



# Grants Finances Form

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Please return your completed application by email to [info@lowcarbonhub.org](mailto:info@lowcarbonhub.org)

## Section A

Project name

Total project cost.

How many CIC Community Shareholders are applying for funding relating to this activity?  
 .....

If more than one please give us

- the names of all the Community Shareholder Groups making this application
- the amount each group is applying for in relation to this activity.
- The amount each group would like paid to their organisation’s account (for example, you may nominate one or more organisations to administer expenditure relating to the activity on behalf of all the groups.)

If you are applying for funding to cover an EIE energy audit, please note that the Low Carbon Hub will pay EIE direct for the auditing services.

Community shareholder group name	Grant amount applied for (maximum £500 per group or £575 for an energy audit)	Amount to be paid to this group
Total		



## Section B

**This section must be completed by all Community Shareholder Groups named. Please print out or photocopy this page for each organisation to fill in.**

Project name	<input style="width: 100%;" type="text"/>
Organisation name	<input style="width: 100%;" type="text"/>
Charitable status <i>(are you a Registered Charity or Charitable Incorporated Organisation?)</i>	<input style="width: 100%;" type="text"/>
Name of contact person	<input style="width: 100%;" type="text"/>
Email	<input style="width: 100%;" type="text"/>
Telephone	<input style="width: 100%;" type="text"/>

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Please tick to confirm the following about your organisation</b>
<input type="checkbox"/>	<input type="checkbox"/>	We are a Low Carbon Hub CIC Community Shareholder
<input type="checkbox"/>	<input type="checkbox"/>	My application has the support of my organisation's committee
<input type="checkbox"/>	<input type="checkbox"/>	By submitting this application, it will be used for the purposes described in this application and to meet any the financial and activity reporting conditions set out in the guidance notes.
<input type="checkbox"/>	<input type="checkbox"/>	I agree to the schedule of payment as set out in Section A.

## Section C

**To be completed only by those Community Shareholder Groups receiving a direct payment.**

<input type="checkbox"/>	<input type="checkbox"/>	We have a UK based bank account in the name of our organisation
<input type="checkbox"/>	<input type="checkbox"/>	We have financial procedures that require at least two people who are unrelated to sign cheques or make a withdrawal.

**Payment schedule:** Tick to choose between one of these options

<input type="checkbox"/>	Either: I would like our grant paid prior to the activity taking place. I understand that in order to do so I should submit a written quotation for costs relating to the activity with my application and agree to provide receipts for all spend and return any underspend.
<input type="checkbox"/>	Or: I will reclaim our costs after the activity has taken place, and understand I need to submit copies of all receipts to make a claim.
<input type="checkbox"/>	Or: Our grant is for an energy audit. I understand that EiE will be paid directly by Low Carbon Hub for auditing services.

Bank account name	<input style="width: 100%;" type="text"/>		
Company address associated with the bank account	<input style="width: 100%;" type="text"/>		
Name of Bank	<input style="width: 100%;" type="text"/>		
Sort code	<input style="width: 20%;" type="text"/>	Account Number	<input style="width: 60%;" type="text"/>