# Marches Energy Grant Programme Assessment Application Form

# in affiliation with the Business Energy Advice Service (BEAS)

Please check the [eligibility criteria](https://www.marchesgrowthhub.co.uk/support/marches-energy-grant/) or contact us ([marchesenergy@worcestershire.gov.uk](mailto:marchesenergy@worcestershire.gov.uk)) to discuss if your organisation is eligible for support.

Then complete this form to apply for a decarbonisation and energy efficiency review of your organisation.

The assessment will assess your energy and resource usage, providing you with recommendations on how to reduce your costs and improve your environmental credentials. An assessment should be carried out before you apply for a grant to verify carbon savings of the project.

Please ensure you complete all sections and sign both the Company and Subsidy Control Declarations of this form.

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation Name |  | Contact name |  |
| Address |  | Position in Organisation |  |
| Post Code |  | Telephone/Mobile |  |
| County |  | Email |  |
| Year Organisation Started |  | Company Registration Number |  |
| Number of employees |  | Sector |  |
| To which local authority would you pay your business rates? |  | Brief description of your organisation activities |  |
| Is the organisation VAT registered?  If yes, please provide the number: | Yes  No | Is the address of your headquarters the same as the premises at which the support will be applied? |  |

### Small Medium Enterprise Status

In order to receive support from the UK Shared Prosperity Fund you must meet certain requirements, please confirm the following about your organisation: (mark box as appropriate)

|  |  |
| --- | --- |
| Has fewer than 250 employees | Yes  No |
| Annual turnover is less than €50 million | Yes  No |
| Please state your most recent annual turnover: | £ |
| Current balance sheet is less than €43 million | Yes  No |
| What was the total figure on your balance sheet at the end of the last financial year? | £ |
| Does a separate enterprise own >25% of the capital or voting rights?  *If yes, is this enterprise an SME (please provide the name of the enterprise)?* |  |
| Is your organisation a branch of, or affiliated to, any other company? |  |
| Names of beneficial owners and directors |  |

|  |  |
| --- | --- |
| Is your business involved with any governmental Organisations or supply government organisations or provide functions which are a statutory government responsibility?  *If yes, please give details:* | Yes  No |
| Is your business involved in primary agriculture (inc horticulture, forestry or fisheries)? | Yes  No |

### Additional questions

|  |  |
| --- | --- |
| Are you responsible for paying your energy bills? | Yes  No |
| Your business/organisation must have its own business energy supply to be eligible for support (i.e. not a domestic supply). Please confirm if this is true of your business/organisation. | Yes  No |
| Please estimate your total annual energy usage and costs (include electricity, gas, other) | kWh  £ |
| Will this review be carried out in a building owned by your organisation? | Yes  No |
| If you are a tenant, do you have a minimum of 5 years remaining on your lease? | Yes  No  N/A |
| Is your business currently part of any of the following government schemes linked to energy efficiency?  Please tick all that apply from the list. | Climate Change Agreements (CCAs)  UK Emissions Trading Scheme (ETS, formerly EU Emissions Trading Scheme)  Energy Savings Opportunity Scheme (ESOS)  Industrial Heat Recovery Scheme (IHRS)  Industrial Energy Transformation Fund (IETF) funding  Other  None of these |
| Please state your Unique Property Reference Number (UPRN) for the site seeking an audit.  You can find this by looking up the sites postal address using a tool like:  <https://www.findmyaddress.co.uk/search> |  |
| In applying for this scheme, you acknowledge your business data will be shared across third parties and may  be used to facilitate evaluation research, including data matching and monitoring of your energy consumption. Please read the Data Privacy Policy for full information  (<https://www.worcestershire.gov.uk/council-services/business/business-support-and-grants/net-zeroworcestershire-support>). | Yes, I acknowledge this |
| In applying for this scheme, you agree to your future participation in monitoring and evaluation activities as  per our Privacy Policy. | Yes, I acknowledge this |
| Where did you hear about the Marches Energy Grant Programme? |  |

### Subsidy Control Declaration

You are applying for assistance which would be awarded as Minimum Financial Assistance (MFA) under Section 36(1) of the Subsidy Control Act (2022).

There is a maximum limit of £315,000 for subsidies awarded as MFA to any one entity, cumulated over a three-year period (including the current financial year and the previous two financial years).

**This means that you must confirm that your business/organisation has not received more than £315,000 (minus the value of this assistance) in MFA subsidies or comparable types of subsidies (see Section 42(8) of the Subsidy Control Act) between 1st April (year beginning the calculation period) and the date of this application. You agree to inform us immediately if this changes.**

The business/organisation is the entity (i.e., any person, or groups under common control) that is engaged in an economic activity. The MFA financial threshold applies at company group level.

To ensure compliance with the subsidy regime, it may be required to cap assistance at the MFA maximum limit. This may depend on the level of other public sector assistance received by your business/organisation.

You must keep a written record of the amount of MFA your business/organisation has received and the date/s when it was received for at least three years beginning when the date the MFA was given. This will enable you to respond to future requests from public authorities on how much MFA you have received and whether you have reached the cumulative threshold. This must include any subsidy or support that has been granted as Small Amounts of Financial Assistance and Special Drawing Rights.

**If you are in any doubt as to whether the assistance you have received is subject to Minimal Financial Assistance, Small Amounts of Financial Assistance or Special Drawing Rights please contact the body which granted the assistance for clarification.**

The UK’s new Subsidy Control regime, is described in the BEIS Technical Guidance here: <https://www.gov.uk/government/collections/subsidy-control-regime>

By selecting “yes” and completing the Declaration at the end of this form, you confirm that you are duly authorised to do so for and on behalf of your business – e.g., you are a statutory director who is registered as such at Companies House if your business is a company.

**Has your business/organisation, or any other company in your group received, in the last three years (current and previous two financial years), or are currently applying for, any grants or Subsidies/State Aid (e.g., any public funded grants (including from national bodies), apprenticeship, business rate discounts, Growth Hub business support etc.)?**  Yes  No

If Yes, please provide details below. You may be asked to be provide copies of the agreements.

|  |  |  |  |
| --- | --- | --- | --- |
| Date aid awarded | Value of the aid | From which organisation and which scheme | What activity or item was the aid given for |
|  | £ |  |  |
|  | £ |  |  |
|  | £ |  |  |
|  | £ |  |  |
|  | £ |  |  |

### Subsidy Control Declaration

### I confirm that the information I have provided above is complete and accurate.

### I confirm, for and on behalf of, the named business/organisation on this application, that receipt of the MFA will not exceed the MFA threshold specified in Section 36(1) of the Subsidy Control Act (2022).

### I understand that failure to disclose relevant information may lead to a requirement to refund the value of the subsidy provided plus interest from the date that the subsidy was received.

*(Signed by a person with authority to sign for this organisation - this must be an officer of the company with the authority to bind the organisation in legal agreements)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Signature:** |  |
| **Position:** |  | **Date:** |  |

### Privacy Notice & Marketing

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| --- |
| **Privacy Notice**  For information on how your information is used, how Worcestershire County Council maintain the security of your information, and your rights to access information held on you, please view the Privacy Notice for the Growth & Investment and Sustainability Team on WCC's Privacy webpage: <http://www.worcestershire.gov.uk/privacy>  I have read and agree to the privacy notice  **Marketing**  We will automatically keep you up to date with information about your grant or business assist, but in order to process your application, we require a response to confirm whether you wish to opt-in or opt-out to receive marketing updates and how you wish to be contacted. If you have consented to receive marketing, you may opt out at a later date. If you no longer wish to be contacted for marketing purposes, please contact: [businesssupportmarket@worcestershire.gov.uk](mailto:businesssupportmarket@worcestershire.gov.uk)  Yes, I consent to receive occasional newsletters and updates regarding services and products that I might be interested in, such as grants, funding, business support and events, from the Growth & Investment and Sustainability Teams and the contractors working on their behalf.  I consent to being contacted via the following methods:  Post  Email  Telephone  No, I do not consent to receive occasional newsletters and updates regarding services and products that I might be interested in, such as grants, funding, business support and events, from the Growth & Investment and Sustainability Teams and the contractors working on their behalf. |

**To receive an Energy Efficiency and Decarbonisation Review you will need to sign the declaration below.** We are more than happy to talk you through this.

**Applicant Declaration**

* **Subsidy Control Declaration:** I confirm, for and on behalf of, the named Applicant Organisation on this application, that receipt of the MFA will not exceed the MFA threshold specified in Section 36(1) of the Subsidy Control Act (2022). I understand that failure to disclose relevant information relating to previous financial aid may lead to a requirement to refund the value of the subsidy provided plus interest from the date that the subsidy was received.
* To the best of my knowledge, I confirm that the information supplied in this application form is correct, complete, and accurate. I agree to update the programme team immediately if any of the information supplied should change and understand that this could affect any support offered or contracted. I understand that if the information provided is found to be false, the Applicant Organisation may be liable for the full cost of the support provided.
* I declare that the Applicant Organisation satisfies all the eligibility criteria as set out in the Registration Details and submitted to Worcestershire County Council.
* I have read and understood any project Guidance & Terms’ documents provided and agree to the terms (if applicable).
* I declare that the Applicant Organisation meets any legal requirements or other regulations, which relate to the operation of its business.
* I understand that the support must be completed in accordance with any milestones that may be detailed in the offer letter.
* To comply with funding rules, evidence of your projected outputs and information to assess the impact of support will be collected. By signing this declaration, you are agreeing to participate in ongoing monitoring activities to evidence how the support is meeting its targets, including providing evidence on your projected outputs as requested. Please note – if you do not provide this information, you will be liable for the full cost of the support you have received.
* I agree that the information supplied in this application can be used by the **Marches Energy Grant** Programme Team and Programme Appraisers to assess the application for support and that this application will be retained as part of the **Marches Energy Grant** programme records.
* I confirm that the Applicant Organisation will adhere to funding Publicity regulations. Please contact us if you require further information.
* I confirm that the Applicant Organisation will ensure that any documentation in relation to the support is stored and retained until a date that is ten years beyond the closure of the programme which currently stands at 31st March 2035. This should be available if the Applicant Organisation were subject to an audit by WCC and/or funding organisations.
* I have read and understood the Privacy Notice.
* If successful, the Applicant Organisation agrees to commit to engaging in the support programme applied for and providing auditable signatures on relevant evidence paperwork.
* I agree to sign the business support timesheet on request as a true and accurate record.
* **Only applicable to Net Zero programmes.** In receiving an Assessment, it is agreeing to allow an Advisor access to property, processes, people, documentation, utility meters, records and resources relating to the project and provide contact details for suppliers where applicable.

I agree to the above statements.

I confirm that the information I have provided in this form is true, complete and accurate as of the date signed below. I agree to update the programme team immediately if any of the information I have supplied should change, and understand that this could affect any support offered or contracted.

By signing this declaration, you confirm that you are the named contact on this application and duly authorised to do so for and on behalf of your business/organisation – e.g., you are a statutory director who is registered as such at Companies House if your business is a company.

**Declaration** *(Signed by a person with authority to sign for this organisation - this must be an officer of the company with the authority to bind the organisation in legal agreements.)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Signature:** |  |
| **Position:** |  | **Date:** |  |
| **Company/Organisation**  (full legal name) |  |

**What you need to do next?**

|  |  |
| --- | --- |
| Have you completed all the boxes? | Yes  No |
| Have you completed and signed both the Subsidy Control and Application Declarations on this form? | Yes  No |

**Please submit your application form by email to:** [**marchesenergy@worcestershire.gov.uk**](mailto:marchesenergy@worcestershire.gov.uk)

### What happens next?

1. We will assess whether your organisation is eligible and suitable for support under the UK Shared Prosperity Fund, Subsidy Control and programme criteria and how it help meets the programmes objectives, and the availability of funding.
2. You will be contacted within 10 working days of receipt, to confirm the completed application has been received and that you are eligible for an assessment.
3. An Energy Advisor will then contact you to arrange to the next steps of your assessment.
4. You will receive a report and an action plan with recommendations for improvement.
5. If you would then like to apply for a grant, please email the team on [marchesenergy@worcestershire.gov.uk](mailto:marchesenergy@worcestershire.gov.uk).
6. By undertaking an Energy Efficiency and Decarbonisation review you are agreeing to participate in future monitoring activities to assess how the programme is meeting targets such as reducing energy bills and CO2 emissions, and contributing to increase profitability. **Please note, if you do not provide this information you will be liable for the full cost of the assessment.**