



Elmbridge Green Business Boost

Guidance notes

This document is intended to help applicants complete a Green Business Boost application form.

More information, including the application form can be found online. Alternatively, if you need any further guidance please email: business@elmbridge.gov.uk

Please note the following

- Use black ink or complete the form electronically.
- Please only return your form once it has been signed (electronic signature is acceptable).
- Please be as concise as possible (If hand written we will accept any additional information on separate A4 sheets).
- Please include two comparable quotes (including VAT amount), one preferably from an Elmbridge supplier.
- Your application will be checked and then determined by the decision-making body which is made up of Chief Officers.
- There is no right of appeal against the decision.
- Retrospective grants will not be paid.
- Projects should commence within 6 months and be completed within 12 months of the date of any grant offer letter.

1.0 Can I apply?

The grant is a discretionary scheme that provides funding to help high street independents and small and medium sized businesses (SMEs) to become more energy efficient, save money and to reduce their carbon footprint.



2.0 Who can apply?

The scheme is open to small and medium sized businesses within the defined boundary of Elmbridge Borough Council and operating from a commercial premise in the borough.

To be eligible for support, you must meet the following criteria:

- You must be a small or medium enterprise (SME). This includes:
- Employing 250 (FTE) employees or less
- Having an annual turnover of £44M or less and an annual balance sheet of £38M or less
- If another firm owns more than a quarter of your company, they must meet the above criteria
- Your organisation must not have received more than approximately £200,000 of state aid in the last three years
- Your business must have a lease of at least one year in length (or be the freeholder) and meet the below occupancy criteria
- Your business must be the business rates account holder, operate from the premise and the premise must have a valuation office rateable value

Please note that those with charitable status are unfortunately not included in the criteria of who can apply.

2.1 How much can I apply for?

You can apply for a grant of up to £5,000 with funding available on the following basis:

- The first £1,000 of any project has no match funding required
- Anything above £1,000 up to £5,000 requires a 50% match from the applicant

Example funding

Business A would like to install new LED lights in their shop with a cost of £999. With the first £1,000 not requiring match funding Business A could apply for the whole £999.



Total project cost: £999

Potential green business boost grant contribution (if approved): £999

Match funding required from applicant: £0

Business B would like to install a new energy efficient replacement display cooler with a cost of £5,000. The first £1,000 of the project would not require match funding with the balance to £5,000 requiring a 50% match.

Total project cost: £5,000

Potential green business boost grant contribution (if approved): £3,000

Match funding required from applicant: £2,000

All applications are assessed on an individual basis.

3.0 What is eligible for financial assistance?

Any business can use apply for funding toward having energy efficiency measures installed for their business. The grant can contribute to both the cost of materials or equipment and any installation.

Funding may be provided to eligible businesses across the following types of projects to support the installation of small-scale measures to reduce energy consumption and the associated carbon emissions.

Examples of projects/activities that could be funded under this theme include:

- Lighting – LED, controls, sensors
- Heating - upgrading boilers/heating systems, zone control, heat recovery, thermal stores, heat loss reduction measure
- Ventilation – fans, distribution
- Refrigeration
- Renewable technologies
- Recycling and waste - compactors, balers

If you have any other projects outside of the example list please complete the initial contact form with as much detail as possible and officers will check the proposal and advise on suitability.

3.1 What is not eligible?

- Works that have already been undertaken
- Works to upper floors or basements not related to the primary commercial function



- Works to residential properties (Businesses that are trading from a residential property are excluded from the grant scheme)
- Purchase of mobile phones and mobile phone contracts
- Repairs and maintenance to existing equipment
- Any second-hand item which was previously purchased using grant funding
- VAT (unless the applicant is not able to recover VAT)
- Recurring revenue costs (including: salaries, pensions, stock, rent, utility charges, service charges subscriptions, insurance, tax, recruitment fees, website hosting etc.)
- Repayment of existing loans or debts
- General running costs for the business
- Costs where it may be determined that the project could be funded by other national grant schemes
- Initiatives promoting a political party
- Initiatives that conflict with existing Council policies

All grants are made at the discretion of Elmbridge Borough Council and are subject to availability of funding.

Elmbridge reserves the right to vary the guidance notes and/or end the funding on offer at any time.

4.0 Application process

Stage one: expression of interest

Please complete the initial expression of interest form with some basic details about your business and project. This will then be reviewed to check eligibility. If you are eligible, you will be sent the application form.

Stage two: application form

The below provides further guidance for businesses completing the application form.

**Questions 1 to 5**

Ensure you put the full name and address details. Your main contact does not have to be the person signing the application, but it should be someone with authority concerning this application.

Question 6

Please confirm you meet the eligibility criteria for SME's and state your number of employees (Please see 2.0 in the guidance). Please provide further info on your commercial property, lease/freehold, your VAT status and if you pay business rates.

Question 7

We need to know what you are hoping to upgrade to improve energy efficiency, save costs and reduce your carbon footprint. Please include details of your current situation including photos if applicable.

Question 8

Specify the work, equipment, upgrade that would be undertaken during the project and the costs (please use the lowest value quote for costs)

Question 9

You can apply for a grant of up to £5,000 with funding available on the following basis:

- The first £1,000 of any project has no match funding requirement
- Anything above £1,000 up to £5,000 requires a 50% match from the applicant

Please see the guidance notes (Section 2.1) for match funding calculation examples.

Question 10

Depending on the nature of the project permissions may be required from planning, building control and landlord/freeholder.

It is the applicant's responsibility to check for any necessary permissions.

Grant offers can be made subject to conditions - for example an applicant knows that planning permission is required but does not want to apply until they have a decision on their grant application.

Question 11

As part of the funding package, we are encouraging businesses to commit to starting their journey to net zero by taking the national SME climate pledge.



All those accepting a grant offer letter will have to agree to sign up for the SME climate pledge before any funding is released.

You can find out more about the SME climate pledge online and take the pledge to commit to future proof your business via: SME climate commitment.

Question 12

Provide details of any relationship to any Councillors or Officers of Elmbridge Borough Council. Please include their full name.

Question 13

Please make sure you read the declaration carefully, sign the form and return it.

5.0 What happens next?

You will receive an acknowledgement that we have received your application form.

Your application will be assessed against our existing criteria, and we will carry out checks on business rates, environmental health standards and other payment history.

We may ask you to provide further information. The application and any additional information will be presented to the decision-making body, and you will be informed of the decision. There is no right of appeal.

Projects should commence within 6 months and be completed within 12 months of the date of any grant offer letter.

5.1 When will the grant be paid?

Grants will only be paid following:

- Completion of the project. This includes verification that the project is complete.
- The submission of verifiable invoices.

If you have any questions about any of the guidance or application form please contact: business@elmbridge.gov.uk