

## **Business Energy Grant Guidance and Frequently Asked Questions (FAQs)**

Broxtowe Borough Council is pleased to announce a grant funding round to help local businesses address their energy consumption. The Business Energy Grant is available to businesses located and operating within Broxtowe Borough who have fewer than 250 employees.

Broxtowe Borough Council aims to support local businesses to start or accelerate their decarbonisation pathways to reduce their carbon emissions, so reduce their impact on climate change.

To achieve this, the grant aims to help businesses gain a better understanding of their carbon footprint; identify suitable energy efficiency measures to reduce their energy consumption; and offer financial support to install energy efficiency measures and support the reduction of carbon footprint.

These grants are funded through the UK Shared Prosperity Fund allocated to Broxtowe Borough Council.

### **The Grant Offer**

There are two phases of support (energy audit and grant fund). Businesses with premises located in and operating within the Broxtowe borough are eligible to apply.

### **Phase 1**

Businesses should complete this [Expressions of Interest form](#) or call 0330 053 8639 to express their interest in a SPF business adviser supporting them to create an energy plan. The plan will ascertain an in-depth understanding of the business' carbon footprint.

The energy audit will consist of three parts:

1. A pre-site visit desktop study.
2. A site visit.
3. A post-visit report.

Information will be collected to enable consideration of the energy consumption and energy saving opportunities at the building. The post-visit report will include potential energy saving opportunities. These opportunities will inform the works in Phase 2.

We also plan to run local workshops. Businesses are invited to sign up to the Broxtowe Business Newsletter to find out more and to learn about the latest dates visit [Email Me at Broxtowe Borough Council](#). **Phase 1 is fully funded as part of the UKSPF Intervention E29 (Decarbonisation) and the resulting audit is a requirement to support your phase 2 grant application.**

## Phase 2

Phase 2 offers the provision of a grant of up to £10,000 to spend on energy efficiency measures to support the reduction of the organisation's carbon footprint. The proposed measures must be supported by:

- current carbon footprint, cost, and carbon savings calculations for before and after installation; and
- a description of how the chosen measure will support the on-going operation or maintenance of the building. This information can be obtained via Phase 1 or have been previously obtained by the business.

## How much is available?

Businesses can apply for an energy grant of:

- £500 - £2,000 – Match funding is not compulsory, but we would welcome any match that the business can put into the project.
- £2,001 - £5,000 – Match funding of 10% is required from the business.
- £5,001 - £10,000 – Match funding of 20% is required from the business.

You must show the full project cost within your application. Where a project exceeds the grant amount, the company would need to demonstrate that they have secured match funding for the project to proceed.

## Who can apply?

A business must be registered and have a business bank account. Registration can take the legal form of sole trader, partnership, limited company, or social enterprise/Community Interest Company (CIC). Charities that are registered with the Charity Commission as a Charitable Incorporated Organisation (CIO) or in addition to their charity status are also registered as one of the above legal entities can also apply to this fund.

Businesses must be registered and based within Broxtowe Borough Council and pay business rates to Broxtowe or be exempt from paying business rates.

Businesses must have traded for a minimum of 6 months.

The grant must be spent on new investment and cannot cover any costs already incurred.

The focus of these grants is on local businesses who own or rent local premises within the Broxtowe Borough.

### Criteria for applications

Applications must be accompanied by a recent Energy Audit which clearly outlines how the funding can help to reduce the amount of CO<sub>2</sub> that the company emits. Applicants must obtain at least 2 quotes (3 if the grant project is above £5,000) for any proposal (proving value for money) and must submit these to the Council before funding can be approved.

If funding is approved, all receipts and invoices must also be kept and submitted to the Council at the end of the project.

### How will I access the Stage 1 energy audit?

The Energy Audits are being completed as part of the E29 Decarbonisation theme. To access this, you will need to complete an expression of interest form and engage with an UKSPF Business Adviser from East Midlands Chamber's Accelerator Programme. You can find more information on the website [Accelerator - D2N2 Growth Hub](#) You must complete an online expression of interest form via this link [Expressions of Interest form](#) and an advisor will be in touch with you.

### How to apply for a grant (Stage 2)

Applications are open to businesses who are a registered business and have fewer than 250 employees.

Applications need to be submitted on the Council's business grant portal via the Council's website.

You can contact Broxtowe Borough Council if this guidance and FAQ does not answer your query using this email address [SPFgrants@broxtowe.gov.uk](mailto:SPFgrants@broxtowe.gov.uk)

**A closing date has been set for 5.00 pm on Monday 9 September 2024.** Please note that there is only a small amount of grant funding available, and that the submission of an application form does not guarantee a grant award. **All projects must be completed by 31 March 2025.**

You must upload and attach your completed energy audit in support of the items requested through this grant together with your quotations based on the amount of grant funding required.

### What a grant may cover

Funding is available to support the installation of small-scale measures to reduce energy consumption and costs. Examples of projects/activities that could be funded under this theme include:

- Installation of LED lighting
- Improved insulation
- Improved heating or cooling systems
- Upgrade to modern electronic thermostats
- Fit additional thermostatic controls
- Fit PVC strip curtains to reduce draughts

### What a grant cannot cover

- General office or other equipment unless this is identified as being an energy saving device within the Energy Audit report.
- Furniture and the purchase/installation of computer systems.
- Security equipment and installation.
- Direct employment costs and running costs for the business.
- Vehicles, stock and consumables.
- Rental costs of units and associated bills.
- Business rates for premises or planning permission fees.
- Retrospective costs.
- Any other unsuitable improvements not advised within the energy audit report.

### Permissions

Some alterations may require the permission of a landlord or planning permission. It's important to check any proposal with our planning department **before you submit an application**. We will need to ensure that the owner of the building consents to works that may require structural changes. You can find out more about planning requirements on our Website via the following link. [Planning : Broxtowe Borough Council](#).

### Outputs and Outcomes

Funding awarded to Broxtowe Borough Council was based on our local investment priorities against a set of output and outcomes which government aims to achieve as part of the wider Levelling Up agenda. All grants funded must contribute towards this delivery.

We have asked you to indicate how your project will meet the outputs and outcomes in your application. You **do not** need to meet all of these.

For energy grants we are measuring against the following outputs and outcomes.

<b>Output</b>	<b>Definition / recording</b>	<b>Recorded by</b>
Amount of low or zero carbon energy infrastructure completed (m2)	Includes offices  Low or Zero Carbon Infrastructure means any improvements to the units that reduce energy demand, promote the diversification of energy sources, or drive more appropriate use of energy.	Grant recipient
Number of low or zero carbon energy infrastructure installed	As above  numerical value, no. of units	Grant recipient
<b>Outcome</b>	<b>Definition / recording</b>	<b>Recorded by</b>
Estimated Carbon dioxide equivalent reductions as a result of support	The estimate is based on the amount of CO2e saved in a given year, i.e. a projection of estimated savings of either one year following project completion or the calendar year after project completion through a methodology agreed by project appraisers.	Chamber/ Grant recipient via the energy audit
Increased business sustainability (number of enterprises)	Business sustainability refers to doing business without negatively impacting the environment, community, or society as a whole.	Grant recipient

## Due Diligence

Broxtowe Borough Council will undertake due diligence checks and will hold the following information on all applicants:

- Name of business, Business Trading Address including postcode.
- Unique identifier (preferably Company Reference Number (CRN)) if applicable. If not applicable, VAT Registration Number, Self-Assessment Partnership Number, National Insurance Number, Unique Taxpayer Reference (UTR), Registered Charity Number are acceptable)
- Nature of business
- Date business established
- Number of employees
- Business rate account number (if applicable)

- Cumulative total of previous funding received under all grant schemes
- Any outstanding debt to the Council.

Broxtowe Borough Council will use the data submitted in grant applications in order to perform due diligence checks, which may involve sharing data with external fraud prevention agencies (including but not limited to the National Anti-Fraud Initiative, the National Anti-Fraud Network, credit-referencing companies and other Local Authorities).

Please also refer to our Third Party Privacy Statement via the link below.

<https://sums.org/privacy.php>

Any queries on the above please contact [SPFgrants@broxtowe.gov.uk](mailto:SPFgrants@broxtowe.gov.uk).

### How will we decide who is awarded funding?

Each application will be judged on its own merits with regards to best value for money and how well it meets the scheme's aims and eligibility criteria and its ability to be implemented and completed by **31 March 2025**.

An Award Panel will oversee the decision making. The Panel's decision will final.

Broxtowe Borough Council reserves the right to vary the level of grant or reject an application. Notification of decision on the application will be made in writing to the applicant. An offer of grant will be made by a grant agreement letter which you will need to sign and return to Broxtowe Borough Council as instructed.

### How will successful applicants be paid?

- Grants are discretionary and Broxtowe Borough Council reserves the right to withhold payment of the grant in whole or part if any condition of the offer letter has been breached.
- No retrospective costs can be paid – do not place an order, pay for or commission any goods and services prior to receiving an offer letter.
- The applicant must submit the claim (including invoices and evidence of payment) for grant assistance within one month of the completion date as stated in the offer letter.
- Payment will be subject to the applicant having satisfactorily completed the project and complied with all terms and conditions of the scheme.
- Payment of the grant will only be made when Broxtowe Borough Council receives copies of invoices and evidence of payment for the approved grant from the applicant. Invoices dated before the date of the offer letter will not be eligible for payment
- Any changes to the supplier(s) after approval must be agreed with Broxtowe Borough Council.

- Payment of the grant will be made into the applicant's business bank account (or 'trading as' account) via BACS.
- Grants will be paid against the agreed suppliers and works quoted, as stated in your application form.
- You must pay 100% of the costs to the supplier – the grant is a reimbursement, for the value stated in the offer letter.
- Only costs paid to legitimate businesses will be reimbursed – we cannot reimburse costs paid directly to individuals or via third parties.

**IMPORTANT** No claims will be paid where payments to a supplier were made by cash, by a third party or by cheque. All payments to suppliers **must** be made from a business bank account. Payments made to suppliers by credit card will only be eligible for grant if the card is registered to the business and not a private individual.

### Other Requirements

Successful applicants must:

- Sign a contract with the Council for the proposed work, which will include timelines for grant completion and schedule of monitoring and reporting plus confirmation of where your project will contribute to outputs and outcomes.
- Obtain, keep, and submit all relevant invoices and receipts to release payment of the grant (in arrears).
- Allow their project to appear in Broxtowe Borough Council and relevant partners' publicity campaigns including future grant programme launches.
- Take part in periodic business surveys as well as signing up to regular Council business newsletters and engaging with local business clubs.
- Abide by the guidance for publicity and grant use as defined in the application and in the grant contract.



## **Business Energy Grants - Frequently Asked Questions**

### **What do I need to provide for the energy audit?**

The adviser will be able to give you full and accurate information on the requirements. However, you will need to produce several energy bills and access to premises for a visual check of equipment to be carried out. The audit includes desk research, a site visit and a report produced at the end to support your request for funding. Support from an adviser can be accessed by visiting the website [Accelerator - D2N2 Growth Hub](#) completing this form [EOI: Nottinghamshire Accelerator project](#) or by telephone on 0330 053 8639.

An Energy Workshop will take place on Wednesday, 19 June at Strelley Hall. To register your interest please visit the [D2N2 Growth Hub website](#).

### **How long will it take the adviser to complete the work?**

This will depend on a number of factors including how quickly the business can produce the information requested from the adviser.

### **We have an energy audit and want to apply for phase 2 – what is the closing date?**

A closing date has been set for **5.00 pm on Monday 19 August 2024**.

All projects must be completed by 31 March 2025.

Please submit your application as soon as you have an energy audit to demonstrate the need.

### **We do not own our premises. What do we need to do?**

Your application needs to include a letter of support from the landlord if the work requires structural changes to heating and lighting systems which they own. Planning permission may be required, so please also check this. Smaller items like replacing LED bulbs etc would not require planning or landlord permission.

### **Do I need to provide quotes?**

Yes. A minimum of 2 quotes is required for each item of expenditure and 3 are required if the grant requested is over £5,000.

### **What will be accepted as a quote?**

A quote should be in written form, addressed to the business, and detail the items to be purchased and clearly show the costs excluding any VAT. The grant will not support the VAT costs and is calculated on the cost excluding VAT.

If the items are being purchased from a retailer who is unable to provide a quote, please send a screenshot of the webpage and link to the website for the item you



require that clearly shows the price. Buying goods or services from a linked company. i.e. one that has any shared directors with your company or that has directors that are close members of your family is not permitted.

**Do I need to include a business plan?**

No, but you will need to ensure that you complete the milestones that you have indicated for the project in your application.

**What is match funding?**

Match funding is cash that you will be contributing to the project. For example, you might want to buy equipment that costs more than the maximum amount of grant that can be awarded. Match will be the money you contribute to the purchase to make up the difference between the cost of the item and the maximum amount of grant that you can apply for.

Match funding is required at the following levels:

- £500 - £1,000 – Match funding is not compulsory, but we would welcome any match that the business can put into the project.
- £1,001 - £5,000 – Match funding of 10% is required from the business.
- £5,001 - £10,000 – Match funding of 20% is required from the business

**My business has a recent energy audit which clearly shows the work / items needed to reduce our carbon footprint. Do we need to complete phase 1 to receive the funding?**

No – if you have an up-to-date energy audit produced for you that clearly supports the items you are applying for, you can simply complete the stage two application and submit this on the Broxtowe Grants Portal.

**I don't want to buy the equipment and intend to lease it, can I apply?**

No. Leased equipment is not eligible. All equipment must be purchased outright by the applicant.

**Can I purchase second-hand equipment?**

Yes, second-hand equipment can be purchased and, as with the purchase of new items, a quote addressed to the business should be submitted.

**Will I need to pay the grant back?**

No, the funding provided to a successful applicant is a grant and not a loan. However, businesses will be required to pay grant funding back if conditions in the grant offer letter and contract are not adhered to.

**Where can the Business Rates Account Number be found?**

Your Business Rates Account Number can be found at the top of any business rates bill you have been issued. Broxtowe Borough Council are unable to provide your account number to you to avoid cases of fraud.

**Where can I get more information to help?**

You can contact Broxtowe Borough Council using this email address [SPFGrants@broxtowe.gov.uk](mailto:SPFGrants@broxtowe.gov.uk) if this guidance and FAQs do not answer your query. We cannot advise on individual applications or assist with the writing of your application.