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Plus



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Utilise Plus Energy Efficiency Grants

Guidance Notes

Grants of between £1,000 and £5,000 are available to small and medium sized enterprises (SMEs) to cover up to one-third of the cost of a 'best practice' energy efficiency project.

This grant funding is part of the Utilise Plus programme. Utilise Plus is funded by the European Regional Development Fund (ERDF), supported by the Coast to Capital Local Enterprise Partnership, and delivered by the Sustainable Business Partnership CIC.

This document outlines the grant application process and the grant Terms & Conditions. Please read it in conjunction with the Frequently Asked Questions (FAQ) document.

Application Steps

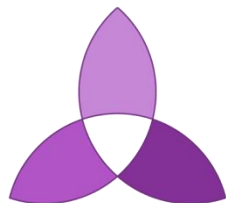
1. Check your eligibility
2. Plan your project & submit a grant application form
3. Complete your project & claim your grant

1. Check Your Eligibility

Grants are available to any organisation which meets all of the following criteria:

- Employs fewer than 250 people.
- Has a turnover of less than €50 million per annum (£44.1m¹) and/or balance sheet total of less than €43 million per annum (£37.9m¹).
- Is eligible to receive [State Aid](#).
- Is not owned by a group or company that does not meet the above three criteria.

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- Is registered with Companies House / Charities Commission **or** can demonstrate that they are engaged in 'economic activity' – usually some form of trading. Unincorporated associations and sole traders are eligible, provided they can show evidence of this.

Ineligible Sectors

Due to funding opportunities through sector-specific programmes, enterprises engaged primarily in the following sectors are ineligible for the Utilise Plus programme and grant funding:

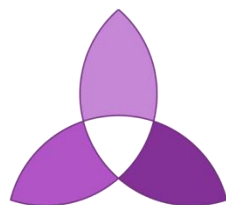
- Banking
- Coal
- Fisheries and aquaculture
- Insurance
- Primary production, processing and marketing of agricultural products
- Shipbuilding
- Statutory services (e.g. education, healthcare)
- Steel
- Synthetic fibres

2. Plan Your Project & Submit a Grant Application Form

Grant applications will be 'scored' and prioritised based on our selection criteria. If an application is not successful, feedback will be provided and an application may be resubmitted (with or without amendments) for consideration in a subsequent round. The grant selection criteria are as follows:

- Projects are 'best practice'. This means that your project will maximise energy and cost savings for your organisation, rather than simply replacing existing features. More information on best practice can be found [on our website](#) or in the FAQ.
- Projects demonstrate greenhouse gas emissions (CO₂e) savings. The Sustainable Business Partnership CIC will calculate these CO₂e savings using the energy data you provide in your application. For this reason, it is important that you have thought about

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your current energy usage and the potential energy savings your project would achieve. If you are not sure about this, suppliers can often help when they provide quotes for the work. Alternatively, contact the Sustainable Business Partnership CIC for further guidance.

- Grant applications have been well thought through and fully completed. This includes a clear description of your project, as well as all the necessary energy data and costings associated with it, including **three** different quotes from suppliers/contractors for the work and proof that your organisation has the necessary funds to pay for the work before claiming the grant.
- Projects can be implemented within the grant funding round timescale outlined to applicants by the Sustainable Business Partnership CIC.

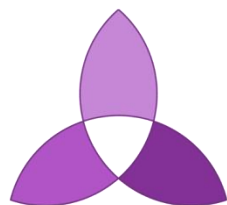
Examples of Projects Eligible for Grant Funding

- Replacing halogen or fluorescent lighting with LEDs and optimising the number and position of light fittings to maximise use of natural lighting.
- Installing sensors to control lighting in communal areas dependent on natural light levels and movement of building occupants.
- Upgrading an inefficient boiler to a more efficient model, installing heating controls including a timer and thermostat or thermostatic radiator valves, along with weather compensation controls.
- Installation of new technologies such as energy storage or dry coolers.
- Installation of sub-metering and/or Automatic Meter Reading (AMR) to allow accurate measuring and recording of energy usage for different areas across a site.
- Building fabric improvements combining appropriate high quality materials with low-impact products, such as sheep wool insulation.
- Renewable energy installations where energy efficiency improvements have already been addressed (grant beneficiaries are unable to claim Renewable Heat Incentive or Feed In Tariff).

Examples of Projects Ineligible for Grant Funding

- Purchasing new IT equipment.
- Implementing an employee engagement campaign.
- Commissioning energy efficiency consultancy work.
- Installing a bike rack or purchasing new vehicles.

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- Upgrading equipment where the main objective is not energy efficiency (i.e. installing equipment that would have likely been purchased even without grant funding).
- Projects that have already been installed.
- Projects that have already been awarded or received funding from the EU.

3. Complete Your Project & Claim Your Grant

Once the Sustainable Business Partnership CIC has undertaken the required eligibility checks and has reviewed your grant application, you will be notified by email of whether or not your application has been successful.

For successful applicants, this email will contain a:

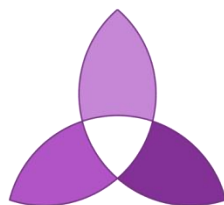
- **Grant confirmation letter** stating the amount of grant funding being offered, the deadline for when the project needs to be completed and the evidence which needs to be submitted when claiming payment of the grant funding.
- **De minimis letter** stating the amount of State Aid being provided via the Utilise Plus grant.
- **BACS form** to be completed and returned, giving the relevant bank account details for the grant to be paid into.

Applicants will need to confirm by email that they accept the grant award and associated terms and conditions and that they would like to proceed with the project.

Once the project has been completed, applicants can claim their grant funding by submitting the following evidence to the Sustainable Business Partnership CIC:

- Grant Claim Form
- Proof of implementation (before and after photos).
- Proof of expenditure (supplier/contractor invoice).
- Proof of defrayal (bank statement).
- An invoice to the Sustainable Business Partnership CIC for the grant amount.

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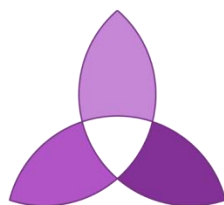


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Grant Funding Terms and Conditions

1. Grants must only be used to cover capital costs, i.e. equipment purchase and installation.
2. Grants cannot cover the cost of projects that have already been installed.
3. Projects must be completed and paid for within three months of the date the grant award is confirmed.
4. If your organisation is VAT registered and can claim back VAT on the project costs, then VAT must be excluded from the application.
5. Grants of between £1,000 and £5,000 are awarded for up to one third of the total project cost excluding VAT.
6. The Sustainable Business Partnership CIC's decision as to the eligibility of a grant application, eligibility of a grant applicant, or the award of a grant, is final.
7. Where actual total project cost is greater than estimated in the grant application, the grant amount award will not be increased.
8. Where actual total project cost is less than estimated in the grant application, the grant award amount will be reduced to maximum of one third of the actual total project cost.
9. Match funding to the value of at least two thirds of the total project cost excluding VAT must be provided by the grant applicant. The match funding must not be from another European Union funding source.
10. Grants are paid in arrears, subject to proof of expenditure (supplier/contractor's invoices), proof of defrayal of expenditure (your relevant bank statement(s)), and proof of implementation (before and after photos) and may be claimed by sending a completed grant claim form to Sustainable Business Partnership CIC.
11. Grants are paid by BACS bank transfer directly from Sustainable Business Partnership CIC, typically within 30 days of receipt of the correctly evidenced claim.
12. Payment of a grant may be withheld or recovered where these terms and conditions and/or any other requirements detailed in this application form have not been complied with or where it appears that the grant applicant has made a false or misleading statement as part of their application or grant claim.
13. The technology funded by the grant must remain installed and in use at the premises and not be modified or relocated in such a way as may adversely affect its performance, for a period of at least five years following payment of the grant. The applicant will be

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responsible for ensuring this condition is met. Sustainable Business Partnership CIC reserves the right to reclaim the grant payment if this condition is breached.

14. Successful grant applicants must allow access to records and premises to which this application relates for the purpose of carrying out an inspection and ensuring compliance with the grant funding terms and conditions. This includes allowing access for external auditors.
15. Successful grant applicants will co-operate and participate as required in any monitoring or evaluation exercises relating to the Utilise Plus programme conducted by Sustainable Business Partnership CIC or its appointed consultants.
16. Successful grant applicants will retain all forms, quotes, invoices and State Aid information that arise in relation to the grant award for a period of 10 years following payment of the grant.
17. Applicants will notify Sustainable Business Partnership CIC immediately in writing of any changes to the details in this application form. Successful grant applicants agree that Sustainable Business Partnership CIC can include the grant funded project in marketing and publicity material.

¹ European Commission monthly exchange rate December 2017: €1 = £0.88293. You are responsible for calculating the exchange rate and assessing your eligibility at the time of your application.

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