

# Application guidance and frequently asked questions

## What is this document?

The overview guidance for the fund can be found on our [website](#).

This document is to provide further information and guidance to applicants on the following:

- Applicant guidance on Co-Benefits
- Applicant guidance on Carbon, how to calculate and definitions
- Applicant guidance on Heat Decarbonisation
- Frequently Asked Questions, to be updated throughout the funding round

If you have more specific questions or require support, please contact [climateemergency@westminster.gov.uk](mailto:climateemergency@westminster.gov.uk)

## Co-Benefits

A key part of this fund's criteria, in all categories, is the co-benefits of projects. This fund is primarily focused on carbon savings, as required by the S106 offset agreements, but a key objective of the fund is to ensure the funds are spent towards the 'co-benefits' of climate action. The UK's Climate Change Committee defines co-benefits as "**Ancillary benefits** or **side benefits** of decarbonisation and climate adaptation, such as improvements to public health or biodiversity that arise from low-carbon policies."

For consideration in this funding application WCC would refer applicants to consider the co-benefits of their projects through the framework of our [fairer Westminster strategy](#). Be specific on what the co-benefits will be from the impact of your project.

Under the overarching fairer Westminster strategy, there has been a number of related strategies and reports produced by the council; including the Greening and Biodiversity strategy, Air Quality Action Plan, Local Area Energy Plan, Climate Risk and Vulnerability Assessment and the Cool Neighbourhoods Heat Resilience Strategy. Considering these documents, found on the council's website, some of the co-benefits we would expect applicants to consider include:

- Air pollution alleviation, abatement and mitigation including:
  - Improved indoor and/or outdoor air quality
  - Reduced exposure to air pollution
  - Monitoring air quality
  - Increased awareness and education around air quality
- Biodiversity outcomes including:
  - Green infrastructure
  - Nature engagement and increased access to nature
  - Being part of nature initiatives (e.g. Wild West end)
- Cooling (heat risk alleviation) including:

- Considering future heat risk in your design (providing shade, utilising shutters etc)
- Consider offering your building as a cool space through the GLA scheme: [Cool spaces | London City Hall](#)
- Flood risk alleviation
- Community benefits including:
  - Community empowerment:
  - Community cohesion
  - Community ownership
  - Diversity and equality
- Health outcomes including:
  - More active lifestyles
  - Access to nature
- Economic benefits including:
  - Increasing affordability
  - Job creation
  - Supporting the creative enterprise zone
  - Community wealth building
  - Being part of local economy initiatives

## Carbon

A key aspect of this fund is the carbon savings, we are required to assess and monitor a project's carbon savings within the City Decarbonisation and Community energy and retrofit categories.

It is important to have a carbon baseline for your building or operations. You can calculate this by finding your building/operational energy usage for the year (scope 1 and 2 emissions), and using an online carbon calculation tool to translate energy usage into carbon.

The three key carbon metrics:

1. Annual Carbon Savings: The yearly expected carbon saving of the intervention.
2. Total Carbon Savings: The annual carbon savings of the intervention multiplied by the lifetime of the intervention.
3. Carbon Cost Effectiveness (Price per £ carbon): The total carbon savings divided by the cost. (e.g. 10 tonne carbon saving divided by a project cost of £1000 would result in a carbon saving effectiveness £100 per tonne of carbon).

*Please calculate the annual carbon savings and total carbon savings for each intervention then add them together to answer questions.*

Suggested resources to calculate carbon savings:

- [Carbon calculator - GOV.UK](#)
- [Climate Action Plans & Business Sustainability | The Carbon Trust](#)
- <https://www.cse.org.uk/impact-community-carbon-calculator/>
- [Measure your carbon emissions - UK Business Climate Hub](#)

If you require specific support on calculating carbon emissions savings from your project please contact our team at [climatemergency@westminster.gov.uk](mailto:climatemergency@westminster.gov.uk)

## Heat Decarbonisation

This guidance reflects Westminster City Council's Local Area Energy Plan (LAEP) and the Government's emerging heat-network zoning framework, which together set the long-term direction for decarbonising heat in the city.

In line with the Government's proposed heat-network zoning rules, large non-domestic buildings with a measured annual heat demand greater than 100 MWh will be expected to connect to a heat network where one is available or planned.

The fund aims to support the long-term, strategic decarbonisation of heat in Westminster. Therefore, before submitting an application for clean energy interventions like heat pumps, it is important that applicants engage with the council so that we can support you to explore whether heat networks present any viable and preferable solutions for their building. This is of particular import if your project is located in South Westminster.

Where applicants are applying for heating-related feasibility funding, advice on engaging with the council is the same as above. Through pre-application engagement for feasibility funding, the council will support you to ensure that your selected consultants are well prepared to include considerations for heat-network connections where appropriate.

Please contact [climatemergency@westminster.gov.uk](mailto:climatemergency@westminster.gov.uk) for support.

## FAQ's

This section of the document is for Frequently Asked Questions.

### **Can I apply to multiple categories at once?**

If you are a community (VCS) organisation you may apply to up to two of the following categories:

- Community Energy and Retrofit
- Greener Living
- Clean Air
- Feasibility

For all eligible applicants: Clean Air is a separate funding source, so if you are eligible for Clean Air and another funding category you may apply to both.

Westminster City Council is also eligible for make multiple applications from different departments.

You will be able to make two or more different applications on the Submit portal, please give different project names.

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### **How do I determine which category is best for my project?**

Please refer to the fund guidance, where eligibility and category rules are provided. If are unsure which category is best for your project, please attend our meet the funder events, or contact [climatemergency@westminster.gov.uk](mailto:climatemergency@westminster.gov.uk).

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### **Can I make an application more than once a year?**

Yes, you can. However, with the exception of supporting feasibility studies that may lead to a capital project, we are unlikely to fund the same organisation more than once a year.

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### **Are partnerships or consortia applications allowed?**

Yes. If you are working in partnership, with two or more partners, we would expect an application from the lead partner with a partnership agreement or partnership letter in place.

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### **Are there templates for project plans or budgets?**

No, there are set templates. We expect at least a cost table of your activities/works with a clear budget, and a project timeline, setting out the milestones of your project and its length.

If you require further support, we recommend using this guide: [Tips on applying for a community project grant – Groundwork](#)

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### **What project documentation do I need to upload?**

All applicants are required to upload some form of project documentation. The depth and detail required will vary depending on the size and risk of your project.

As a minimum, applicants should normally provide:

- A clear table of project costs (to help us assess value for money)
- A project timetable or delivery plan (to understand the project timeline)

For higher value projects (over £100,000), we would expect the following:

- A financial plan for the project
- A detailed project delivery plan.

Applicants are encouraged to submit the type of project and financial planning documentation they would typically use to manage their own projects.

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### **When will I know if my application has been successful?**

You will be notified when the council receives your application, and you may be contacted to provide further information or clarification.

Applicants will be notified of the outcome by June.

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### **What evidence do I need to provide for Questions 8.A.5 / 8.B.9?**

These questions ask for evidence that supports your proposed project and the outcomes you are claiming (for example, carbon reduction or energy generation). The level of evidence required should be proportionate to the scale and complexity of your project.

For building or infrastructure projects, we would normally expect some form of technical or feasibility evidence that explains how the proposed outcomes have been calculated.

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### **What types of evidence are acceptable?**

Depending on your project, acceptable evidence may include:

- A techno-economic feasibility study
- A building audit or energy assessment
- RIBA stage design work
- Technical designs or calculations

For non-capital or early-stage projects (particularly in the Community Energy category), a project plan or non-technical feasibility study may be sufficient.

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### **Do small or community-led projects need the same documentation as large capital projects?**

No. We apply a **proportionate approach**. Large capital projects would normally be expected to provide more detailed documentation (for example, a project plan with identified risks), while smaller projects can submit lighter-touch documentation where appropriate.

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### **What due diligence and health and safety documents are required?**

All applications should include:

- Public Liability Insurance
- Copy of your financial accounts (Audited is preferred)
- Organisations Health and Safety policy
- Valid companies, charities or society number

Additionally:

- If your project deal with young people, or vulnerable adults, please attached a copy of your safeguarding policy
  - If your project, is either of significant value (over £100,000), or has significant health and safety considerations, please include a project Risk Assessment.
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### **What counts as “supporting evidence”?**

Supporting evidence is **optional** and can be used to strengthen your application or provide additional assurance. It is not required for any specific category.

You should only upload supporting evidence where it is relevant to your project or adds value to your application.

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**What are examples of useful supporting evidence?**

Depending on your project, this may include:

- A Partnership agreement, or letter of intended partnership
  - A sustainability plan
  - A letter of support from local partners
  - A short case study of a previous relevant project
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**Can I apply if my project is not fully developed yet?**

Yes. The fund recognises that projects may be at different stages of development. What matters is that your proposal is credible for the category you are applying to, and that you clearly explain what work has been completed to date and what further development is required.

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Please contact [climatemergency@westminster.gov.uk](mailto:climatemergency@westminster.gov.uk) for any further clarification.