

Carbon Action Fund (CAF) Checklist and Guidance

Checklist for Applicants

We recommend you collect all of the information below before starting your CAF application. You will need this information to complete the application form within the required time.

- The date your organisation was established (Clicking the month and year at the top of the calendar will allow applicants to navigate more easily to previous years.)
- The address the company is registered at and operates from (both are required if these are different)
- A reference number such as (public sector organisations can select N/A in the application form):
 - Company Registration Number
 - VAT Number
 - Charity Number
 - Unique Tax Reference Number (you will need to upload a copy of your latest Tax Return if this number is inputted)
- For **leased** properties: you will need to upload a letter/email of written consent from the property-owner to install/utilise the equipment for which you are seeking CAF funding
- A Profit and Loss Sheet and a Balance Sheet
- For projects related to **the decarbonisation of a building** (solar PV for example):
 - Where Planning Permission was needed and has been granted – your planning reference number
 - If you operate from a listed building
 - If your building is in a conservation area
- Copies of your carbon survey and carbon action plan – these can be sourced privately or through our [Carbon Action Programme](#)
- Forecast figures for carbon and/or waste reduction
- A recent bank statement and bank account details
- Two recent quotes for each piece of equipment you wish to purchase