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## East Suffolk Energy Efficiency Grant scheme

### Guidance

**IMPORTANT: PLEASE READ THE FOLLOWING GUIDANCE CAREFULLY BEFORE FILLING IN THE APPLICATION FORM.**

#### **About the fund**

##### ***UK Shared Prosperity Fund***

In April 2022, the Government launched the UK Shared Prosperity Fund (UKSPF) to support its Levelling Up agenda. The primary goal of the UKSPF is to build pride in place and increase life chances across the UK.

For a summary of the Fund please see: <https://www.eastsuffolk.gov.uk/business/uk-shared-prosperity-fund/>

The East Suffolk Energy Efficiency Grant scheme is funded through East Suffolk Council's UKSPF allocation.

##### ***East Suffolk Energy Efficiency Grant scheme***

This scheme meets the 'Supporting Local Business' investment priority by increasing private sector investment in growth-enhancing activities, through targeted support for small and medium- sized businesses to undertake new-to-firm innovation, adopt productivity-enhancing activities / processes, energy efficient and low carbon technologies, and techniques, and start or grow their exports.

East Suffolk Council's Strategic Plan 2020 - 2024 pledges to become a carbon neutral council by 2030, which means environmental benefit(s) are a key consideration. Within the pledge is an outcome to encourage and invest in renewable energy and support businesses to care for the environment. To achieve this, we are looking to support decarbonisation and improving the natural environment whilst growing the local economy. This grant programme will also maximise existing or emerging local strengths in low carbon technologies, goods, and services to take advantage of the growing global opportunity. It will also support the development of a carbon net zero East Suffolk visitor economy.

The investment will look to support local SME businesses to make energy efficiency or net zero adaptations to their business to make them more sustainable and efficient. The grants are aimed at small to medium sized businesses with ambitions to reduce their carbon footprint and increase productivity.

We recommend that applicants have been through a Suffolk net zero business advisor service, but this isn't a requirement of the fund as long as there is strong evidence of need. If you would like to access net zero business consultancy, we recommend the following option:

- Suffolk net zero business advisor consultancy that is ongoing ([Carbon Charter | Net Zero Business Advisor Service](#))



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We will also consider funding applications that previously received public funding to support the implementation of their decarbonisation action plans that are now seeking funding for their next steps.

We recommend that all applying businesses, see what support is available and how they can become a member of the Suffolk Carbon Charter: [Carbon Charter | Net Zero Carbon Business](#). And also consider the 25-by-25 pledge: [Carbon Charter | Will you make the 25 by 25 pledge?](#)

***We are looking to award grants of between £10,000 - £15,000 per application with an intervention rate of up to 50%.***

**Priorities of the grant scheme**

The following four priorities have been identified by East Suffolk Council and all applicants must ensure that their application provides evidence how it meets one or more of the priorities that support either a move to net zero or energy efficiency to reduce overall carbon reduction of the business:

1. Purchase of capital investment to make small adaptations to businesses
2. Energy efficiency improvements
3. Building fabric upgrades
4. Machinery upgrades

**Types of projects**

This fund can support the following types of projects, ensuring that all either support a move to net zero or energy efficiency to reduce overall carbon reduction of the business:

Priority	Example(s)
Purchase of capital investment to make small adaptations to businesses	<ul style="list-style-type: none"> <li>• Purchase of equipment to allow new operating processes, such as a move to digital services, optimisation of resources or enhanced waste management</li> <li>• Electric commercial vehicles</li> <li>• E-cargo bikes</li> </ul>
Energy efficiency improvements	<ul style="list-style-type: none"> <li>• Changing to a low carbon heating system</li> <li>• Installation of low and zero carbon generating technologies, such as solar PV, biomass or micro-wind</li> <li>• Insulation, replacement windows, doors etc. to improve energy efficiency of buildings</li> </ul>



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	<ul style="list-style-type: none"> <li>• Heating e.g., Biomass, ASHP/WSHP etc. but not fossil fuel alternatives</li> <li>• Solar Panels (building regs and planning permission may apply)</li> </ul>
Building fabric upgrades	<ul style="list-style-type: none"> <li>• Insulation</li> <li>• energy efficient lighting</li> <li>• draught-proofing</li> </ul>
Machinery upgrades	<ul style="list-style-type: none"> <li>• Energy efficient plant and machinery</li> </ul>

*These examples are given as a guide and are not exhaustive.*

**Who can apply?**

The fund is only available to small and medium sized businesses who are located within the geographical area of East Suffolk.

This includes:

- Sole traders
- Limited companies
- Business partnerships
- Any constituted “not for profit” community, voluntary or business group
- Social enterprises, including CIC’s and CIO’s

If you are applying for funding towards physical upgrades or improvements to a commercial premises, you must be the owner of the property, or the landlord should apply.

The following sectors can apply for a grant.

- |  |   |
|--|---|
| <input type="checkbox"/> Wholesale and Retail        | <input type="checkbox"/> Accomodation and food services         |
| <input type="checkbox"/> Manufacturing / engineering | <input type="checkbox"/> Agriculture, Forestry and Fishing      |
| <input type="checkbox"/> Construction                | <input type="checkbox"/> Finanical and insurance                |
| <input type="checkbox"/> Transport and storage       | <input type="checkbox"/> Professional, scientific and technical |
| <input type="checkbox"/> Real estate                 | <input type="checkbox"/> Arts, entertainment and recreation     |
| <input type="checkbox"/> Health and social care      |   |

Please be aware that all applicants are expected to complete the subsidy declaration within the application form. For more information on the UK Shared Prosperity Fund subsidy control please visit: <https://www.gov.uk/guidance/uk-shared-prosperity-fund-subsidy-control-7>

The fund is available for projects and activity located within the geographical area of East Suffolk.

**What we cannot fund**

- Applications from individuals – **we cannot make grant payments to individuals**



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- VAT: If you are able to claim back VAT then VAT is not eligible as part of the costs of your project and should not be included.
- Annual/usual organisation running costs and core staffing costs
- Projects unable to start within 6 months of the grant award date
- Activities promoting political or religious beliefs
- Payments towards endowment funds, deficit funding or loans
- Overseas travel for individuals/groups
- Sponsored or fundraising events
- Funding for trips abroad or hospitality to other organisations
- Repeat funding – i.e. if East Suffolk Council has previously provided a grant for the same activity
- Items or projects which only benefit an individual
- Retrospective costs
- Projects that will displace existing provision
- Activities that are statutory obligations

Before applying, please note that this funding cannot be used to replace lost income / profits / hardship experienced as a result of the pandemic, although it can be used help you to resume activities suspended due to Covid-19. We cannot provide retrospective funding for projects which have started before confirmation of grant funding i.e. for costs already incurred.

**Quotations for works and services**

As a condition of the grant, all capital (physical assets) expenditure, and services provided by another organisation on behalf of the applying organisation over the value of £4,999 will require evidence of three quotes obtained to ensure value for money. Expenditure over £75,000 will require a formal tender process. Please provide any quotations that you have obtained for the project along with the completed application form.

This shall include adopting the following minimum procedures:

Value of Purchase	Procedure to be followed
£0 - £4,999	Direct Award (meaning you can choose who is award the works without obtaining any quotations)
£5,000 - £74,999	3 written quotes or prices sought from relevant suppliers of goods, works and / or services
£75,000 and over	Formal tender process



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### **Planning permission considerations and licenses**

If you are applying for any physical upgrades or improvements that will require planning permission, grants will only be approved if planning permission has already been provided or if there is evidence that planning permission is currently being sought and the grant will be awarded on a conditional basis that planning permission is approved.

To find out more about how to gain planning permission, please visit:

<https://www.eastsuffolk.gov.uk/planning/>

You will also be asked to within the application form to declare any other permissions or licences that are required for your project and when they will be obtained.

### **Subsidy**

Please be aware that all applicants are expected to complete the subsidy declaration within the application form.

For more information on the UK Shared Prosperity Fund subsidy control please visit:

<https://www.gov.uk/guidance/uk-shared-prosperity-fund-subsidy-control-7>

The EU State aid rules no longer apply to subsidies granted in the UK following the end of the transition period, which ended on 31 December 2020. This does not impact the limited circumstances in which State aid rules still apply under the Withdrawal Agreement, specifically Article 10 of the Northern Ireland Protocol. The United Kingdom remains bound by its international commitments, including subsidy obligations set out in the Trade and Cooperation Agreement (TCA) with the EU.

East Suffolk Council will be providing this grant to the business / organisation a Minimum Financial Assistance (MFA) subsidy under the Subsidy Control Act (2022).

MFA subsidy limit is £315,000 over a three-year period (including your current financial year and the previous two financial years).

### **How to apply**

If you would like to access funding through the East Suffolk Business Move to Net Zero Grant, please complete the application form via the following weblink:

[https://my.eastsuffolk.gov.uk/en/service/East\\_Suffolk\\_energy\\_efficiency\\_grant](https://my.eastsuffolk.gov.uk/en/service/East_Suffolk_energy_efficiency_grant)

### **Process**

If the application is fully complete (i.e. all the required information is provided) it will be taken to a Panel Meeting which will be up to three weeks after the grant deadline below. See the diagram below for more information on the application process.



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### Received applications

All received applications are appraised by the East Suffolk Funding Team after the deadline of each funding round. Potential queries are raised with applicants following appraisals.

### Panel meeting

The appraised applications are taken to a panel of officers to discuss the outcome of the applications.

### Outcome

Applicants will be informed of the decision by email, and for those that are approved they will receive a grant acceptance / offer letter.

#### Deadline for Applications

Round	Round dates (applications open and close)	Dates of Appraisals	Panel Meeting
Round 1	11 <sup>th</sup> April 2023 – 31 <sup>st</sup> May 2023	1 <sup>st</sup> June 2023 – 22 <sup>nd</sup> June 2023	w/c 3 <sup>rd</sup> July 2023
Round 2	1 <sup>st</sup> August 2023 – 29 <sup>th</sup> September 2023	2 <sup>nd</sup> October 2023 – 20 <sup>th</sup> October 2023	w/c 30 <sup>th</sup> October 2023
Round 3	6 <sup>th</sup> November 2023 – 22 <sup>nd</sup> December 2023	2 <sup>nd</sup> January 2024 – 19 <sup>th</sup> January 2024	w/c 29 <sup>th</sup> January 2024
Round 4	1 <sup>st</sup> April 2024 – 31 <sup>st</sup> May 2024	3 <sup>rd</sup> June 2024 – 21 <sup>st</sup> June 2024	w/c 1 <sup>st</sup> July 2024
Round 5	5 <sup>th</sup> August 2024 – 27 <sup>th</sup> September 2024	30 <sup>th</sup> September 2024 – 18 <sup>th</sup> October 2024	w/c 28 <sup>th</sup> October
Round 6	4 <sup>th</sup> November 2024 – 6 <sup>th</sup> January 2025	7 <sup>th</sup> January 2025 – 21 <sup>st</sup> January 2025	w/c 3 <sup>rd</sup> February 2025

*These dates set out above are subject to change if a high number of applications is received.*

If your application is successful, you will be notified of the decision through a Grant Acceptance (via email) within 5 working days of the Grant Panel meeting.

Funds through this grant scheme **should only be spent on the items/purpose detailed in the application form and Grant Acceptance** and within **12 months** of the date of the Grant Acceptance. All funding awarded will be for a maximum of twelve months, although our contribution could be part of a longer-term project which is match-funded from elsewhere. You must indicate on your form if you have applied for or intend to apply for match funding for this project. If the grant is not spent on the approved purposes or if there is an underspend, the Council



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has the authority to reclaim part or all of the grant. If you are proposing to make any changes to your approved project, please inform us as soon as possible.

An evaluation and monitoring form will be sent for completion **after 6 months** – although this period will be extended if a change in national guidance means that your project has to ‘pause’ - to ascertain the impact that the project / activity had. Returning this form to us is one of the grant conditions. ***Please keep copies of receipts and invoices related to the project / activity – we may ask to see these as part of our monitoring process as we spot check a proportion of successful applications.***

Applications will be scored as per the below scoring matrix:

<b>SCORING CRITERIA</b>			
	<b>Criteria</b>	<b>Strong projects will have...</b>	<b>Weak projects will have...</b>
<b>A</b>	Impact on the business energy efficiency goals and wider impact on the business, such as cost savings and jobs safeguarded	The project will have a positive impact on the businesses energy efficiency and reducing its carbon emissions and the local business community. It is informed and led by the business's goals set through previous consultancy.	It is unclear how the project will benefit the businesses energy efficiency reducing its carbon emissions and lacks detail on how it meets the business goals and in meaningful way.
<b>B</b>	Clear links with the grant fund priorities	The applicant has identified how the project is linked to the priorities from East Suffolk Council's UKSPF investment plan and the identified priorities.	It is not clear how the project is linked to the priorities from East Suffolk Council's UKSPF investment plan and the identified priorities.
<b>C</b>	Evidence of Need	The applicant has demonstrated the required knowledge of the issues affecting their business's carbon emissions through previous consultancy to identify their carbon footprint and potential mitigating actions.	The proposal is based on anecdotal evidence and it's unclear whether this project is needed.
<b>D</b>	Evaluation and Promotion	It is clear how the project will be promoted and publicised to the target audience and/or communities. There is a clear approach and methodology to capture project outputs and outcomes in a clear and robust way.	It is unclear how the project will be promoted and how the outcomes and impact of the project will be evaluated.
<b>E</b>	Value for Money	The project has been realistically costed and the impact of the project is	The project is either significantly under costed or over costed which



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		appropriate in relation to the amount of funding that has been requested.	creates a risk to the project and its outcomes/impact.
<b>F</b>	Deliverability	The project is realistic and achievable and it is clear how and when the project will be delivered and by whom.	It is unclear what the project will do, who will deliver it, how it will be delivered and by when.
<b>G</b>	Project legacy and sustainability	The applicant has considered project sustainability after the funded project has been completed i.e. it is clear how the project will continue (if relevant).	It is unclear how the project will continue after the funding has been spent and whether what has been proposed is achievable.

### Scoring Matrix

<b>0</b>	No Evidence
<b>1</b>	Poorly Met
<b>2</b>	Satisfactory
<b>3</b>	Good
<b>4</b>	Very Good

<b>SCORING CRITERIA</b>			
<b>Criteria</b>	<b>Score Range</b>	<b>Weight</b>	<b>Max Weighted Score</b>
<b>A</b>	0-4	4	16
<b>B</b>	0-4	4	16
<b>C</b>	0-4	4	16
<b>D</b>	0-4	3	12
<b>E</b>	0-4	3	12
<b>F</b>	0-4	2	10
<b>G</b>	0-4	2	6

- Groups can achieve a maximum score of 88 points
- A medium score is considered to be 44 points
- Applications that score less than 44 will be referred back to the applicant or rejected.

If you would like this document in large print, Braille, audiotapes, or translated into another language, please contact us: [grants@eastssuffolk.gov.uk](mailto:grants@eastssuffolk.gov.uk)