 to deliver this proposal.
* Delivery will be completed by 31/03/2025.
* We will abide by the competition rules as laid out in the guidance and call for project documents.
* We will work with the North East & Yorkshire Net Zero Hub/ the Department to undertake ongoing evaluation of scheme delivery.

Signed: Date:

Name (block capitals): Position in the organisation: