

# CARES enablement grant

## Supplementary guidance



However you take part in a local energy project, the Scottish Governments Community and Renewable Energy Scheme (CARES), can help you to develop and realise your ideas.

### Introduction

This Supplementary Guidance Note has been prepared to support potential applicants to the Scottish Government's enablement grant. This grant scheme is part of the Scottish Government's Community and Renewable Energy Scheme (CARES) which is administered by Local Energy Scotland.

If you are still developing your project proposal we would recommend that you first read the [CARES Funding Guidance Notes](#), which will provide you with an overview of the CARES funding streams available to you and how to apply, and then complete a [Project Proposal Form](#) to let the team at Local Energy Scotland help you to apply for the right package of support.

If you wish to talk through your project proposals or discuss CARES funding options you can contact the Local Energy Scotland Development Officers applicable to your region and they will help you put together the right package of support. Contact details for all Development Officer by region can be found at [www.localenergy.scot/who-we-are/local-contacts](http://www.localenergy.scot/who-we-are/local-contacts). Alternatively, if you are already in touch with Local Energy Scotland and know you wish to apply for enablement grant funding you should review this 'enablement grant supplementary guidance note' and complete an application form. Your Local Energy Scotland Development Officer will help you to plan your project, think about your objectives and consider the risks.

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## Enablement grant purpose

The Scottish Government's CARES enablement grant provides funding of up to £25,000 and has been designed to help community groups or other eligible applicants to:

- develop locally owned renewable and local energy system projects.
- explore shared ownership opportunities
- maximise the impact from community benefit funds

Whilst we expect most applications to be for early stage project work, organisational set up and project planning, applications can still be submitted for projects which are more advanced. Feasibility work that demonstrates project viability may lead to eligible projects applying for additional CARES grants and loans to progress further. The amount of enablement funding made available for projects that focus on early stage innovation, will reflect the level of innovation and replicability in that project.

## Enablement Grant Key Features

- Maximum Grant Award available is:
  - Up to £25,000 on a 100% grant basis for Community Groups.
  - Up to £25,000 on a 50% grant basis for Housing Associations, Local Authorities and National Organisations.
  - Local energy renewable or low carbon projects.
- Ineligible organisations: Commercial Organisations, Government Agencies, individuals or for profit Private Enterprises.
- Simple application process and guidance.
- Payment of grant is made against evidence of expenditure and compliance with agreed project reporting requirements.
- Gateway checklists are provided against defined project models to enable applications for further CARES funding.
- Please note, the enablement grant **cannot** be used for capital works.

## What can be funded through an enablement grant

- Start-up costs towards forming a constituted group to take forward a renewable energy project.
- Feasibility studies, including testing innovation in local energy
- Legal constitution of a community group
- Investigation of shared ownership project opportunities
- Development of community action plans to utilise community benefit payments.
- Community consultation.
- Community capacity building.
- The development of community investment plans.
- Learning journey to visit other community renewable projects.

Applicants must demonstrate “additionality”, i.e. that the proposed work could not proceed without this funding.

## Requirements - all projects

- CARES funded projects must share outcomes and findings to benefit local energy generation in Scotland.
- All intellectual property (IP) must be shared with the Scottish Government. All partners/contractors involved in the project must be in agreement with this obligation<sup>1</sup>.
- To facilitate sharing of information any resources developed whilst undertaking the enablement grant project, that have the potential to support the wider sector, will be hosted on the Local Energy Scotland website located here:- <https://www.localenergy.scot/> and branded accordingly. Please note in these situations the applicant organisation(s) will also be credited for their work.
- All material produced, publicity undertaken or events delivered must adequately acknowledge the assistance of the Scottish Government and CARES.
- Monthly updates and spend forecasts for Local Energy Scotland will be required.

## Approvals

- Any applications considered by Local Energy Scotland to be incomplete, of insufficient quality, unclear in aims, or that are considered not to meet the schemes objectives will be rejected.
- Projects with match funding are welcomed as funding is limited.
- It is expected that demand for grants will exceed available budget so only projects assessed to best meet the CARES criteria will be considered for funding.
- Final decisions on applications to be granted funding will be made by the Local Energy Scotland management team and there is no right of appeal.

## Application process

### Enquiries

- If you are considering submitting an application you should contact your Local Development Officer. The contact details for all Local Energy Scotland Development Officers by region are available [here](#). For shared ownership projects it is the Shared Ownership Manager you should contact and these contact details are available via the same [link](#).
- If you have a general project enquiry you can also contact the Local Energy Scotland's central office by emailing [info@localenergy.scot](mailto:info@localenergy.scot) or calling 0800 808 2288
- Application forms and the guidance are available online and can be accessed at [www.localenergy.scot/enablement](http://www.localenergy.scot/enablement).
- Projects which have not contacted Local Energy Scotland prior to submitting an application will not be considered for funding.

### Applications

Application forms should be fully completed and a word version emailed to your Local Development Officer and copied to [info@localenergy.scot](mailto:info@localenergy.scot). Following initial review and approval from Local Energy Scotland the signed application form should be sent to:-

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<sup>1</sup> The CARES IP enablement grant condition can be shared on request

The Energy Saving Trust  
Local Energy Scotland Team  
Ocean Point 1  
94 Ocean Drive  
Edinburgh  
EH6 6JH

## Assessment Process

- Applications will be supported by your Development Officer who will complete an appraisal form assessing the application. Your application will then be independently assessed by the Local Energy Scotland management team who will make a decision on whether to approve or reject. The decision of Local Energy Scotland is final and there is no right of appeal to the Scottish Government on any funding decision although you will be provided with feedback and could be invited to re-apply.
- All applicants will be contacted by Local Energy Scotland within 2 working days of the decision having been made.
- For those applications which are approved for funding applicants will be issued a Grant Offer Letter which will include a claim profile.

## Project approval period

The majority of spend should incur in the financial year it was awarded i.e. by 31 March 2019. Subject to budget confirmation, and where a need is demonstrated a proportion of the grant can be spend next financial year i.e. between 1st April 2019 and 31st March 2020. Grant offer letters will be issued for one year only 2018/19, and subject to Scottish Government confirming the budget for 2019/20, a further grant offer letter will be issued covering the expected spend in that year. Applicants should maximise all expenditure in year 1.

## Claims

Finance is released against work carried out rather than a lump sum on approval. Funds are claimed against evidence of expenditure in the form of a receipted invoice, accompanied by evidence or copies of work undertaken and a CARES Claim Form

Should it not be possible to pay costs in advance, you may alternatively submit evidence of lack of funds and the payment may be made in advance. This would require Local Development Officer approval and must be followed with a complete set of receipts as soon as these are available.

## Claim Form:

- A claim form will be issued with your letter of offer.
- After each stage of work is completed you will be expected to complete and submit a CARES claim form.
- Claims are submitted to your Local Energy Scotland Development officer for processing.
- Claims will be processed within 10 working days of receipt of completed claim being received by Local Energy Scotland and agreed to be complete and accurate.

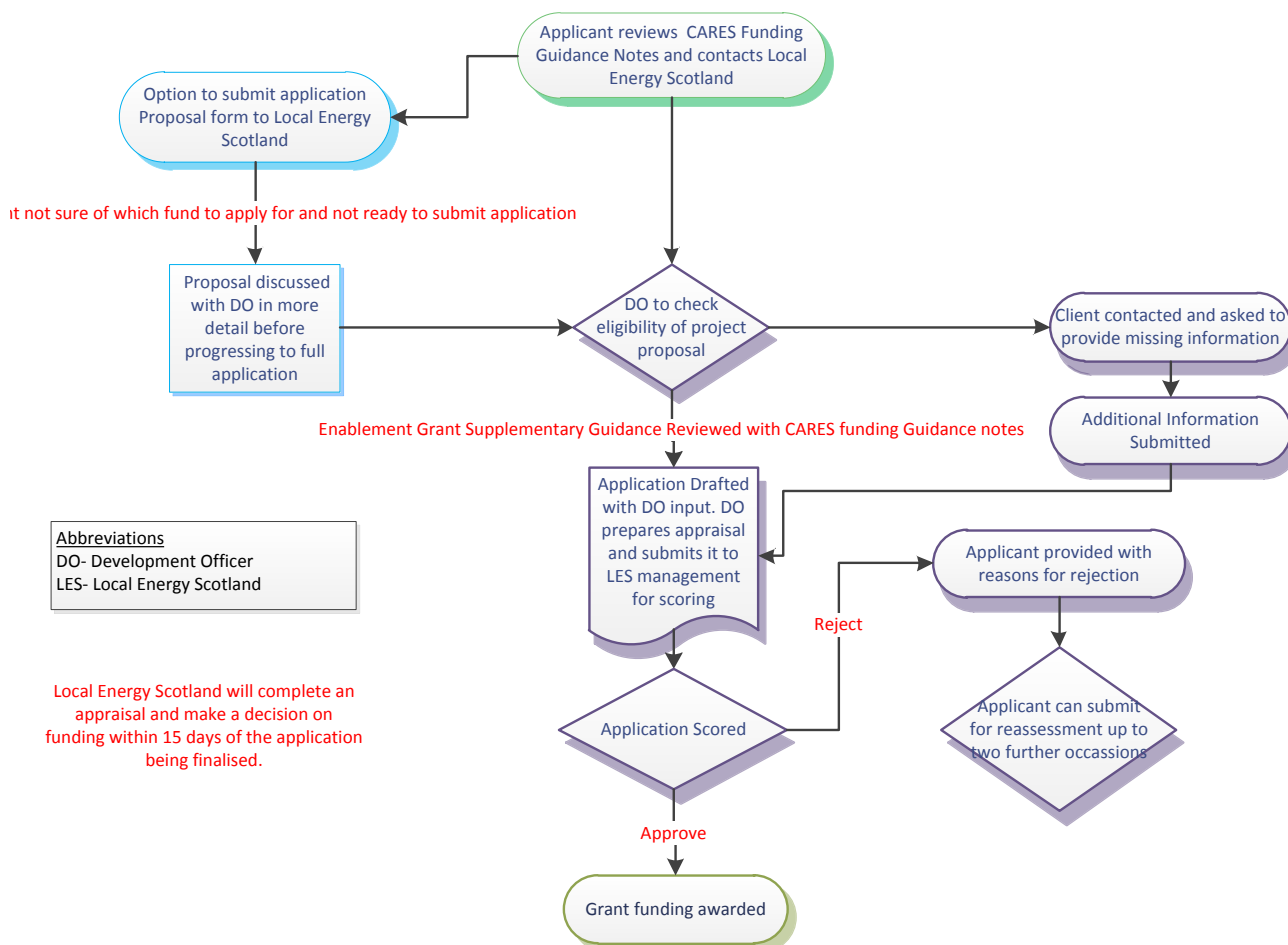
## Gateway to other CARES Funding

A range of other finance assistance options are available to community's supporting development, innovation and reaching financial close. Groups looking to further their CARES funding will be subject to completion of the relevant Project Model Checklist.

Please refer to the [CARES Funding Guidance Notes](#) for information on eligibility, CARES objectives, state aid and procurement guidance and the package of support available through CARES.

## Annex 1 – Enablement grant application process chart

### Application process



## Annex 2 – guidance shared ownership applications.

Shared ownership is where a community group invests in a privately owned renewable energy project. Local Energy Scotland has dedicated support for communities who are exploring shared ownership of a renewable energy project including a dedicated Shared Ownership Project Manager and a team of Local Development Officers. The benefits of shared ownership includes:

- **Communities** get the chance to share in the wealth generated by the renewable resource in their area and create a sustainable income stream that they have control over.
- **Developers** get the chance to increase community engagement, access incentives such as rates relief and possibly add value to their planning application.

If you wish to explore shared ownership opportunities for your project a Local Energy Scotland Project model is available [here](#) which will show you how a shared ownership project could be developed. A dedicated Shared ownership financial model will also help you to develop your project [here](#). Our Shared Ownership Manager will be pleased to assist you with the development of your enablement grant application and contact details can be found at <https://www.localenergy.scot/who-we-are/local-contacts/>

## Annex 3 – guidance community benefit support applications.

Community organisations can apply for enablement grant funding to assist their community where it is in receipt, or due to be in receipt of funds from renewable energy projects. Such income may come in the form of

- community benefit payments from commercial renewable energy operators,
- income from a community's part-share in ownership of a renewable energy project, or
- surplus income from a project that is wholly community owned.

In addition to CARES eligibility criteria the following additional criteria will also apply to community benefit related projects:-

- The community must be in receipt of, or due to receive, an income stream from a renewable energy generator, evidenced by an agreement, or intention to enter into one, with the developer, generator or with a third party administrator.
- The applicant's constitution or articles of association must show that anyone in the community served by the group can become a member of the group.
- The applicant is not expected to have access to other available, unallocated funds that could be used to carry out the work, including unallocated community benefit monies.
- Where the application is towards identifying fund spending priorities (see below), any relevant existing community engagement and planning activity should be taken into account. The application must demonstrate how this is being done. If there are existing relevant plans or processes that the application is not building on, you must explain why.
- Where multiple communities are in receipt of community income (from a single generator or multiple renewable energy generators), they should consider working together, for example to carry out an integrated public consultation that identifies common spending priorities, or a fund arrangement that serves all the communities in question. This could create cost efficiencies and has the potential to produce a better outcome, for example to significantly increase the impact from community benefit funds. Where this is not possible or appropriate applicants must provide justification for applying separately.

The amount of funding offered to communities for community benefit related work typically varies from around £5,000-£25,000 depending on the scale and scope of work the applicant is seeking to undertake and the scale of the community income stream/s that are, or will become, available to the community. If you are considering submitting an application you should contact your local Development Officer who will be able to guide you through the process and advise you on the level of funding you should be seeking to apply for.

Examples of the types of activity that an Enablement grant can support for community income opportunities are detailed in the below table. These have been separated into three categories: Fund governance, Achieving impact, and taking stock. Note the list of activities given is not exhaustive – other relevant work may also be eligible and should be discussed with your Development Officer.

Category	Description	Example Activities
<b>Fund Governance</b> NOTE: in some cases the activities under this category will be pre-determined by the developer and/or funded by them prior to CARES application. This should be fully explored with the developer in the first instance.	Identifying and putting in place the most appropriate fund governance arrangements, relevant to the income opportunity/ies in question. Ensuring ongoing fund management and administration processes are fit for purpose (proportionate, accountable, etc.).	<ul style="list-style-type: none"> <li>• Working with developer(s) and others to identify and engage the community that will benefit, including identifying relevant stakeholders.</li> <li>• Advising on or supporting the formation of governance / decision-making structures (may include legal entities) and processes that are accountable to the community and other stakeholders.</li> <li>• Establishing agreements - between developers and communities and/or between either of these and third parties who may support fund administration.</li> <li>• Agreeing Fund strategy; the criteria and methods for distribution of funds.</li> <li>• Identifying and putting in place fund disbursement systems (e.g. open grant making, participatory budgeting, commissioning services directly) that are relevant, proportionate, accountable and so on.</li> <li>• Identifying and putting in place financial management systems and procedures that are relevant, proportionate, accountable and so on.</li> <li>• Embedding appropriate systems for measuring and reporting on the impact of fund expenditure.</li> </ul>
<b>Achieving Impact</b>	Identifying and prioritising local needs, aspirations and opportunities for the funds to be spent on.	<ul style="list-style-type: none"> <li>• Desk-based research to develop an understanding of key community characteristics, demographics and existing community services.</li> <li>• Consultation with relevant stakeholders (mainly the community, but external agencies too) to identify priorities, through e.g. surveys, participatory workshops or focus groups, photo competitions, etc. May include costs of venue hire, printed materials, travel expenses, etc.</li> <li>• Awareness raising campaign e.g. events, local press, social media etc.</li> <li>• Production of a community profile report and/or action plan, documenting findings, key spending themes and priorities, and potentially projects to target funding towards.</li> </ul>
<b>Taking Stock</b>	Reviewing the operation and impact and of a Fund that has been in existence for 3+ years, and identifying how relevant processes and activities may be improved.	<ul style="list-style-type: none"> <li>• Review key information including on governance structures, distribution strategy, award making and other administrative processes, grants made and their impact etc.</li> <li>• Identify and consult with relevant stakeholders to find out their expectations, experiences and views.</li> <li>• Prepare a report on the findings and any recommendations to bring the Fund in line with identified good practice.</li> </ul>