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UK Government



Nottingham
City Council

Nottingham City Council

UK Shared Prosperity Fund

Business Decarbonisation Grant

2023-2025

Applicant Guidance Notes

August 2023

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UP

1. Introduction

Nottingham City Council has been allocated funds through the UK Shared Prosperity Fund (UKSPF) as part of the Levelling Up agenda. The fund will target where there is a need to create and build pride in place, support the business sector, and increase life chances through personal development and training to access employment. The fund will invest in three investment priorities: communities and place, support for local businesses, and people and skills.

Nottingham City Council is committed to delivering a clean, green economic future for our city and is looking to support our economy to move towards this goal. We have launched our own commitment to a low carbon future through our CN28 initiative which aims to make Nottingham a carbon neutral city by 2028. We recognise that the current economic climate is a challenging one and support for small businesses to reduce their energy consumption needs to be made to achieve our goal.

2. Aim of the grant

The Business Decarbonisation Grant is available to independent retail businesses in Nottingham to support them in reducing their energy related overheads whilst also seeking to reduce the city's CO2 emissions as a direct result. This will allow businesses to increase their profit margins and protect employment. Its aim is to support those businesses to invest in technologies, products and services that will directly reduce their energy consumption, reducing their overheads and CO2 emissions by offering financial incentives directly to support and promote these investments. This grant scheme is designed to allow businesses to invest in the short term for their longer-term sustainability and support the UK government to achieve a Net Zero economy by 2040.

3. Eligible businesses

The grant is available to independent retail businesses in Nottingham city centre (as defined by the map at Appendix 1) and the neighbourhood shopping districts of Alfreton Road (nos. 1-242), Bulwell, Clifton and Sherwood.

To qualify for grant funding an applicant must satisfy the following criteria:

- Located in the city centre or one of the 4 designated neighbourhood shopping districts
- Have been trading for a minimum of 6 months
- Have a bank account that is in the name (or trading name) of the business applying for the funding.
- Have a lease agreement with a minimum of 12 months remaining
- Be able to match fund the grant by a minimum of 50% from other sources.
- Be eligible for funding under the Subsidy Control Act 2022.

4. Ineligible businesses

The following types of business are ineligible to apply for the grant:

- Pawn brokers/money shops
- Adult/private shops
- Betting shops,
- Vape shops
- Shops licensed to sell alcohol for consumption off the premises,
- National chain stores.

5. Eligible grant uses

The Business Decarbonisation Grant can be used to contribute to one or more of the following activities:

- Energy production infrastructure – solar PV, biomass boilers etc.
- Energy Efficient Products – LED lighting and associated energy saving technologies.
- Building Improvements – Replacement boilers to more efficient or heat source pumps, improving insulation etc.

Typical projects could be:

- Installation of LED lights throughout the business property
- Installation of solar panels on roofs for generation on behalf of the business
- Replacement of inefficient boiler to a modern, efficient boiler

6. How much grant can be applied for?

The minimum grant that can be applied for is £500. The maximum grant amount is £5,000. This covers 50% of the eligible project cost for eligible businesses. Applicants will need to provide the other 50% of project costs

Grants are exclusive of VAT. VAT is not claimable as part of the project.

Grants are discretionary and subject to the availability of funds

The grant will not support work that has already been undertaken or any works which are started prior to a formal offer of grant funding being made.

Examples of projects and grant amounts			
Project	Total Cost	Maximum Grant	Applicant Match
Installation of solar panels	£10,000	£5,000	£5,000
Installation of energy efficient air conditioning	£5,000	£2,500	£2,500
Installation of LED lighting	£3,000	£1,500	£1,500

7. Paying suppliers

You must use a payment method that evidences the payment to your suppliers.

If you pay by cheque you must take a photocopy of the cheque before you pass it on to the supplier, this will enable us to cross reference the cheque number to your bank account.

Payments by debit card and bank transfer, clearly stating the supplier name, are the preferred payment methods, as they provide us with the required evidence.

No cash transactions will be accepted as evidence of payment.

IMPORTANT

- No claims will be paid for activity carried out and paid for prior to the issue of the Grant Offer Letter and Grant Agreement.
- Grant claims will only be paid to reimburse you of works carried out by the approved suppliers. If you change your supplier you will need to submit a new quote and get prior approval from us. We reserve the right to reject any claims for works carried out by non-approved suppliers
- No claims will be paid where supplier payments were made by cash, by a third party or by cheque without photocopy evidence.

8. Applying for a grant

Submitting an application

Applicants are required to submit the following:

- A completed application form - this contains basic contact details, the details and justification for your project and a cost breakdown
- Quote(s) for purchases or works to be undertaken - you need to provide a single quote from a recognised supplier for each item that you intend to purchase. Quotes/project costs that you include in the application should be net, exclusive of VAT

NOTE: buying goods/services from a linked business i.e., one that has any shared directors with your business or that has directors that are close members of your family (husbands /wives / partners / brothers / sisters / children and their husbands /wives /partners / brothers / sisters / children is not permitted.

- Proof of ownership/lease – You will need to provide proof of property ownership or a copy of the lease agreement. If you are the leaseholder you will need to provide written consent from the property owner to carry out the works.
- Details of your business bank account will be required as the grant payment will be made directly into the applicant's business bank account.

The business bank account must be the commercial trading account in the name of the applicant business. All purchases must be made via the business account and all grant payments will be made to the same business account. Personal or current accounts are not eligible.

Grant applications will be assessed by Nottingham City Council which has the final decision for which there is no appeal process.

Successful applicants will need to enter into a contract agreement with Nottingham City Council before any work is undertaken or items and equipment purchased. It is not possible to claim the grant towards costs incurred before the date of the grant approval.

The grant is paid in arrears, therefore successful applicants will need to pay the total project cost in full and provide payment evidence through business bank account statements before the grant is paid.

Decision on applications

All applications will be subject to an assessment by Nottingham City Council and the amount offered will be at the discretion of Nottingham City Council and only whilst funds are available. The decision of Nottingham City Council is final. It reserves the right to vary the level of grant or reject an application.

Notification of decision on the application will be made in writing to the applicant. An offer of grant will be made by an offer of grant letter and a grant agreement.

Feedback will be provided on any unsuitable proposals, including potential ways to improve the applicant's case for funding. An offer of grant funding may be subject to specific terms and conditions in relation to the works to be carried out.

A decision will usually be made within three weeks of receiving the completed application with all supporting information in place.

We reserve the right not to approve a grant if:

- The business has outstanding debts payable to Nottingham City Council
- The business has a poor food hygiene rating of 2 or below out of 5
- The business or its activities would bring the Council into disrepute or negatively impact on the Council's reputation in any way
- There are conflicts of interest resulting from the relationship between the business and supplier

Payment of grant

- Grants are discretionary and Nottingham City Council reserves the right to withhold payment of the grant in whole or part if any condition of the offer letter and grant agreement has been breached
- No retrospective costs can be paid – do not place an order, pay for or commission any goods and services prior to receiving an offer letter and grant agreement
- Payment of the grant will only be made when Nottingham City Council receives copies of paid invoices for the approved grant from the applicant. Invoices dated before the date of the offer letter and grant agreement will not be eligible for payment
- Payment of the grant will be made into the applicant's business bank account (or 'trading as' account) via BACS
- Grants will be paid against the agreed suppliers and works quoted, as stated in your application form

- You must pay 100% of the costs to the supplier – the grant is a reimbursement, for the value stated in the offer letter and grant agreement
- Only costs paid to legitimate businesses will be reimbursed – we cannot reimburse costs paid directly to individuals

9. Further information

For further information about the Business Decarbonisation Grant or to discuss eligibility or your project idea, please contact

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