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# Big Energy Saving Network 2017/18

# Application Form

The application form is available at: <https://www.gov.uk/government/publications/big-energy-saving-network-grant-offer-fund>

The closing date for responses is **5pm on Friday 27th October 2017**

Please return completed forms to:

Big Energy Saving Network   
Department for Business, Energy & Industrial Strategy,  
Abbey Orchard 1,   
1 Victoria Street,  
London, SW1H 0ET  
Email: [besn@beis.gov.uk](mailto:besn@beis.gov.uk)

The Department for Business, Energy and Industrial Strategy (BEIS) is pleased to announce the launch of the 2017/18 BEIS Big Energy Saving Network (BESN).

The BEIS funded BESN programme is in addition to the previously announced National Energy Action (NEA) funded BESN programme for 2017/18. It is however, intended that the two programmes will be delivered concurrently.

Organisations that have been awarded funding through NEA are not precluded from applying for funding through the BEIS BESN. However, an application made for a Champion which has been appointed by NEA **is not eligible** to apply for BEIS funding also.

BEIS welcome applications from all third sector organisations and would like to see applications from new organisations to the network.

Completed applications should be received by email to [besn@beis.gov.uk](mailto:besn@decc.gsi.gov.uk) by **5pm on Friday 27th October 2017**. We will also accept printed applications in the post or hand-delivered.

Each organisation must complete the entire form and provide evidence of qualified staff and/or volunteers that can fulfil the Champion role. If applying for more than one Champion, you only need to submit one application form. **However, you must complete Section 2 separately for each of them. You will find additional space to complete this at Annex 1 of the application form.**  If you require further forms please contact [besn@beis.gov.uk](mailto:besn@decc.gsi.gov.uk)

Where multiple Champions from the same organisation plan to work together to deliver a project, it is acceptable for individual Champions to divide the work, for example one may focus on reaching consumers whilst another on frontline workers.

Applicants are required to submit additional documentation alongside their application form.

Successful applicants will be required to enter into a grant agreement.

**Key dates:**

**6th October 2017 –** applications open

**27th October 2017, 5pm –** deadline for receipt of electronic applications

**10th November 2017 –** aim to notify successful applicants, issue grant agreements and links to online training modules.

Any activity funded through this competition must be completed by **30th March 2018**.

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| **About You** | | |
| Name of organisation (and payee if different) | Click here to enter text. | |
| Charity number | Click here to enter text. | |
| Company number | Click here to enter text. | |
| Name and contact details of person making application | Name | Click here to enter text. |
| Address | Click here to enter text. |
| Phone | Click here to enter text. |
| Email | Click here to enter text. |
| Day-to-day contact (if different from above) | Name | Click here to enter text. |
| Address | Click here to enter text. |
| Phone | Click here to enter text. |
| Email | Click here to enter text. |
| Web Address | Click here to enter text. | |
| Twitter Handle (Optional) | Click here to enter text. | |
| Do you have any access needs that we should be aware of when contacting you? | Click here to enter text. | |
| Has your organisation received funding through the BESN previously? | Choose an item. | |
| Has your organisation been awarded funding through the NEA BESN 2017/18 programme?  Please state how many Champions and their names | Click here to enter text. | |

## Questions

Question 1

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| **Tell us about who you are nominating to be Champion** | |
| Please give details of your nominated Champion(s). These can be member(s) of staff and/or voluntary worker(s).  Please do not assume that BEIS has any knowledge of the individuals. Even if they have been a member of the Network previously you need to tell us clearly about their experience and skills, and how they would approach delivery so we can assess all applications fairly. We can only take into consideration information provided as part of the application process.  If applying for more than 1 Champion, you are required to complete this section separately for each of them. **You will find additional space to complete this section at Annex 1.** If you require further forms please contact [besn@beis.gov.uk](mailto:besn@beis.gov.uk) | |
| **Nominated Champion(s) contact details** | |
| Name | Click here to enter text. |
| Current position | Click here to enter text. |
| Email address | Click here to enter text. |
| Telephone number | Click here to enter text. |
| Please provide the Parliamentary constituency(ies) you propose to cover with your Champion(s)[[1]](#footnote-1) | Click here to enter text. |
| **Experience and qualifications of nominated Champion(s) (40% Weighting)** | |
| Please provide examples of the nominated Champion’s experience in delivering advice to vulnerable consumers **and** training to frontline workers. This should include details of:   * What type of events have they delivered & their role at these events * What type of audiences have they reached * What support they were providing to vulnerable consumers * Details of skills and experiences delivering training * The outcomes consumers achieved as a result * Details of any relevant experience or qualifications in giving advice on energy issues   (max 350 words) | |
| Click here to enter text. | |

Question 2

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| **Tell us about your organisation (25% weighting)** |
| Please explain why your organisation is well placed to deliver the Big Energy Saving Network – including examples of previous activities.   * What is the main demographic of the consumers you work with?   + E.g. Over 65s, health related, low income, families etc. * How do you engage with your consumers? * Why are your consumers considered vulnerable? * Why will your consumers benefit from advice about energy?   (max 200 words) |
| Click here to enter text. |

Question 3

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| **Tell us how your organisation will deliver the project (25% weighting)** |
| Please set out your organisation’s proposed approach to reach 100 vulnerable consumers via an ‘assisted action’ approach and 40 frontline workers per nominated Champion.  BESN is a programme of ‘assisted action’ to help vulnerable consumers (assisted action is defined in the guidance document). Please describe the type of assisted actions you will provide to vulnerable consumers and the number of consumers you will aim to help.  Please provide details as to –   * Who you will target? * What type of events/activities you will deliver? * How will they be promoted and how you will resource these events/activities? * How you will provide personalised advice and one-to-one sessions?   Please provide key milestones for your project, including when you will commence delivery and when you expect to have delivered 50% of your consumer advice target and training sessions.  It is important to show how BESN funding is going to be used to deliver over and above your organisation’s existing programme of work.  If you are applying for multiple Champions and the intention is for them to work together please ensure you clearly explain how you will approach this (see Section 3 of the guidance notes for clarification).  See the guidance notes for the type of activities that work well.  (max 350 words) |
| Click here to enter text. |

Question 4

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| **Tell us how you will mitigate the risks of this project (10% weighting)** | |
| **Managing Risks**  Detailed below are three risks commonly associated with delivering the Big Energy Saving Network. Please provide an explanation what actions your organisation would take to mitigate these risks.  (max 250 words) | |
| Low consumer engagement | Click here to enter text. |
| Competition with other advice providers | Click here to enter text. |
| A Champion’s long term absence | Click here to enter text. |

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| **Declaration** | |
| The project funding that is being applied for is to fund a new project in relation to which no funding has been allocated or to extend an existing project.  We declare that all the information provided on the form is accurate.  We agree to the organisation being involved in marketing and publicity throughout the project period. | |
| Name | Click here to enter text. |
| Title | Click here to enter text. |
| Organisation | Click here to enter text. |
| Signature | Click here to enter text. |
| Date | Click here to enter text. |

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| **Supporting Documents** | | |
| We can confirm the following: | | *Please select (as appropriate)* |
| 1 | Proof of the Board of Trustees/Management Committee agreement to the project | Choose an item. |
| 2 | Governance documents for the organisation | Choose an item. |
| 3 | Latest formally examined accounts | Choose an item. |
| 4 | If unable to provide any of the above, please provide brief explanation below:  Click here to enter text. | |
| 5 | Letter(s) of endorsement or testimonials from partner organisations (discretionary) | Choose an item. |
| 6 | BEIS new supplier form | Choose an item. |

# Annex 1 – Additional Champion Form

If you are applying for more than one Champion you must complete Question 2 for each additional Champion. You will find additional forms below. If you require more forms please contact [besn@beis.gov.uk](mailto:besn@beis.gov.uk)

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| **Tell us about who you are nominating to be Champion** | |
| Please give details of your nominated Champion(s). These can be member(s) of staff and/or voluntary worker(s).  Please do not assume that BEIS has any knowledge of the individuals. Even if they have been a member of the Network previously you need to tell us clearly about their experience and skills, and how they would approach delivery so we can assess all applications fairly. We can only take into consideration information provided as part of the application process. | |
| **Nominated Champion(s) contact details** | |
| Name | Click here to enter text. |
| Current position | Click here to enter text. |
| Email address | Click here to enter text. |
| Telephone number | Click here to enter text. |
| Please provide the Parliamentary constituency(ies) you propose to cover with your Champion(s)[[2]](#footnote-2) | Click here to enter text. |
| **Experience and qualifications of nominated Champion(s) (40% Weighting)** | |
| Please provide examples of the nominated Champion’s experience in delivering advice to vulnerable consumers **and** training to frontline workers. This should include details of:   * What type of events have they delivered & their role at these events * What type of audiences have they reached * What support they were providing to vulnerable consumers * Details of skills and experiences delivering training * The outcomes consumers achieved as a result * Details of any relevant experience or qualifications in giving advice on energy issues   (max 350 words) | |
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| Email address | Click here to enter text. |
| Telephone number | Click here to enter text. |
| Please provide the Parliamentary constituency(ies) you propose to cover with your Champion(s)[[3]](#footnote-3) | Click here to enter text. |
| **Experience and qualifications of nominated Champion(s) (40% Weighting)** | |
| Please provide examples of the nominated Champion’s experience in delivering advice to vulnerable consumers **and** training to frontline workers. This should include details of:   * What type of events have they delivered & their role at these events * What type of audiences have they reached * What support they were providing to vulnerable consumers * Details of skills and experiences delivering training * The outcomes consumers achieved as a result * Details of any relevant experience or qualifications in giving advice on energy issues   (max 350 words) | |
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| **Nominated Champion(s) contact details** | |
| Name | Click here to enter text. |
| Current position | Click here to enter text. |
| Email address | Click here to enter text. |
| Telephone number | Click here to enter text. |
| Please provide the Parliamentary constituency(ies) you propose to cover with your Champion(s)[[4]](#footnote-4) | Click here to enter text. |
| **Experience and qualifications of nominated Champion(s) (40% Weighting)** | |
| Please provide examples of the nominated Champion’s experience in delivering advice to vulnerable consumers **and** training to frontline workers. This should include details of:   * What type of events have they delivered & their role at these events * What type of audiences have they reached * What support they were providing to vulnerable consumers * Details of skills and experiences delivering training * The outcomes consumers achieved as a result * Details of any relevant experience or qualifications in giving advice on energy issues   (max 350 words) | |
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| Telephone number | Click here to enter text. |
| Please provide the Parliamentary constituency(ies) you propose to cover with your Champion(s)[[5]](#footnote-5) | Click here to enter text. |
| **Experience and qualifications of nominated Champion(s) (40% Weighting)** | |
| Please provide examples of the nominated Champion’s experience in delivering advice to vulnerable consumers **and** training to frontline workers. This should include details of:   * What type of events have they delivered & their role at these events * What type of audiences have they reached * What support they were providing to vulnerable consumers * Details of skills and experiences delivering training * The outcomes consumers achieved as a result * Details of any relevant experience or qualifications in giving advice on energy issues   (max 350 words) | |
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| Email address | Click here to enter text. |
| Telephone number | Click here to enter text. |
| Please provide the Parliamentary constituency(ies) you propose to cover with your Champion(s)[[6]](#footnote-6) | Click here to enter text. |
| **Experience and qualifications of nominated Champion(s) (40% Weighting)** | |
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| Current position | Click here to enter text. |
| Email address | Click here to enter text. |
| Telephone number | Click here to enter text. |
| Please provide the Parliamentary constituency(ies) you propose to cover with your Champion(s)[[7]](#footnote-7) | Click here to enter text. |
| **Experience and qualifications of nominated Champion(s) (40% Weighting)** | |
| Please provide examples of the nominated Champion’s experience in delivering advice to vulnerable consumers **and** training to frontline workers. This should include details of:   * What type of events have they delivered & their role at these events * What type of audiences have they reached * What support they were providing to vulnerable consumers * Details of skills and experiences delivering training * The outcomes consumers achieved as a result * Details of any relevant experience or qualifications in giving advice on energy issues   (max 350 words) | |
| Click here to enter text. | |

1. *(You can find these by postcode using this online tool:* [*http://www.parliament.uk/mps-lords-and-offices/mps/*](http://www.parliament.uk/mps-lords-and-offices/mps/)*)* [↑](#footnote-ref-1)
2. *(You can find these by postcode using this online tool:* [*http://www.parliament.uk/mps-lords-and-offices/mps/*](http://www.parliament.uk/mps-lords-and-offices/mps/)*)* [↑](#footnote-ref-2)
3. *(You can find these by postcode using this online tool:* [*http://www.parliament.uk/mps-lords-and-offices/mps/*](http://www.parliament.uk/mps-lords-and-offices/mps/)*)* [↑](#footnote-ref-3)
4. *(You can find these by postcode using this online tool:* [*http://www.parliament.uk/mps-lords-and-offices/mps/*](http://www.parliament.uk/mps-lords-and-offices/mps/)*)* [↑](#footnote-ref-4)
5. *(You can find these by postcode using this online tool:* [*http://www.parliament.uk/mps-lords-and-offices/mps/*](http://www.parliament.uk/mps-lords-and-offices/mps/)*)* [↑](#footnote-ref-5)
6. [↑](#footnote-ref-6)
7. *(You can find these by postcode using this online tool:* [*http://www.parliament.uk/mps-lords-and-offices/mps/*](http://www.parliament.uk/mps-lords-and-offices/mps/)*)* [↑](#footnote-ref-7)