

Developing, delivering, and maintaining a sustainable community or faith building

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Local Development Officers

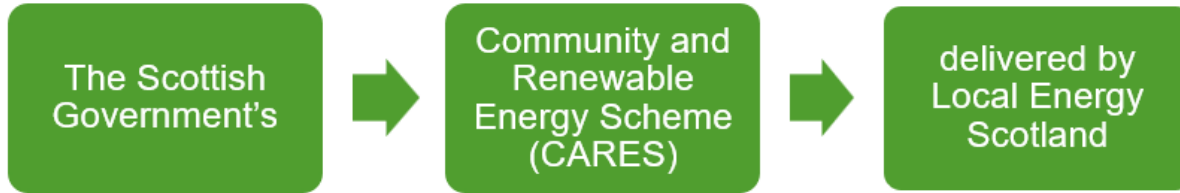


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The Scottish Government's Community and Renewable Energy Scheme (CARES)



Local Energy Scotland is a consortium comprising:

CHANGEWORKS.



energy saving trust



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Content

- Project lifecycle
- Preparation stage
- Planning/Consents stage
- Application tips
- Maintenance of systems
- How to optimise new system



Project Lifecycle



Stage	Preparing	Planning/Consents	Applying for Funding	Installation	Post Installation
Activities	<ul style="list-style-type: none"> Identifying needs (energy audit) Community Engagement 	<ul style="list-style-type: none"> Gathering evidence MCS quotes Contacting Local Authority Identify match funding 	<ul style="list-style-type: none"> EOI – prove who you are Apply – tell us about your project and the costs 	<ul style="list-style-type: none"> Oversee install Draw down funding 	<ul style="list-style-type: none"> Operating Maintaining
How CARES can support	<ul style="list-style-type: none"> Answer any questions and signpost to relevant organisations for early-stage support (e.g. CES, BES, TSI, Local Authority, Climate hubs) 	<ul style="list-style-type: none"> Installer list Eligibility guidance Guidance/Signposting to suitable match funders 	<ul style="list-style-type: none"> Feedback Funding for community buildings previously 80% up to £80,000 	<ul style="list-style-type: none"> Supporting through claims process 	<ul style="list-style-type: none"> Refer to our maintenance plan and materials on our website

Preparation/Planning stage

- Community Engagement
- Identifying needs (e.g. through an energy audit)
- Read the full fund guidance
- Contact your local CARES Development Officer
- Fill out an expression of interest on the CARES portal
- Gathering evidence
- Obtaining MCS quotes
- Identify match funding



Consents stage

- Is Planning Permission and/or a Building Warrant required?
- Research other consents needed
- Reach out for professional guidance if necessary
- Is your building listed – check with Historic Environment Scotland
- Every building and installation is different. It's important to take responsibility for correctly consenting your project

Application top tips

- Answer the questions – be specific and don't rush the application
- Showcase your building
- Carefully read guidance and make use of our example application
- Know your audience
- Have another Trustee proofread the application
- Save a copy of your application for future funds
- Consider contacting local TSI for further support. [Writing applications – SCVO](#)

Maintenance and Optimisation



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Importance of a Maintenance Plan

- Safety Compliance
- Protection against Faults
- Maximising your investment
- Compliance with Warranty and Insurance

What requires Maintaining

- Air Source Heat Pumps
- Solar PV
- Inverters(the brain of the solar panel)
- Battery Storage Units
- Heat Distribution
- Monitoring System

Required Actions Timeline



Stage	Pre-install	Immediately	Month 1-2	Month 3-6	Year 1	Generally 3-5 Years	Longer Term
Task	Assign Roles	Collate documents Monitor for issues – resolve with installer	Monitor regularly	Clear Dust and debris if necessary	Service by installer	More Comprehensive Service	Parts may need replaced- log





Energy Maintenance Plan for Anytown Community Centre

Maintaining your Energy system - Installed devices and systems					
Device/asset	Make & Model	Installer	Commissioning date	Location	Installer tutorial
Air Source Heat Pump	Mitsubishi A100	Heat Source Inc	21/09/2025	Plant room	Yes
Photovoltaic array	Phillips zx300	Sky ray solar	30/06/2025	Rear roof elevation	Yes
Inverter	Zuton 3	Sky ray solar	30/06/2025	Plant room	Yes
Distribution system	16 zone manifold	ABC plumbing	21/09/2025	Store cupboard	Yes
Distribution system	Grundfos 3 speed circulating pump	ABC Heating	21/09/2025	Plant room	Yes
Maintaining your Energy system - Personnel					
Maintenance team member(s)	Position within org		Availability	Contact details	
Alex	Facilities Manager .1		Weekdays (A.M/P.M)	01234 765432 Any person@ xxx.org	
Alice	Facilities Manager. 2		Evenings	0896500074 Alice@lookingglass.com	
Lesley	Standby Maintenance		When required	01396 146782 L.well@maintain.com	
Notes:					



Maintaining your Energy system – Document Management			
Energy device(s)	Manual hard copy available	Manual stored where	Available online link
Air Source Heat Pump	Yes	Energy Folder (Office). Drop box	.www.heatpump.com
Heat Distribution & controls	Yes	Energy Folder Drop Box	www.abcpplum.com
Photovoltaic Array	Yes	Energy Folder Drop box	www.skyray.com
Inverter	Yes	Energy Folder Drop box	www.skyray.com
Warrantied item(s)	Warranty document complete	Document stored where	Critical warranty dates
Air Source Heat Pump	Yes, and regd	Energy Folder (Office) Drop box	Warranty period end xx/xx/xxxx
Heat distribution & controls	Yes, and regd	Energy Folder (Office) Drop box	1 year from commissioning
Photovoltaic array	Yes, and regd	Energy Folder (Office) Drop box	Warranty period end xx/xx/xxxx
Inverter	Yes, and regd	Energy Folder (Office) Drop box	Warranty period end xx/xx/xxxx
Insured item(s)	Insurance document valid	Document stored where	Critical insurance dates
Air Source Heat Pump	Yes	Energy Folder (Office) Dropbox etc	Renewal date xx/xx/xxxx
Solar PV array	Yes	Energy Folder (Office) Dropbox etc	Renewal date xx/xx/xxxx
Inverter	Yes	Energy Folder (Office) Dropbox etc	Renewal date xx/xx/xxxx
Notes:			



Insurance and Warranty

- Confirm that the installed device is covered by your building insurance
- Always check the warranty agreement detail to see what is required
- Check do you have a workmanship warranty
- Check if you have an insurance backed warranty

Page 3 –Individual Device Regime



Maintaining your Energy system - regime				
Device /Asset	60kW Air Source Heat Pump			
Device asset MCS reg no	Nap - 40000			
Installer contact details	Heat sources , 21 Heating crescent , Warm town. 07775 92000 , heat@source.com			
Installer MCS reg no	Nap - 400019			
Associated installer (if different)	Wires & pipes , Electrician and plumbers, Warm town			
Maintenance tasks	Frequency	Scheduled date	Responsible persons	Completed date
Clean filters	Monthly	xx/xx/xxxx	Alice, Facilities Manager. 2	
PAT testing	yearly	xx/xx/xxxx	Facilities Manager. 2	
Notes:				

Page 4 –Individual Device Regime



Maintaining your Energy system - regime				
Device /Asset		60kW Photovoltaic array		
Device asset MCS reg no		Nap - 40001		
Installer contact details		Heat sources , 21 Electric avenue, Warm town. 07775 92000 , heat@source.com		
Installer MCS reg no		Nap - 400019		
Associated installer (if different)		Wires & pipes , Electrician and plumbers, warm town		
Maintenance tasks	Frequency	Scheduled date	Responsible persons	Completed date
Panel clean	monthly	xx/xx/xxxx		Ongoing
PAT testing	yearly	xx/xx/xxxx		Ongoing
Notes:				



Maintaining your Energy system – Fault and repair log

Fault & date	Nature of repair	Date of repair	Repaired by	List any new part (if required)
System failure	Re-gas condenser	xx/xx/xxxx	Heat sources ltd	2ls R410a refrigerant

Notes:

Maximising your Air to water Heat Pump

- Keep the airflow clear
- Use Heat Pump Tariffs
- Maintain the system



Maximising your Solar PV and Battery System

- Keep Panels Unshaded
- Check Inverter/Monitoring device
- Bird Mesh
- Use Electricity at the optimal times
- Charge Battery at off peak times
- Using Smart Export Guarantee Tariff



Case Study

St. Madoes and Kinfauns Parish Church

- Built a modern community hub in Perth & Kinross known as The Madoch Centre
- CARES funded 34.5kWp Solar PV and 27kWh batteries in April 2022
- Feasibility study completed for decarbonising heating through our Framework in 2024
- Since installation CARES gathered over a year's worth of energy system performance data for analysis



Key Takeaways

- Talk your project ideas through with a CARES Development Officer
- Ask questions and reach out to other community groups that have completed renewable projects
- Showcase your building in any funding application and make sure to thoroughly answer the questions
- Contact your Local Authority regarding consents
- Create a maintenance plan following installation to ensure your system operates smoothly during its lifetime



Contact Us



0808 808 2288



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info@localenergy.scot



@localenergysco



/localenergyscotland



/localenergyscotland





3pm – 3.45pm Networking break

Please visit the stands to talk about support to help progress your project:

- Local Energy Scotland
- Business Energy Scotland
- Community Energy Scotland
- Civic
- Social Investment Scotland
- Ofgem Redress Fund
- The National Lottery Community Funds
- Scottish Power Energy Networks
- SSE Renewables
- SSEN Transmission

Make your way back to the auditorium after the break for the final session of the day.

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