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GREEN BUSINESS GRANTS

Grant Guidance for Suppliers

The guidance contains information about what is expected from surveyors and installers when providing goods and services for a Green Business Grant application.

This includes evidence that the applicant may request from you. If the guidance in this document isn't followed, it might take longer for an application to be processed or result in the applicant being ineligible and losing the grant.

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VERSION HISTORY

Version	Date	Changes
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WE'RE HERE TO HELP

If you have any questions about Green Business Grants or any of our Low Carbon Business Support programmes, you can contact us by email at lowcarbonbusiness@westofengland-ca.gov.uk with your query and contact details. Please include your business name, the address of your premises within the West of England Combined Authority region and telephone and email contact details.

You can also call the Low Carbon Business Support team on [0117 332 1520](tel:01173321520) between 9.30am and 4.30pm Monday to Friday. Our phone lines can be busy so please leave a message and we will try and get back to you as soon as we can. Please leave your name, phone number, email address and a summary of your enquiry.

GREEN BUSINESS GRANTS SUMMARY



A Green Business Grant is designed to help small and medium enterprises (SMEs) and registered charities purchase and install new products and equipment that reduce their greenhouse gas emissions, cut utility costs and improve energy efficiency.

This document contains information about what is expected from surveyors and installers when providing goods and services relating to a Green Business Grant application. Further information on Green Business Grants for SMEs can be found in our [Green Business Grants Guidance for Applicants, found on our website](#).

Green Business Grants are part of the Combined Authority's Low Carbon Business Support, funded by the West of England Recovery Fund and Green Recovery Fund. These funds support the shift towards a low carbon economy and a green recovery from the impact of COVID-19.

To be eligible, they must be:

- ✓ **a small or medium sized enterprise/charity** - with fewer than 250 employees AND a turnover of equal to or less than £36 million OR a balance sheet of equal to or less than £18 million, including any partnership the organisation is a part of or any linked enterprises
- ✓ **a legal entity** such as a private limited company, community interest company, community benefit society or a registered charity
- ✓ **based in the West of England Combined Authority region** - located in Bath & North East Somerset, Bristol or South Gloucestershire local authority areas
- ✓ **content to be credit checked by a third-party credit reference agency.**

For a project to be eligible, it must:

- ✓ **be based on recommendations from an independent source** such as a carbon survey carried out by us or a third-party independent surveyor/consultant
- ✓ **be an eligible capital project** that reduces greenhouse gas emissions
- ✓ **not be required to meet another legal obligation** such as a condition of planning permission
- ✓ **be procured in line with our procurement rules**
- ✓ **not be started, or any contract entered into, until we give the ok-to-proceed**
- ✓ **be above the minimum grant request of £500**
- ✓ **have written landlord permission, if required**
- ✓ **meet current Building Regulations, where relevant**
- ✓ **have planning permission, if required** - this can be through permitted development where allowed
- ✓ **be cash-flowed to completion by the applicant.**

A Green Business Grant application must be supported by an independent assessment that recommends the project(s) being applied for. The Combined Authority can help applicants identify carbon reduction opportunities through our [Carbon Survey](#) programme, or they can go to a competent third-party surveyor or consultant instead.

The assessment must be independent and not associated with a particular technology, brand or installer. Staff from the applicant business are not allowed to carry out their own assessment, even if they are suitably qualified.

The assessment should include:

- an estimate of the applicant's utility use and carbon emissions
- identification of steps they could take to decarbonise. Consideration should be given to building improvements, operations/equipment improvements and behavioural actions where relevant
- calculations of estimates of utility and carbon savings for key recommendations, particularly those the applicant intends to use grant for.

We calculate carbon emissions using the latest UK Government greenhouse gas reporting conversion factors [UK Government greenhouse gas reporting conversion factors](#) for CO₂ equivalent (CO₂e), and include both direct (scope 1 and 2) and indirect (scope 3) emissions. This is to ensure that the outputs of our grant programmes are consistent and accurate. You do not have to use the same carbon factors, but we will need enough information such as utility figures so we can apply the correct conversions.

We may request supporting calculations from you for projects that are being applied for, if it isn't clear from the report how the savings were estimated.

This [Example Carbon Report](#) shows the type of information we provide through our Carbon Survey programme. You do not have to follow the same document format, as long as the information provided is clear.

Ineligible Assessments

The following do not qualify as suitable on their own:

- assessments carried out by installers, but installers can assist with calculations as part of a wider independent assessment
- assessments carried out by surveyors affiliated with a particular product or manufacturer
- any assessment that is more than 5 years old without additional verification that the applicant's premises has not changed since the assessment was carried out.
- non-domestic or domestic Energy Performance Certificates, although their calculations may be used as part of a wider assessment that considers business operations and behaviours



Grant Applications and Awards

All grant applications should be submitted and handled by the organisation that is benefitting from the project, not the supplier carrying out the works nor a third party consultant. The applicant must be able to cashflow the works and pay suppliers in full before claiming the grant. We do not pay grant directly to suppliers.

Project Quotes

Applicants will need a recent quote to support their project application. This should be from a competent supplier whose responsibility is to design and install appropriate installations for the applicant and the premises.

Quotes must be in-date when the application is submitted. We aim to process grant applications as quickly as possible, but please note that it can take between 3 and 8 weeks for us to gain approval depending on the amount of applications received and meeting schedules. We can reassess applications if costs have increased, but do not guarantee that we can pay for additional costs and this can significantly delay a grant claim as it would need to be approved again. The applicant should contact us as soon as possible once increased costs are known to discuss this.

All quotes must include a detailed description of the works included, either as one document or as accompanying details, to allow us to check that all costs are eligible. We need information of the makes, models, specifications and quantities of major items for us to calculate the carbon savings of your project. Examples of the type of information required for various projects are detailed below.

Type of Project	Example	Information required
Heating, ventilation & air conditioning (HVAC)	Air source heat pump (ASHP)	Seasonal efficiency (%) of unit for heating and cooling
	Mechanical ventilation with heat recovery (MVHR)	Efficiency of MVHR heat recovery (%) and fan power
Hot water reduction	Low flow showerheads	Flow reduction (%) or litres/minute
Solar photovoltaic panels		Estimated annual generation (kWh), number, capacity and type of panels, number and type of inverters
LED lighting		Number and wattage of each type of light installed

Type of Project	Example	Information required
Fabric insulation	Loft insulation Double glazing	U value (W/m ² K) and area being insulated (m ²)
Pipe insulation		Length of pipe insulation (m)
Flange and valve insulation		Number of components, number of flanges
Solar film		Heat reduction (%) and area covered (m ²)

Calculating Carbon Savings

For particularly complex or specialist projects, suppliers and manufacturers should be prepared to assist in calculating the carbon savings of the project. If carbon savings cannot be calculated or reasonably estimated, the project cannot be funded.

Application Assessment Criteria

All grants are assessed for value-for-money, deliverability and financial viability. See Annex B in the [Green Business Grants Guidance for Applicants on our website](#) for Application Assessment Criteria.

Change of Scope

If the scope of works changes following grant approval, the applicant must notify us as soon as possible. This is particularly important if any changes have been made that affect the carbon savings of the project, as this could impact value for money and the amount of grant available.

Any changes to products and materials should not be changed without the applicant being made fully aware, as we reserve the right to withhold or withdraw our grant offer if these impact our assessment criteria.



Completion Evidence

Once the project has been finished and paid for, the grant recipient will need to complete a grant claim form and provide evidence of completion, invoice and payment.

The information on this invoice must be sufficient for us to confirm the potential carbon savings. If the work is exactly the same as was quoted for, the invoice may cross reference the original quote. Otherwise, the contents of this invoice should include similar information as required for the application, as detailed under Project Quotes.

As part of the grant claim, the applicant will need to provide us with evidence of completion. This includes:

- Photos of their carbon saving improvement(s)
- where relevant, installer certificates, competent person scheme certificates, building regulations approval, planning consent details, distribution network operator approval etc.
- asset details including the makes, models and quantities of the major items

| PROCUREMENT

If the applicant is awarded a Green Business Grant, they must follow our procurement process and meet the conditions of procurement which are given in the [Green Business Grants Guidance for Applicants on our website](#). The supplier should also ensure that they are compliant with the practises given in this guidance under the section on 'Procurement Compliance'.

| PROMOTION

Applicants are expected to consult us about any publicity relating to the funded project both during and after installation, and clearly credit West of England Combined Authority in the copy.

Details of successful applicants and their projects will be used by the Combined Authority to promote the grant. This may include a case study on the Combined Authority's website and associated social media posts. We are unable to credit, promote or recommend suppliers in our promotional material.

Suppliers are welcome to promote Green Business Grants and any other Combined Authority support services as part of their own marketing. As part of this, you must credit the West of England Combined Authority as the funder and ensure that details and links are kept accurate and up to date. We can provide you with approved logos, materials and branding guidelines if required. Please contact us at lowcarbonbusiness@westofengland-ca.gov.uk to discuss and request this.

| FREEDOM OF INFORMATION

The Combined Authority is subject to the Freedom of Information Act 2000. Suppliers are requested to state in a covering letter, which part, if any, of the information you supply is confidential or commercially sensitive or should not be disclosed in response to a request for information and why. Suppliers' statements will be considered; however, the Combined Authority is unable to give any guarantee that the information in question will not be disclosed. In addition, any award of grant will be published in transparency data that the Combined Authority is legally obliged to publish.