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**Nottingham City Council UKSPF**

**Business Decarbonisation Grant**

Application Form

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| **For office use** | |
| Reference No. |  |
| Date application received |  |
| Date of appraisal |  |
| Name of appraiser |  |

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| **Section 1 – Business details** | |
| Business name |  |
| Contact name |  |
| Position within business |  |
| Business address |  |
| Postcode |  |
| Telephone number |  |
| Email |  |
| Business website (if any) |  |
| Nature of business (including sector) |  |
| Legal status of the business |  |
| SIC code (if known) |  |
| Business registration number, charity number or Unique Tax Reference |  |
| Business rates account number |  |
| VAT registration number (if applicable) |  |
| Number of employees |  |
| Date of incorporation |  |
| Trading start date (if different to incorporation date) |  |

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| **Eligibility** | |
| Does your enterprise have more than 250 FTE (full time equivalent) employees? | Yes  No |
| Is your enterprise more than 25% owned by a company, which itself is not an SME? | Yes  No |
| Does your annual turnover exceed £10 million? | Yes  No |

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| **Section 2 – About your project** | |
| Please describe your project and explain how it supports carbon reduction in the business and contributes to the reduction in greenhouse gas emissions. |  |
| Please explain how the project will help you to grow your business, including turnover, profitability and productivity. |  |
| Please explain how the project demonstrates value for money |  |
| Proposed project start date |  |
| Anticipated project completion date |  |

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| **Section 3 - Details of item(s) to be purchased** | | | | |
| For ALL items of expenditure please provide:   * A summary of each item you wish to purchase in the table below, including technical specification, and complete Appendix A to provide further details about the supplier(s) you wish to use. * Copies of the supplier quotations, on supplier letterheads or dated screenshots, dated within the last three months, must be attached to your application. | | | | |
| Item No | Item | Name of preferred supplier | Cost (inc VAT) | Cost (exc VAT) |
| 1 |  |  | £ | £ |
| 2 |  |  | £ | £ |
| 3 |  |  | £ | £ |
| 4 |  |  | £ | £ |
| 5 |  |  | £ | £ |
|  | Insert additional rows if required |  |  |  |
| Total cost of project | | | £ | £ |
| Total amount of grant requested (50% of net total to a maximum of £5,000) | | |  | £ |

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| **Section 4 – Expected outputs and outcomes** | |
| Successful applicants will have to contribute to the following outputs for the grant. The figure is based on the square meterage of your premises | |
| **UKSPF Output** | |
| Amount of commercial space completed or improved | |
| Amount of low or zero carbon energy infrastructure completed | |
| What is the square meterage of your premises? |  |

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| **Section 5 – Payment of Grant** | |
| Grant payments can only be made through a BACS transfer to a registered business bank account and on receipt of all relevant documentation approved by Nottingham City Council. | |
| Name of bank or building society |  |
| Address line 1 |  |
| Address line 2 |  |
| City/Town |  |
| County |  |
| Postcode |  |
| Account Name |  |
| Sort Code |  |
| Account number |  |

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| **Section 6 - Subsidy / State Aid** | |
| Have you received a Subsidy or State Aid of more than £315,000 over the last 3 financial years | Yes  No |

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| **Section 7 - Declarations** | |
| * I confirm that I am authorised to sign on behalf of the company and confirm that the information contained in this application form is correct to the best of my knowledge. * I declare that neither myself as signatory to the application, members of the governing body of the company or agents acting on our behalf have an interest in the awarding of contacts to the suppliers who have quoted for the work. * I understand that any financial assistance granted will be repayable on demand, or future payments not made, if any information provided is found to be incorrect. I give permission for the information contained in this form to be shared, if requested, by the Programme funding body, the Department for Levelling Up, Housing & Communities, and Nottingham City Council. * I accept that the grant is consistent with most recent UK government law regarding subsidy control and any over payment of grant will be paid back to Nottingham City Council. * I understand that if Nottingham City Council approves the application, the terms and conditions shall be enforceable on the basis of the Terms and Conditions of the grant scheme * I understand that providing wrong or misleading information is a criminal offence and any such information may be used against applicants in any subsequent criminal investigation. The information provided on the online application form may be made available to other departments/agencies for the purposes of preventing or detecting crime. * I understand that any grant received by a business must be declared to HM Revenue & Customs (HMRC) as appropriate as part of the tax return for the business. * I confirm that the information provided in this application is a true and accurate description of the intended use of the grant. | |
| **Data Protection** | |
| The Shop Front Improvement and Vacant Premises Grant scheme is funded through the UK Shared Prosperity Fund (UKSPF) administered by the Department of Levelling Up, Housing and Communities (DLUHC). Within it Nottingham City Council, process personal data and has an obligation upon request to share it with DLUHC. In order to deliver the project the project manager may also share it with other departments across Nottingham City Council,  The High Street Small Business Grants project has contractual obligations to collect the data included within this form to record outputs and outcomes, and undertake a project evaluation, so that DLUHC can monitor and evaluate the UKCRF programme.  For the purposes of the General Data Protection Regulation (GDPR), in terms of the information processed, the following parties are Data Controllers:   * DLUHC – who determines the purposes and criteria for processing * The Lead Authority, Nottingham City Council   See the Privacy Notice on the Nottingham City Council UKSPF webpage for more information (www.nottinghamcity.gov.uk/ukspf). | |
| **Name** |  |
| **Signature** |  |
| **Position in business** |  |
| **Date** |  |

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| **Section 8 – Application Checklist.**  **Please use this checklist to ensure that you send us everything that we need to assess your application.** | |
| You have answered all the relevant questions on this application form | Yes  No |
| You have read and signed Section 7: Declarations | Yes  No |
| You have enclosed quote(s) for proposed purchases | Yes  No |

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| **Appendix A – Supplier details** |
| Please complete one table for every item or service listed at Section 3. Add additional boxes if required. |

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| **Name of supplier** |  |
| **Date of supplier quote** |  |
| **Supplier quote (£) exc VAT:** | **£** |
| **Supplier Address** | |
| **Address Line 1:** |  |
| **Address Line 2:** |  |
| **Town:** |  |
| **County:** |  |
| **Post Code:** |  |
| **Reasons for choosing this supplier:**  You must demonstrate that your chosen supplier offers value for money and that you procured them fairly.  Please include: price, supplier expertise, track record and quality in your response. |  |

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| **Name of supplier** |  |
| **Date of supplier quote** |  |
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| **Supplier Address** | |
| **Address Line 1:** |  |
| **Address Line 2:** |  |
| **Town:** |  |
| **County:** |  |
| **Post Code:** |  |
| **Reasons for choosing this supplier:**  You must demonstrate that your chosen supplier offers value for money and that you procured them fairly.  Please include: price, supplier expertise, track record and quality in your response. |  |

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| **Name of supplier** |  |
| **Date of supplier quote** |  |
| **Supplier quote (£) exc VAT:** | **£** |
| **Supplier Address** | |
| **Address Line 1:** |  |
| **Address Line 2:** |  |
| **Town:** |  |
| **County:** |  |
| **Post Code:** |  |
| **Reasons for choosing this supplier:**  You must demonstrate that your chosen supplier offers value for money and that you procured them fairly.  Please include: price, supplier expertise, track record and quality in your response. |  |

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| **Next steps** |
| Please email the completed form and supporting documents to:  **ukspfgrants@nottinghamcity.gov.uk**  On receipt of a fully completed application, your application will be acknowledged as received and a decision made within 3 weeks. The volume of applications may affect this timescale.  Completing this application form does not guarantee the awarding of a grant. An offer letter will be sent to you if your application is approved. |