



Community Energy Twemlows Fund

Guidance notes & Application Form Grants up to £2,000

The Community Energy Twemlows 1 Fund is administered on behalf of Shropshire and Telford Community Energy by:
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Introduction

The funding comes from profits arising from the sale of electricity created by the Twemlows solar farm at Prees Heath, near Whitchurch. The solar farm is owned by Shropshire and Telford Community Energy, a Community Benefit Society set up to meet social and environmental aims by funding relevant projects.

This fund **Twemlows 1** supports community and voluntary groups across all of Shropshire with priority to those within 15 miles of Prees Heath, and which fit into at least one of the following categories (in no particular order). Grants of up to £2,000 are available from this fund

For larger grants focussed on renewable energy and carbon reduction projects, applications should be made to the Twemlows 2 fund.

The criteria for Twemlows 1 fund are:

- Activities promoting the relief of fuel poverty and encouraging energy efficiency
- Addressing homelessness, food poverty and local production of food
- Supporting the quality of life of older people and all ages with mental health issues
- Support of community enterprise and social or environmental innovations
- Conservation projects – cleaner local environment, reduction of waste, etc
- Environmental education
- Upkeep of Community buildings

Who is eligible for a Twemlows Grant?

The purpose of this grant programme is to support small voluntary and community groups and organisations, many of whom are dependent on volunteers. This may be the first grant for many of the groups that apply.

The types of group or organisation the Fund can support will:

- be a locally managed voluntary or community group, active in their local community for not less than 12 months prior to making an application
- (as a priority) have a revenue income of less than £60,000 per annum, taken as an average turnover for the last three financial years. Groups with a higher income are welcome to apply but will not be a priority
- be largely volunteer-led (i.e. with significant volunteer based input)



- be connected with and/or meeting the needs of the local community
- have a set of rules/governing document that has as a minimum the name, aim/purpose, objects, a dissolution clause for the organisation, a list of Trustees/Committee members, and Trustee/Committee members signatures.
- **PRIORITY** will be given to projects in Shropshire which are in the North East Quadrant of the county, and within 15 miles of Prees Heath.

Groups and organisations do not have to be registered charities but must be formally constituted with a bank account in the name of their organisation

If you are not sure whether you are eligible to apply, please call us to check before wasting your time completing the application form.

Grants will **not** be able to fund the following:

- * Statutory organisations
- * Individuals
- * Organisations or activities outside Shropshire
- * Activities that have already taken place.
- * Refreshments costs for people attending events
- * Contributions to a general appeal. Funding can only be used for specific projects which meet the criteria outlined

How much can we apply for?

The maximum grant to a local organisation will be £2,000. This can be part of a larger project and applicants are encouraged to provide a matching sum from other grants or their own resources.

What can we use the funding to pay for?

Grants can be for capital or revenue purposes.

Some examples of what can be funded:

- The purchase of equipment, e.g. play equipment, oven or furniture
- The cost of attending a conference or event
- Training for volunteers
- Additional activities to expand an existing funded project
- Activities that support community participation
- Activities that meet an identified need in the local community

When can we apply?

You can submit your application to us at any time. The grant panel will meet on a quarterly basis and closing dates for each round will be listed on our website [Home - Community Resource \(community-resource.org.uk\)](http://community-resource.org.uk)

We suggest that you submit your application earlier than the deadline date to allow enough time for checking and administration. Late applications will not be accepted. If your form is incomplete, we will not be able to submit your application to the panel until the next round. Please note that the Fund cannot fund activities that have already taken place.



When can we expect a decision about our application?

Offers will be made to successful applicants within ten working days of the decision being reached. Once the group has accepted the offer and returned an acceptance letter and their terms and conditions agreement, the payment should follow within ten working days.

Completing the application form

Read the guidance notes attached to your form carefully before you fill in your application, and make sure ALL questions are answered.

Remember, the grant panel will know nothing about your group or your idea. The application form is your opportunity to make sure they understand what you plan to do.

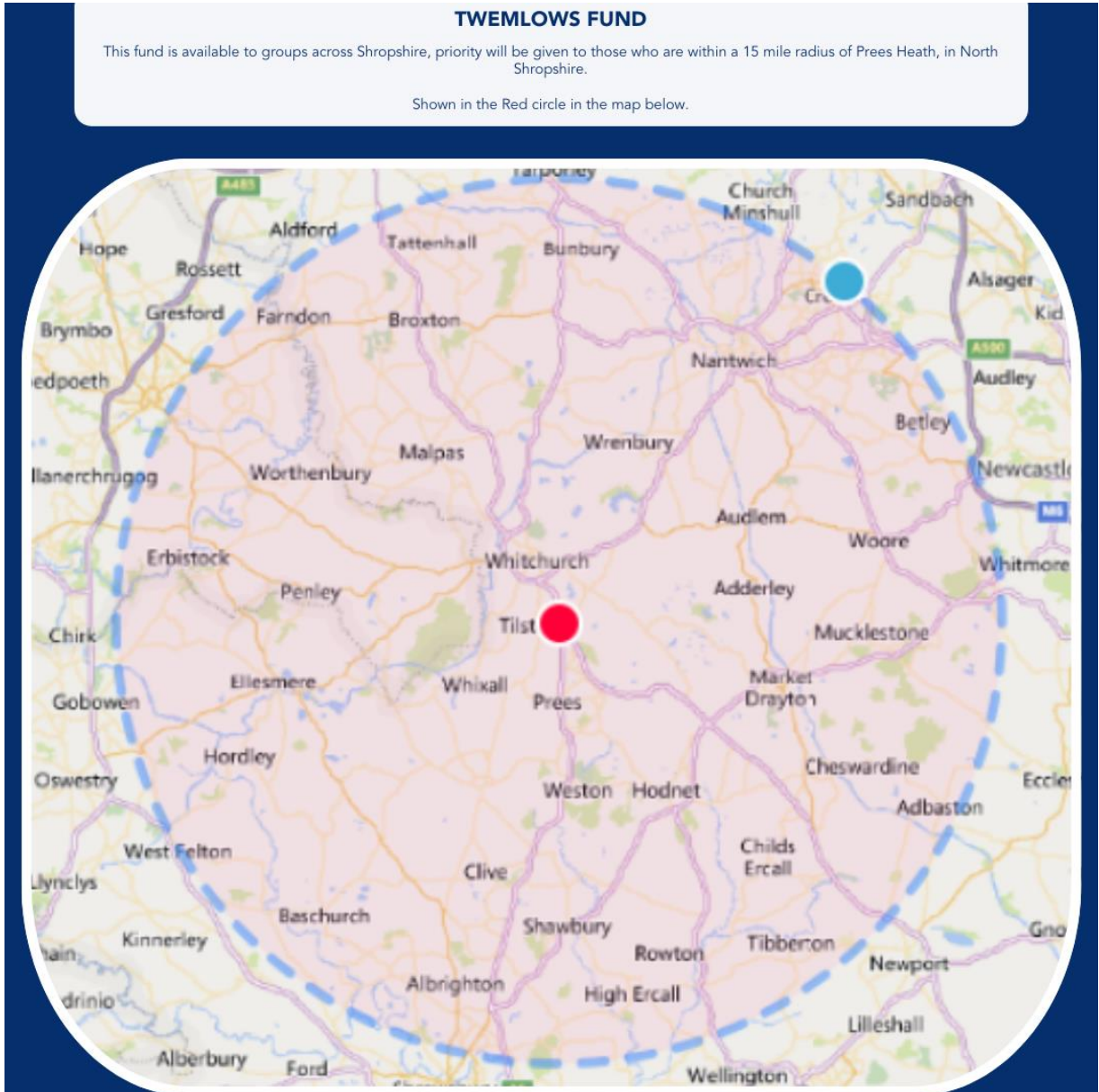
Complete our online application, available [here](#).

Grant Funding Application form: Guidance notes

Section 1: About Your Organisation

- **How did you hear about this grant?**
Indicate how you learned about the Twemlows 1 Fund (e.g. website, social media, word of mouth, etc.).
- **Have you ever received grant funding from Community Resource before?**
Tick 'Yes' or 'No' and provide brief details if applicable.
- **Email Address:**
Provide a valid email address for the main point of contact.
- **Name of Organisation:**
Enter the full legal name of your organisation.
- **Address of Organisation:**
Include the full correspondence address, including town/city and postcode.

- **Are you within 15 miles of Prees Heath?**
Check the map provided on or [here](#) by typing in your postcode. Priority is given to projects within this area, but applications from further afield are welcome.



- **Main Activities & Beneficiaries:**
Briefly describe the purpose of your organisation, the services you provide, and who benefits from them. For example,
'Ambridge Environmental Action Group is a group of residents from Ambridge village who regularly come together to carry out activities which improve the quality and environmental sustainability of the community we live in. These activities include village tidy up days, recycling, wild flower planting and local studies of wildlife populations'



- **When did your organisation start?**
Provide the month and year of establishment. Your organisation must be at least 12 months old.
- **Does your organisation have a governing document?**
Confirm whether you have a set of rules, a constitution, or terms of reference.
- **Type of Organisation:**
Select the appropriate category (e.g. charity, community interest company, voluntary group). If registered, provide your charity number.
- **Organisation Structure:**
Indicate whether your organisation is **locally managed** or part of a larger national/regional body. If both apply, provide details.

Although larger regional or national organisations are not eligible for Twemlows funding, local groups that may be affiliated to a national body (such as a Scout group) can apply. You should be able to demonstrate that you have your own governing documents/set of rules, your own management committee and control of your own finances. If you think your local group is eligible, please provide details of your relationship with a larger regional or national organisation.
- **Number of People Involved:**
Specify the number of volunteers and staff within your organisation.

Section 2: Your Organisation's Financial History

- **Income for the Last Three Financial Years:**
Enter your income figures for the past three years, including the financial year start dates.

We need you to confirm your total income over the last three years, as shown in your year end accounts. Groups with an average revenue income of £60,000 or less per year over a three year period will be prioritised for Twemlows funding. For example,

Ambridge Village Hall had an income of £58,000 last year which included a one off grant of £38,000 for refurbishment. In their previous two years their income was £10,000 each year. Therefore, their average revenue over the three was:
$$£10,000 + £10,000 + £20,000 \div 3 \text{ years} = £13,333$$
- **Current Financial Reserves:**
State the total funds your organisation currently holds, including cash, deposit accounts, and shares (even if earmarked for future projects).
- **Explanation of Reserves (if applicable):**
Use this space to clarify your financial position and why reserves cannot cover the project cost.
- **Banking & Governance:**
Confirm that you have at least **two signatories** on financial transactions. If you do not, you will need to amend this before we can release any grant.
- **Required Supporting Documents:**
Attach the following:
 - Most recent **annual accounts**
 - **Quotes and actual costs** for the project (if applicable)



- A recent **bank statement** (dated within the last three months)
- A copy of your **governing document**

Section 3: About Your Project

- **Safeguarding:**

If your project involves working with children or vulnerable adults, confirm that you have a safeguarding policy in place.

- **DBS Checks:**

State whether your staff, volunteers, and helpers have been DBS checked.

- **Project Description:**

Clearly outline the project, its objectives, and how it will be implemented.

Tell us about the project that you want us to fund. This is your opportunity to sell your project and pull all the key points together. Be clear about what you want to do and how you will do it (remember, the panel are relying on you to provide them with the information they need to make the right decision). For example;

'Ambridge Community Composting Scheme will provide a central point in the village for local people to bring their garden waste to be composted using specially made village compost heaps. This will produce high quality compost for communal use. To undertake this project successfully 5 volunteers from our action group will undertake training in how to make compost. We will install two compost bins on disused land next to the village hall. We will publicise our project locally with leaflets (with details of what materials can be composted) and promote composting in the local primary school using an interactive 'green fingers day'.

- **Project Timescales:**

Indicate the planned start and end dates. Please give us a timescale for your project. Your application could be for a one-off purchase / activity or for a longer piece of work.

- **Project Location:**

Specify where the project will take place - this could be a village, a parish, a town or even just a neighbourhood.

- **Which Criteria Does Your Project Meet?**

Tick at least one category from the following:

- Fuel poverty relief and energy efficiency
- Homelessness, food poverty, and food production
- Supporting mental health and older people
- Community participation initiatives
- Environmental education
- Community enterprise and social/environmental innovation
- Conservation initiatives
- Upkeep of community buildings



How Does Your Project Meet the Selected Criteria?

Provide a detailed explanation of how your project aligns with the chosen criteria.

Please see below for examples of how the criteria might be applied in practice. These are the type of benefits your application will be scored against to make the decision:

Activity	Description	Examples of Projects	Outcomes
Activities promoting the relief of fuel poverty and encouraging energy efficiency	Projects that support households or communities to reduce energy costs or increase energy efficiency.	<ul style="list-style-type: none"> - Providing energy advice workshops for low-income households. - Installing draft-proofing kits / energy efficient appliances in community buildings. - Community initiatives to bulk-purchase renewable energy or insulation materials. 	Lower energy bills; improved energy efficiency; reduced emissions.
Addressing homelessness, food poverty, and food production	Initiatives that tackle food insecurity, homelessness, or promote sustainable food production.	<ul style="list-style-type: none"> - Setting up / supporting a community food bank, community garden or allotments. - Training sessions on growing local produce. 	Improved wellbeing & food access; reduced food insecurity; stronger community resilience.
Supporting the quality of life of older people and all ages with mental health issues	Projects that support the mental health and wellbeing of older people or those with mental health challenges.	<ul style="list-style-type: none"> - Social clubs or activity groups for isolated older people. - Mental health support workshops for all ages. - Volunteer-led befriending services or accessible transport initiatives for older people. 	Improved wellbeing; reduced loneliness; increased social connections.
Community participation initiatives	Initiatives that strengthen community engagement, involvement, and collaboration.	<ul style="list-style-type: none"> - Digital inclusion programs for older adults. 	Increased community empowerment; stronger community networks; reduced isolation.



Activity	Description	Examples of Projects	Outcomes
		<ul style="list-style-type: none"> - Organising community clean-up or planting days. 	
Environmental education	Initiatives that educate communities about sustainability, biodiversity or climate action.	<ul style="list-style-type: none"> - School workshops on addressing waste, recycling, composting, climate change, sustainable energy or biodiversity. - Nature education and practical programmes for young people or local groups. - Community training sessions on sustainable gardening or composting. 	Increased environmental awareness; cleaner environment; reduced waste.
Support of community enterprise and social or environmental innovations	Supporting innovative community projects or local enterprises or solutions that address social or environmental challenges.	<ul style="list-style-type: none"> - Piloting and supporting local repair cafés to reduce waste. - Developing community-led renewable energy schemes. - Piloting innovative solutions to reduce local environmental impact. 	Job creation; increased innovation; reduced environmental impact.
Support of conservation initiatives	Projects that focus on conserving the environment, wildlife, reducing waste or enhancing biodiversity.	<ul style="list-style-type: none"> - organising litter picking days or local recycling initiatives. - Establishing wildlife habitats, such as bird boxes, insect and bug hotels or wildflower meadows. - Waste reduction campaigns and recycling programs. Campaigns to reduce single-use 	Cleaner local environment; increased biodiversity; reduced waste.



Activity	Description	Examples of Projects	Outcomes
		plastics or promote composting. -Local nature recovery.	
Upkeep of community buildings	Maintenance or upgrades to improve accessibility, usability, sustainability, installing renewables and energy efficiency of community spaces.	- Installing energy-efficient lighting, heating systems, or insulation. - Renovating facilities to improve accessibility for older or disabled people. - Repairing and upgrading meeting spaces to increase community use.	Improved access to facilities; enhanced energy efficiency; increased community use.

- Environmental & Social Benefits:**
 Describe how the project will contribute to environmental and/or social improvements.
- Measuring Success:**
 Explain how you will track progress and assess whether the project has achieved its objectives. Tell us what success will look like for your project and how you will prove that this success has been achieved. For example:
'Ambridge Community Composting Scheme will have been successful if 100 residents are using the composter to recycle garden waste on a regular basis. We will measure whether we have achieved this by conducting a follow up questionnaire and four 'spot check surveys' of the composting site.
- Project Beneficiaries:**
 Estimate the number of people who will benefit.

Section 4: Your Project's Budget

- Total Amount Requested:**
 Indicate the total funding required for your project.
- Detailed Budget Breakdown:**
 Provide cost details under the following categories:
 - **Staff & Volunteer Costs** (e.g. salaries, expenses, training)
 - **Operational/Activity Costs** (e.g. venue hire, equipment)
 - **Office & Overhead Costs** (e.g. rent, utilities, postage)
 - **Capital Costs** (e.g. purchase of equipment)
 - **Publicity Costs** (e.g. printing and marketing materials)
 - **Other Costs** (any additional expenses not listed above)
 Please give details of the cost of your project. Please list what each item is and how much it is costing in the 'description of costs' column. If you are applying for a capital item, please provide at least two quotes.



- **Funding Sources:**

Provide details of any additional funding already secured or applied for.

If you are asking for less than the total cost of your project we will need to know where the rest of the funding will come from. For example, you may have done some local fundraising already or you may have events planned. You may have requested a grant from somewhere else – or you may have money of your own that you can use to “match” the grant. Please tell us the dates you expect to hear whether or not your applications to other funding providers have been successful. If you don’t yet have the funds you need in place we may make a provisional offer and hold the grant until you can confirm that the other funding needed has been secured.

- **Supporting Documents:**

Upload any quotes or cost estimates related to your project.

Section 5: Your Organisation’s Insurances

- **Public Liability Insurance:**

Confirm whether your organisation has public liability insurance in place.

- **Contents Insurance (if applicable):**

If the project involves purchasing assets, confirm if they will be insured.

Section 6: Your Organisation’s Bank Details

- **Bank Account Information:**

Provide the full details of the organisation’s bank account, including:

- Bank name (e.g. Barclays, HSBC)
- Account name (must match your organisation’s name)
- Account number
- Sort code

We require the name of your bank account, e.g. Ambridge Village Hall, so that, if your application is successful, we can pay you directly. If you do not have a bank account at the time of application, you will need to have set one up before we can release your grant.

Final Steps Before Submission

- **Review Your Application:**

Ensure all sections are completed and accurate.

- **Check Attachments:**

Verify that all required supporting documents are included.

- **Submit Before the Deadline:**

Late applications will not be accepted. The grant panel meets quarterly, and deadlines are listed on the [here on the Community Resource website](#).

For further assistance, contact **Community Resource** at **01743 360641** or email enquiries@community-resource.org.uk.