

Isles of Scilly Business Energy Efficiency Scheme

Grant Application Form

Contact information

Contact name		Contact position /role	
Contact phone		Contact email (By providing your e-mail you consent to receive e-mails from the Council of the Isles of Scilly)	

Is your business eligible for this grant?

What type of business are you? (Please ✓)

Sole trader		Unique Taxpayers Reference No.:	
Partnership		HMRC ref. no.	
Charity		Registration number	
Business registered at Companies House		Company No.:	
Other(please specify)		VAT number (if registered):	

Are you situated in and trading from the Isles of Scilly?	Yes	No
Company trading name		
Site address		
Registered address (if different)		
Do you employ fewer than 250 people?	Yes	No
How many Full Time Equivalent (FTE) employees does your organisation have?		

Financial resilience

Would the grant funding enhance your business' viability?	No	Yes
Are you a going concern (not an undertaking in difficulty as described) ¹	No	Yes

¹ *[Section 2.2 Guidelines for rescuing and restructuring non-financial undertakings in difficulty](#)

Please tell us about your project

Please briefly describe your project and its expected impact towards reducing carbon emissions and saving money on your energy bills.

Your project should consist of the delivery of Low Carbon Technologies for business through the installation of energy efficient solutions. These solutions may include more efficient heating and ventilation systems, better building insulation, efficient lighting solutions and renewable opportunities such as solar installations. Participating businesses will purchase solutions and apply for a grant from the Council to reimburse up to 60% of the total **capital** cost to the business capped at a maximum of £17,500.

e.g. Replace 20 6' fluorescent tubes with LED alternatives switched on 7 hours a day. Insulate roof space.

Please provide a breakdown of the total expenditure required to implement the proposal, **excluding VAT if registered**. You must include a quote or quotes for works with your application.

Your total project value should be at least £1,667.

Grant awards will be up to 60% of the total value of your project, capped to £17,500 (Excl. VAT if registered).

If available please reference any energy efficiency audit you may have undertaken for this business.

Payments will be made retrospectively on submission of evidence of defrayed (cleared) costs.

Claims cannot be submitted for works that have already been commissioned or otherwise ordered, invoiced for or secured with a deposit prior to award of the Offer Letter

Ref	Brief description of eligible capital expenditure	Net (£)	VAT (£)	GROSS (£)
1.	e.g. 20 LED lamps	£		
2.		£		
3.		£		
4.				
Total eligible capital expenditure to be incurred		£		
Value of Grant that you're applying for (up to 60% of your total) and not exceeding £17,500		£		
Can you reclaim the VAT incurred on project costs from HMRC?		Yes / No		

Your financial contribution to the project

State the source of your match funding, whether it is in place and if not, when is it likely to be confirmed?

Proof of match funding will be required to complete your application e.g. bank statement, evidence of grant award

NOTES:

All elements must have been finally paid by the business before the grant can be claimed.

To help us assess your application, please list the anticipated renewable energy generation and CO₂ emission reductions per year arising from the completion of your project. This could be from your Anthesis report or from your EPC which can be found [online](#).

For new builds this could be information from the product specification, compared to the minimum required by building control.

Further guidance and tools to estimate savings are available online at the [Energy Saving Trust](#) or from your supplier.

Please submit a current Energy Performance Certificate or Anthesis report.	
Planned increase in renewable energy generation (kW / year)	
Forecast estimated reduction in CO ₂ emissions (kg / year)	
Estimated savings in energy costs (£ / year)	

Preliminary feasibility studies and permissions to be funded by the applicant prior to commissioning works.

Permission applied for:	Date applied for	Outcome
Landlord consent / advice		
Planning consent / advice		
Structural survey / advice		
Electrical survey / advice		
Asbestos survey / advice		

Would you be interested in co-commissioning the works with other businesses on the Isles of Scilly?	Yes	No
Please indicate your consent for the Council of the Isles of Scilly to share your contact details with other organisations who may be able to support a collaborative approach to commissioning the works. The Council is not in a position to commission works or project manage on your behalf.	I agree /do not agree for my contact details to be shared with other businesses or partner organisations for the purposes of commissioning works associated with this project.	

State Aid

State Aid is publicly-funded help and support and includes the grant support that we provide to you. Under the EC regulation 1407/2013 (*de minimis* aid regulation) there is a ceiling of €200,000 (approximately £171,006) for all *de minimis* aid provided over a period of three fiscal years (including the fiscal year in which the grant of *de minimis* aid is to be given). The value of aid for this scheme will be the gross grant awarded. If you believe you may exceed this level of funding, the CIoS may be able to provide State aid funding in a compliant manner. Please contact bees@scilly.gov.uk for more details.

Any *de minimis* aid awarded to you will be relevant if you wish to apply, or have applied, for any other grant aid. It is your responsibility to report on this and any other aid received from a public source. Failure to advise of a grant or exemption from a cost otherwise due (e.g. rate relief from public authority) could lead to the claw back of the funds plus interest.

Has the organisation (or any organisations associated with it) received any <i>de minimis</i> state aid in the current and previous two financial years? If yes, please provide more details below, if no, just leave blank			Yes No
Date of payment	Name of provider	Amount £	Brief reason for payment
Total		£	

Is there any state aid anticipated in the immediate future/financial year? If yes, please provide more details below, if no, just leave blank			Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of payment	Name of provider	Amount £	Brief reason for payment
Total		£	

Conflicts of Interest

In order to ensure that the grant award process is fair and transparent please declare any actual, or possible, pecuniary or non-pecuniary interests with employees of the Council of the Isles of Scilly, Councillors or members of the Smart Islands Partnership.

ARE YOU RELATED TO ANY COUNCIL MEMBER, OFFICER OF THE COUNCIL OR SMART ISLANDS PARTNERSHIP MEMBER?	Yes No
IF YES, PLEASE STATE NAME AND RELATIONSHIP	

CANVASSING IN ANY FORM MAY DISQUALIFY YOUR APPLICATION

Declaration

	Initial
I declare that I have the authority to represent [insert name of organisation] in making this application	
I understand that acceptance of this funding application does not in any way signify that the project is eligible for Business Energy Efficiency Scheme / Local Growth Deal funding.	
I confirm that the investments outlined in this form have not already been commissioned or otherwise ordered, invoiced for or secured with a deposit.	
I confirm that the information that I've provided is correct to the best of my knowledge.	
I confirm to the Council of the Isles of Scilly that I have informed all persons in relation to whom I have provided personal information of the details of the personal information I have provided to you. I have shared the purposes for which this information will be used, and that I have the consent of the individuals concerned to pass this information to you for these purposes.	
Match funding will be in place prior to any award of funding.	
I am aware that if the information given in this application turns out to be false or misleading, the Council Isles of Scilly may demand the repayment of funding and/or terminate a funding agreement pertaining to this Application.	
I confirm that I am aware that checks can be made to the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining grant or for the purpose of assisting any person to obtain grant is liable to be prosecuted. A false or misleading statement will also mean that approval may be revoked and any grant may be withheld or recovered with interest.	
Any expenditure before the approval date is incurred at your own risk and may render the project ineligible for support.	
Signed For and on behalf of the Applicant Organisation (electronic signature accepted)	

Name (Print)		
Position	Date	

Once complete, return this form to bees@scilly.gov.uk, together with all relevant quote(s), and any other attachments.

Publicity and Monitoring

Please note that successful bids will be required to acknowledge the support of the Cornwall and Isles of Scilly Local Enterprise Partnership in any materials that refer to the Project and in any written or spoken publications. Grant recipients will be required to comply with reasonable branding guidelines and promotional activities.

In order to monitor the outcomes and outputs of this project we will seek to collect and collate performance data from your business annually until March 2025.

The Data Protection Act 2018: Freedom of Information Act 2000

The General Data Protection Regulation puts obligations on users of personal information and lays down principles for its use. One principle states that the information has to be processed fairly and lawfully. This means you are entitled to know how we intend to use any information you provide. You can then decide whether to proceed with your application and to give your information to us.

The Council of the Isles of Scilly undertakes to use its best endeavours to hold confidential any information provided in any application form submitted, subject to our contracting obligations under law, including the Freedom of Information Act 2000. If you consider that any of the information submitted in the application form should not be disclosed because of its sensitivity then this should be stated with the reason for considering it sensitive. The Business Energy Efficiency Support (BEES) Team will then consult with you in considering any request received under the Freedom of Information Act 2000 before replying to such a request.

General Data Protection Regulation ('GDPR') and the Data Protection Act 2018 ('DPA 18') together referred to as the Data Protection Legislation

Your Personal data

The Business Energy Efficiency Support (BEES) is a Growth Deal Funded project to deliver financial support to businesses to install and implement energy saving solutions. Businesses apply to IOSBT for funding support and through the process they enter personal and financial information to allow assessment and appraisal of the application.

You may also be required to supply some sensitive personal information further in BEES Monitoring Phase. The Data Protection Act defines sensitive personal information as "*racial or ethnic origin, political opinions, religious beliefs, Trade Union membership, physical or mental health, criminal offences and proceedings*". We will only use this information for the purpose for which you have provided your explicit consent.

What we do with it- Use of Your Personal Information

Our main use for your personal information is to process and assess your Application for funding and capacity to administer that funding.

It is Government Policy to share information with relevant agencies for the purposes of Fraud prevention. By signing this Application you are giving your consent to the information contained within to be used for such purposes.

We may use your information for the purposes of statistical analysis and may share anonymised information with other government departments, agencies or third parties for statistical analysis and reporting purposes.

Why we need it

The information that you provide will be used for assessing and where appropriate monitoring your project and evaluating the scheme. It will also be shared with Cornwall Council who are administering the funds and the Smart Islands' Partnership to ensure your project fits within the scope of existing programmes. It will not be released outside of the scheme and the Cornwall and Isles of Scilly Councils other than where required by the terms of the CIOS LEP grant.

Our policies and procedures in relation to the application and evaluation of grants are subject to audit and review by both internal and external auditors. Your information may be subject to such audit and review.

Sometimes you will be required to supply personal information relating to third parties i.e. delivery partners. In these circumstances you must ensure that you inform the delivery partner how you use their information and that this information will be passed to us.

How long we will hold it for?

We will not hold your information for longer than is necessary. Your data will be held within the Council of the Isles of Scilly's secure network and premises and will not be processed outside of [the UK, the EEA]. Access to your information will only be made to authorised members of staff who are required to process it for the purposes outlined in this privacy notice.

Who we may share it with?

We will hold the information that you provide to us confidentially. The information will be collected and processed and held securely in accordance with the principles of the Data Protection Act. We will not disclose the substance of our conversations/dealings with you unless you authorise us to do so.

If you believe that any information that we hold about you is inaccurate or incorrect, please tell us and we will correct it.

What are my data rights?

Your personal information belongs to you and you have the right to:

- be informed of how we will process it
- request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)
- have it amended if it's incorrect or incomplete
- have it deleted (where we do not have a legal requirement to retain it)
- withdraw your consent if you no longer wish us to process it
- restrict how we process it
- object to us using it for marketing or research purposes
- object to us using it in relation to a legal task or in the exercise of an official authority
- request that a person reviews an automated decision where it has had an adverse effect on you

How do I exercise these rights?

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact:

Data Protection Officer
Council of the Isles of Scilly
Town Hall
St Mary's
Isles of Scilly
TR21 0LW Tel: 0300 1234 105

Applicant Checklist:

Supporting Documentation:	
Confirmation of business status such as, HMRC letter for Sole Traders	
Bank Statement confirming sufficient funds in place	
Energy Performance Certificate / Justification report for new builds	
Evidence of required permissions, consents or surveys (if applicable)	
Evidence of procurement procedure applied e.g. three quotes, tender	
Application fully completed, signed and dated	