



## BUSINESS ENERGY EFFICIENCY GRANTS PROGRAMME (BEEGP) CRITERIA GRANT APPLICATION GUIDANCE NOTES AND PROCESSES

### PROGRAMME CRITERIA

#### A. BACKGROUND

The BEEGP is part of the Pilot Business Energy Advice Service (BEAS) programme and will be delivered within the ITL1 region of the West Midlands.

The BEEGP is open to small to medium sized businesses fulfilling the criteria below which are based within the Birmingham City Council, Dudley Council, Sandwell Metropolitan Borough Council, Solihull Metropolitan Borough Council, Walsall Council, City of Wolverhampton Council and Coventry City Council areas. The grant is part funded by the by The Department of Energy Security and Net Zero (DESNZ) and Department for Levelling Up (DLUHC) administered by Birmingham City Council (BCC).

All applicants must undertake an energy efficiency assessment. Grants may be sought for solutions to one, some or all the recommendations for energy reduction measures provided within the assessment. The energy assessment must meet requirements below:

**If you have had an independent energy assessment recently, not provided by BEAS, you may be eligible to apply for a grant. It must have been delivered by a qualified assessor with appropriate knowledge and qualifications (i.e. ISO/ESOS Accreditation). The energy efficiency assessment must have been undertaken sufficiently recently for the recommendations to still be valid and grants can be sought for solutions to one, some, or all the recommendations for energy reduction measures provided within the assessment. If this is the case, then you can submit a BEEGP application directly to Birmingham City Council. (Please note that the cost of independent assessment is an ineligible project cost).**

Or

**If your business has not had an energy efficiency assessment, then you can register for a free energy efficiency assessment and must be conducted prior to submitting a BEEGP application. To register your interest in the Free BEEGP energy efficiency assessment, please visit: [Business Energy Assessment Service \(BEAS\) \(businessgrowthwestmidlands.org.uk\)](https://businessgrowthwestmidlands.org.uk).**

All businesses that can be considered for the BEEGP could qualify for a Free Business Advisor diagnostic. Please note that on receipt of your application, your details will be shared with the Local authority business advisor to discuss the opportunity to arrange a free business diagnostic appointment.

Note: Funding is subject to availability.

#### B. CRITERIA

In order to apply for funding from the BEEGP, your business **must** meet the following criteria:

You are based within the Birmingham City Council, Dudley Council, Sandwell Metropolitan Borough Council, Solihull Metropolitan Borough Council, Walsall Council, City of Wolverhampton Council and Coventry City Council areas.

The category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and a turnover of less than €50 million or balance sheet total of less than €43 million, from all sectors. If the business is owned by another company or combination of other companies, please refer to [government website](#). Application is not open to sole traders.

Businesses from all sectors are eligible for consideration, excluding agriculture, forestry and fisheries, charities, those of a political or religious persuasion, activities involving pornography or clairvoyance and any business activity that is illegal or deemed as unsuitable for public support by Birmingham City Council. Additionally in order to be eligible businesses must have a SIC Code between 10000 - 33200 or a SIC Code of 38320 and have annual energy costs (gas & electricity) greater than 10% of turnover or any business is eligible in the manufacturing and engineering related sector with a total energy consumption (gas & electricity) greater than 1 GW per annum.

You must have been trading for 12 months or more.

You must have been at the current premises for at least 12 months.

You must be profit-seeking.

You must have a minimum 2-year payback period\* where energy saving benefits of the intervention exceed the cost of the intervention over a two-year period.

BEEGP operates in accordance with Subsidy Control Act 2022 under which the Small Amounts of Financial Assistance Allowance – you're allowed up to £315,000 (subject to exchange rates) in Small Amounts of Financial Assistance over any rolling period of 3 financial years.

Business rates must be payable to Birmingham City Council, Dudley Council, Sandwell Metropolitan Borough Council, Solihull Metropolitan Borough Council, Walsall Council, City of Wolverhampton Council and Coventry City Council and those payments must not be in arrears. For those renting, there is a minimum 3-year lease requirement subject to landlord's permissions.

The Government intends to investigate the benefits of funding grants on your business' overall energy consumption. Your business should therefore provide consent for the DESNZ to submit Letters of Authority in your name to your current and future energy supplier(s) as part of your application. This would allow your energy supplier(s) to treat DESNZ as your Agent for the purposes of processing this request to access your data and enable DESNZ to access your past and future smart meter readings of the electrical and (if applicable) gas supply at your site for a limited time. If you do not have a Smart or Advanced Meter at your premises, please indicate this in your application.

You must agree to take part in future monitoring and evaluation surveys and additional activities. More details on the monitoring requirements are available [here]. You must confirm that the project would not go ahead without this support and that the business is not seeking support to meet legal requirements or standards.

### Grant Recipient Data Requirements

Data covering the most recently available 12-month period is to be provided at point of application, and updated figures must be provided upon demand during a monitoring period which expires two years after the final payment of any awarded grant funds)

Grant Level	Data
Lower level (< £30k)	<ul style="list-style-type: none"> <li>• Meter point administration number(s) for electricity (MPANs) and meter point reference number(s) for gas (MPRNs) relevant to the site receiving grant funding.</li> <li>• A Letter of Authority (if supplies are via smart or advanced meters)</li> <li>• Energy bills showing annual site level energy consumption data.</li> <li>• Annual site level production/throughput (or closest equivalent)</li> <li>• Responses to questions asked in monitoring and evaluation surveys and additional activities, such as your feedback on the process and any wider impacts of the grant on your business</li> </ul>

Higher level (£30K-100k)	<ul style="list-style-type: none"> <li>• All data specified under Lower-Level grant requirements listed above.</li> <li>• Annualised energy consumption data for specific individual process/equipment/production line(s) funded by grant.</li> <li>• Annualised production level/throughput for specific individual process/equipment/production line(s) funded by grant.</li> </ul> <p><i>Grant recipients must provide evidence of how they propose to monitor energy consumption data e.g., via submeter</i></p>
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**C. ASSISTANCE AVAILABLE**

i) The assistance from BEEGP is in the form of a grant contribution of between £1,000 - £100,000 for existing businesses (12 months or more trading) The *grants* will support businesses to purchase assets that will support them to become more efficient and cost effective. Grants will cover energy/resource efficiency improvements to business premises. A list of Eligible and Ineligible Project Costs that can be included as part of the grant is available on the website. Technology Eligibility for the grants will be kept broad but renewable technologies generating energy such as solar or wind turbines are out of Scope, technologies will include but not be limited to the following:

- Cross-sectional technologies,
- Process heat generation from renewable energies,
- Measurement, control and regulation technology, sensors and energy management software and
- Energy and resource-related optimisation of systems and processes.
  - Lighting (LED, controls, sensors)
  - Electric motors and drives
  - Electrically driven pumps
  - Fans
  - Compressed air generators and their higher-level control
  - Heat exchanger for waste heat utilization or heat recovery
  - Solar collector systems for the direct generation of heat from solar radiation
  - Process and procedure changes that lead to energy and resource savings, in particular energy and resource-efficient technologies as well as energy and resource-oriented optimisation of production processes
  - Measures to use waste heat
  - Measures to increase the energy and/or resource efficiency of systems for heating, cooling and ventilation if these are clearly and predominantly used directly for production processes

ii) Eligible applicants must be able to financially complete their projects within 2-3 months\* from the date of acceptance of the Funding Agreement including spend, defrayal and claiming the grant.

Priority will be given to investment-ready projects that can be completed before this time.

iii) The grant intervention is a maximum 50% of eligible expenditure and must be match funded. This is the difference between the grant you are seeking and the remaining cost of your project. The source of the match funding cannot be from other Public Funds. A financial arrangement whereby an item is paid for in instalments will require prior approval before an application. Loans, overdrafts, savings or company funds are considered to be eligible cash match and these must be secured and in place prior to approval of a BEEGP grant.

**D. DATA PROTECTION**

- i) The complete programme privacy policy is available on the website.
- ii) Birmingham City Council will retain this information to ensure compliance. BCC will put the information you give on to a computer to assist with record keeping. The information you provide is confidential and subject to the requirements of General Data Protection Regulations (GDPR) and The Data Protection Act 2018. This personal data will be held and processed by BCC in order to provide and share data amongst the organisations involved in BEEGP.

- iii) The personal details you provide may also be shared with third parties\* involved in Birmingham City Council's BEEGP for the purposes of the provision of this support on the basis that they treat the information as confidential as well or as part of any statutory duties requiring such disclosure and to protect the public funds it collects and administers. Any data may be used to prevent fraud or the misuse of resources. For further information of our privacy notice, please refer to the privacy policy which is available on the website.

\* The Department of Energy Security and Net Zero (DESNZ)  
Department for Levelling Up (DLUHC) Aston University Consortium  
Coventry City Council  
Manufacturing Technology Centre  
Staffordshire County Council  
Stoke County Council  
Warwickshire County Council  
Warwick Manufacturing Group  
West Midlands Combined Authority  
Worcestershire County Council  
Birmingham City Council  
Dudley Council  
Sandwell Metropolitan Borough Council  
Solihull Metropolitan Borough Council  
Walsall Council  
City of Wolverhampton Council  
Coventry City Council

## **E. SUBSIDY CONTROL ACT 2022**

Small Amounts of Financial Assistance Allowance – you're allowed up to £315,000 (subject to exchange rates) in Small Amounts of Financial Assistance over any rolling period of 3 financial years

[Gov.Uk Subsidy Control Website](#)

Any grant aid awarded to you under the BEEGP will have to be declared if you apply, or have applied, for any other public funding. Therefore, if successful, the offer letter must be retained and shown to any other public body to which you apply for funding for the three years following the offer.

False declarations will lead to the recovery of the value of the assistance provided plus interest.

Note that where a business is part of a group, the £315,000 limit applies to the group as a whole for public sector support within the United Kingdom.

## **F. COMPLETING THE APPLICATION FORM**

- i) All applicants must undertake a free energy assessment prior to submission of application. You should contact [WMGP@birmingham.gov.uk](mailto:WMGP@birmingham.gov.uk) to discuss your eligibility and request the BEEGP grant application form.
- ii) The use of consultants or third parties to complete the application form is an **ineligible** cost. Applicants are encouraged to use partner organisations and their Growth Hubs for any additional support at no cost.
- iii) However, if you choose to use a consultant or third parties, you must provide their details including: name, contact details, payment terms and role relating to this project.
- iv) The application form must be signed by a person legally responsible for the business identified as the 'Applicant' in Section of the application form.
- v) Your signed application and all supporting documentation requested in Section 15 Checklist (listed below) should be submitted in electronic format only.
- vi) When submitting your application, only include documentation which has been requested in the application form. Documentation submitted which has not been requested will not be considered as part of your application.

## Checklist

1. Microsoft word version (unsigned), scanned signed application form and recent energy efficiency assessment report delivered by a qualified assessor or through the BEAS.
2. Most recent years full accounts and where the applicant is part of a group, consolidated group accounts
3. Management accounts up to present day (only if most recent account are more than 6 months old)
4. Evidence of match funding
5. A minimum of 3 written quotations are secured for each item\* above £1,000 listed in Section 9 provided with your application along with the evidence relevant process in BEEGP Procurement guidance notes has been followed. \*one item or the sum of many items from one supplier
6. Copy of a current, up to date business bank statement for the applicant business showing bank name, business name and address, account name, account number, sort code.
7. Completed DESNZ Letter of Authority (for businesses with a smart or advanced meter).
8. Energy Efficiency Behaviour Survey (only if you have had an independent energy assessment not provided by BEAS)

## GRANT APPLICATION FORM GUIDANCE NOTES

### Note the following guidance when completing the application form:

The application form is macro-enabled. All light grey shaded fields must be completed. Incomplete forms will be rejected. Once the application form is completed, it must be saved as word format: .doc or .docx. Illustrations and graphics cannot be included in the Application Form.

1. Business Details	
Field	Guidance
Business name	Enter the full registered name for the Applicant
Companies House Reference Number	Enter the company number as provided by Companies House <a href="#">find and update company information government website</a>
Date company began trading	Incorporation date
VAT Number	VAT is <b>not</b> claimable on grants and all item costs should be entered excluding VAT
SIC Code	<p>The United Kingdom Standard Industrial Classification of Economic Activities (SIC) is used to classify businesses, companies and other standard units by the type of economic activity in which they are engaged. SIC codes are used by Companies House and this information must be provided by all companies, whether active or dormant, when they file their first annual return after company formation.</p> <p>If you do not know your business's SIC code, it will be listed on your entry on the Companies House website.</p> <p>Please note for the purpose of the grant only the first 2 digits SIC code is required.</p>

Number of full-time staff Employed Number of part time staff Employed	Full time staff are those that work for the applicant company for 36 hours a week or more and meet the criterion below for direct employees, any working below this will be considered as Part time on the BEEGP.  Only include direct employees, excluding any self-employed, sub-contracted, agency staff, casual staff, apprentices, graduate placements, or any zero hour contracted staff.
Match Funding	The grant must be match funded by the applicant.  The source of the match funding cannot be from other Public Funds, Hire Purchase or similar financial products involving a financial arrangement whereby an item is paid for in instalments, as this does not provide full evidence of defrayed expenditure. Loans, overdrafts, savings or company funds are considered to be eligible cash match and these must be secured and in place prior to approval of a BEEGP grant.  We may need evidence of more than just the portion of project costs you will cover. How are the costs ringfenced for the spend? For example, if the spend is via current balance of the bank account, please provide workings that evidence of how the total project costs to be defrayed prior to any grant claims being paid. This must take account of payments in and out of the account.
New jobs to be created. (if any)	There is no requirement to create a job as a result of your BEEGP project. However, if your project does result in job creation, then please indicate the number of job/s that will be created.  Note for jobs to be eligible: <ul style="list-style-type: none"> <li>• The project results in net new jobs which are calculated by comparing existing staff levels at the start of the project with those at the end of the project.</li> <li>• The definition of a full-time job is one of 36 hours or more a week.</li> <li>• The jobs created will be sustained for a minimum of 1 year.</li> </ul>
Total project cost	This field will auto update from the values inputted in section 8. Project Costs
Grant request	Enter the amount of aid requested up to 50%.
Project start date Project end date	The start date cannot be before the submission and a decision is made, this can take up to 6 weeks therefore the start date should be a minimum of 4 weeks after the submission.  Note: Approved businesses must: financially complete their projects within 2-3 months* from the date of acceptance of the Funding Agreement including spend, defrayal and claiming the grant. Any expenditure or job appointments made before an approval decision and a funding pack has been accepted and signed will be ineligible to be claimed as part of the BEEGP programme. ( <i>* For high value, more complex projects, project timescales are subject to negotiation.</i> )

Applicant contact details	Enter the full name, position (must be Owner, Managing Director/ Chief Executive), postcode, e-mail address and telephone number of the main point of contact. There will direct communication between the named applicant and the organisations mentioned in the BEEGP privacy policy.
Unique Property Reference Number (UPRN)	This can be found by searching the postal address for the premises where the project will be using a tool like <a href="#">UPRN Search Website</a>
Secondary contact details	The details for the contact should primary contact leave the business. Enter the full name, position postcode, e-mail address and telephone number of the secondary point of contact. There will direct communication between the contact and the organisations mentioned in the BEEGP privacy policy.

<b>2. Eligibility Criteria</b>	
<p>The category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and a turnover of less than €50 million or balance sheet total of less than €43 million. If the business is owned by another company or combination of other companies, please refer to <a href="#">Government Website</a>.</p> <p>Application is not open to sole traders.</p> <p>For Euro conversion please visit <a href="#">EU conversion Website</a></p>	

<b>3. Business Background</b>	
Question	Guidance
i) Provide a brief history of the business since it started	Provide brief history of your company including: <ul style="list-style-type: none"> <li>• Date Established</li> <li>• Ownership</li> <li>• Location</li> <li>• Business Activity</li> <li>• Current number of employees</li> <li>• Current turnover and profit.</li> </ul>
ii) What type of work does the business undertake including details of any specialist or niche product/service or any own brand/designs?	Product and services supplied.
iii) How many sites are registered under your business in the West Midlands Combined Authority in total?	Number of sites within the West Midlands Combined Authority Area
iv) Meter Point Access Number for all relevant meters at the business site.	This is the number which uniquely identifies your electricity meter and can be found on the meter itself or on your most recent bill.
v) Meter Point Reference Number for all relevant meters at your business site.	The number which uniquely identifies your gas meter and can be found on the meter itself or on your most recent bill.
vi) Name and contact details of current electricity supplier(s) for the business site.	Please find full name of electricity supplier(s) for the site the improvement works will be taking place at.
vii) Name and contact details of current Gas supplier(s) for the business site.	Please find full name of gas supplier(s) for the site the improvement works will be taking place at.

<b>4. Project Proposal</b>	
Question	Guidance
i) Date of energy assessment	Date the Energy assessment was carried out in the DD/MM/YYYY format e.g., 01/01/2023

<b>4. Project Proposal</b>	
<b>Question</b>	<b>Guidance</b>
ii) Has your business implemented any changes at this site in response to recommendations from this energy assessment?	Select all the relevant options.
iii) How soon after undergoing an energy assessment were these changes implemented?	If any changes were implanted indicate how in months e.g., if the assessment was conducted in January and the works were implemented in March then 2 months etc.
iv) Is your business currently part of any of the following government schemes linked to energy efficiency?	Select all the relevant options.
v) Please complete the below table for all fuel types used on site by your business? including mains gas and electricity.	Provide the average monthly Kwh figure and proposed savings (both cost and energy) if part of the project for the fuel types used at the site where the proposed project will be implemented.  Please provide detail of any additional fuel type not listed
vi) What will the grant assistance be used for?	Identify exactly which solutions to one, some, or all the recommendations from the energy assessment you will be implementing through the grant support.  A list of Eligible and Ineligible Project Costs that can be included as part of the grant is available on the website.  For instance: Lighting (LED, controls, sensors), Electric motors and drives, Electrically driven pumps, Fans, Compressed air generators and their higher-level control, Heat exchanger for waste heat utilization or heat recovery, Solar collector systems for the direct generation of heat from solar radiation, Process and procedure changes that lead to energy and resource savings, in particular energy and resource-efficient technologies as well as energy and resource-oriented optimisation of production processes, Measures to use waste heat, Measures to increase the energy and/or resource efficiency of systems for heating, cooling and ventilation if these are clearly and predominantly used directly for production processes, etc.
vii) Expected site level annual energy savings of the project. (£'s)	Complete yearly energy cost for the site for all fuel types.
viii) Type of meter the business uses to monitor energy use.	Select from the following options: a) smart meter b) advanced meter c) neither a smart or advanced meter d) not sure
ix) What energy/resource efficiency improvements impact will this project bring to the business premises?	Identify exactly what savings KWh of energy savings and £'s costs for the recommendations from the energy assessment you will be implementing through the grant support.



<b>4. Project Proposal</b>	
<b>Question</b>	<b>Guidance</b>
x) Please complete relevant table	<p><b>if applying for a grant under £30,000 only the first table should be completed</b></p> <p>Provide the annual Kwh figure and proposed savings (both cost and energy) for the fuel types at the site where the proposed project will be implemented where savings will be achieved.</p> <p>Please provide detail of any additional fuel type not listed.</p> <p><b>if applying for a grant over £30,000 only the second table should be completed</b></p> <p>Provide the annual Kwh figure and proposed savings (both cost and energy) for the fuel types at the site where for each measure planned to be implemented in your project where savings will be achieved. Note for each major separate element of the project, if more than 6 please use different sheet and enclose with submission.</p> <p>Please provide detail of any additional fuel type not listed.</p>
xi) For how many years are the above savings expected?	How many years are the proposed savings forecasted for.
xii) Which of these measures recommended in the Energy Assessment would your business have implemented without the support of the BEEGP grant and Why?	Identify those solutions you would have carried out without the grant and explain why.
xiii) Why would your business have implemented this measure over the others recommended in your assessment report?	Why would you prioritise some solutions and carry them out yourself.
xiv) Why is your business unable to wholly fund the recommended energy efficiency measures without the support of the BEEGP grant?	Explain why the grant is required. For example, what barriers are preventing you from delivering this measure without support? You may want to rationalise this answer using evidence like: the funding gap between what you can fund without support and the cost of the measure, internal investment hurdle rates or evidence of attempts to raise private finance.

**Note:** Approved businesses must: financially complete their projects within 2-3 months\* from the date of acceptance of the Funding Agreement including spend, defrayal and claiming the grant.

Priority will be given to investment-ready projects that can be completed before this time. \* *For high value, more complex projects, project timescales are subject to negotiation.*

<b>5. Project Outcomes</b>	
<b>Question</b>	<b>Guidance</b>
i) Specify current resources (baseline) being utilised within your production process for which you are seeking grant upgrade? E.g., Weekly operating hours, Turnover, etc	<p>Identify each production process you are seeking grant funding for, what fuel type is used, and the current resources utilised in particularly but not limited to Weekly operating hours, Turnover.</p> <p>Please complete the table to provide the total Weekly operating hours, Turnover for each fuel type for the production process you are seeking grant funding for.</p>
ii) Specify current energy consumption per fuel relevant to the proposed energy	Please complete the table below to provide Energy Consumption for each fuel type for proposed energy efficiency measures you are seeking grant funding for. (Kwh or equivalent)

<b>5. Project Outcomes</b>	
efficiency measures you are seeking grant for?	
iii) How do you intend to measure future resources being utilised within each production process which you are seeking grant to upgrade?	Please indicate how you will measure the resources being utilised for energy efficiency measures you are seeking grant funding for after the project is implemented, in particular but not limited to Weekly operating hours, Turnover for each process and fuel type.
iv) How do you intend to measure future energy consumption related to each proposed energy efficiency measure you are seeking grant for?	Please indicate how you will measure energy consumption related for energy efficiency measures you are seeking grant funding for after the project is implemented, for each process and fuel type.
v) Energy/Resource Efficiency Impact	Evidence of a minimum 2-year payback period where energy saving benefits of the intervention exceed the cost of the intervention over a two-year period.

<b>6. Project Management</b>	
<b>Question</b>	<b>Guidance</b>
i) Identify all known risks (low/medium/high) and specify the mitigating actions you will take to address each of these risks and how will they be managed? Including details of what the consequences to your business would be if your bank balance was negatively affected by 10-15%. What is the likelihood of this happening and what mitigations are in place to reduce this possibility?	<p>You should focus on the arrangements for managing and mitigating risk as follows:</p> <ul style="list-style-type: none"> <li>• Identify the key risks and uncertainties of the project. (For instance: delivery date of new machinery, planning permission, purchase of property, budgetary issues, change of cashflow circumstances and finance).</li> <li>• Detailed risk analysis for the project content and approach, including the technical detail.</li> <li>• Commercial, managerial and environmental risks as well as other uncertainties associated with the project.</li> <li>• Key risks must be rated as High/Medium/Low (H/M/L)</li> </ul> <p>State how the management team would mitigate against these key risks.</p> <p>You should address all significant and relevant risks and their mitigation;</p> <ul style="list-style-type: none"> <li>• Identify key project management tools and mechanisms that will be implemented to provide confidence that sufficient control will be in place to minimise operational risk and, therefore, promote successful project delivery.</li> <li>• Identify the person responsible for managing the risk. Provide a copy of any risk register or risk management plan if available.</li> </ul>
ii) How will the project be managed to ensure successful delivery?	<p>Provide evidence:</p> <ul style="list-style-type: none"> <li>• Experience of the management team to successfully deliver the proposed project (for instance: track record of delivering similar projects)</li> <li>• Management roles and responsibilities (for instance: staffing structure, line management and roles of key personnel)</li> <li>• Appropriate skills to deliver the project (for instance: professional and technical qualifications).</li> <li>• Name and position of Lead.</li> </ul>
iii) Who within your business will be responsible for the management and delivery of the project and what is their position in the business?	Provide name and job title of the person who will manage the project.

<b>7. Funding and Added Value</b>	
<b>Question</b>	<b>Guidance</b>
What are the key milestones for project activity?	State the key milestones for project activity including the start date, end date, financial completion, lead time for delivery and job creation dates.

<b>8. Project Costs</b>	
<b>Question</b>	<b>Guidance</b>
Provide a description for each element of expenditure	<p>Provide evidence:</p> <ul style="list-style-type: none"> <li>List each project expenditure item and your preferred quotes business name and give a brief reason for your selection in each case.</li> <li>The supporting proposals, tender documentation or three quotes for each item* above £1,000 relating to expenditure as listed in the project costs as explained in the BEEGP procurement guidance document. These files need to be named in accordance to the different expenditure listed in the table under the Expenditure fields. This will assist in determining if the procurement requirements have been met. If under £1,000 the one quote for the chosen supplier.</li> </ul> <p>*one item or the sum of many items from one supplier</p> <ul style="list-style-type: none"> <li>If the project has more expenditure items than the rows in the tables below, consolidate items on to one row.</li> </ul>
How much private sector match funding will the project attract? (i.e. owner's investment, company funds, bank loan, other funding).	<p>Confirm the source of match funding. The source of the match funding cannot be from other Public Funds, Hire Purchase and similar products that involve payment by instalment.</p> <p>Provide evidence of confirmation of the level of private sector match funding to deliver the proposed project:</p> <ul style="list-style-type: none"> <li>Internal company resources</li> <li>Directors loans</li> <li>Bank loans and overdraft</li> <li>Other funding including (equity and non-bank finance).</li> </ul>

<b>9. Existing Financial Summary</b>	
<b>Question</b>	<b>Guidance</b>
i) Provide full details of any existing bank loans or overdraft facilities including current balance. (If you do not have any bank loans or overdraft facilities, state none.)	<p>Provide confirmation:</p> <ul style="list-style-type: none"> <li>Declare existing bank loans or overdraft facilities including current balance.</li> <li>If you do not have any bank loans or overdraft facilities, state none.</li> </ul>

<b>10. Other Funding from Public Sector Bodies</b>	
<b>Question</b>	<b>Guidance</b>
Detail the amount of aid received from public sources in this financial year and the two previous financial years (if a group, this needs to include all funding across all business within the group).	<p>Provide confirmation:</p> <ul style="list-style-type: none"> <li>Declare the amount of public sector funding the amount of aid received from public sources and the number of jobs created in this financial year and the two previous financial years.</li> <li>If no public sector funding has been received, state N/A in the table.</li> </ul>

<b>11. Declaration</b>	
<ul style="list-style-type: none"> <li>Declaration must be signed by the Owner or Managing Director/ Chief Executive.</li> </ul>	

## 12. General Data Protection Regulations (GDPR) Overview

As stated in the Application Form and guidance above.

## 13. Marketing

- Select where you heard about the BEEGP from the list in the application.

## 14. Equalities Monitoring

Complete the table (age, gender, disability, ethnic origin, religion and sexual orientation) for the owner director (referred to as the 'Applicant') and all the employees in the business.

## 15. Checklist

Requirements	Guidance
Microsoft word version (unsigned), scanned signed application form and a recent energy efficiency assessment	<p>Submit completed unsigned Application Form in Microsoft word format (.doc or .docx file)</p> <p>Submit signed scanned Application Form.</p> <p>Submit recent energy efficiency assessment report delivered by a qualified assessor or through the BEAS.</p>
Most recent years full accounts and where the applicant is part of a group, consolidated group accounts	<p>Grant requests will be required to submit last 2 years annual accounts which do not need to be audited. Also, where the applicant is part of a group must provide consolidated group accounts or separate accounts for each entity within the group.</p>
Management Accounts up to present day.	<p>For Existing businesses only if most recent accounts are more than 6 months old:</p> <p>Up to date Management Accounts starting from the date of the last annual accounts.</p>
Evidence of match funding.	<p>Confirmation of match funding to deliver the project:</p> <p>Internal resource (eg bank statements, existing loan and overdraft facility).</p> <p>External finance (eg new loans, overdraft facility, equity investment, evidence of funds from directors or shareholders).Funding from one company to another is only allowable within a group structure (as defined by the Companies Act).</p> <p>Hire Purchase or similar financial products involving a financial arrangement whereby the purchase of equipment is paid in instalments, which does not provide evidence of defrayed expenditure for the full amount) are ineligible. Loans, overdrafts, savings or company funds are considered to be eligible cash match and these must be secured and in place prior to approval of a BEEGP grant.</p> <p>We may need evidence of more than just the portion of project costs you will cover. How are the costs ringfenced for the spend? For example, if the spend is via current balance of the bank account, please provide workings that evidence of how the total project costs to be defrayed prior to any grant claims being paid. This must take account of payments in and out of the account.</p>
A minimum of 3 written quotations are secured for each item* above £1,000 listed in Section 9 provided with your application along with the evidence relevant process in BEEGP Procurement guidance notes has been followed. *one item or the sum of many items from one supplier	<p>We need the evidence relevant process has been followed. Different thresholds of project costs have varying requirements. For Full details, refer to the BEEGP Procurement guidance notes.</p> <p>A minimum of 3 written quotations are secured for each item* above £1,000.</p> <p>If under £1,000 the quote for the chosen supplier.</p> <p>*one item or the sum of many items from one supplier</p>

<b>15. Checklist</b>	
<b>Requirements</b>	<b>Guidance</b>
Current, up to date business bank statement.	A Full current bank statement from the last 3 months showing bank name, business name and address, account name, account number and sort code.
Completed DESNZ Letter of Authority  Only applicable if the business has a smart meter.	To allow the government to investigate the impact of a grant on your business' overall energy consumption, we require access to your past and future smart meter readings of the electrical and (if applicable) gas supply at your site. To confirm your consent for the Department of Energy Security and Net Zero to submit Letters of Authority in your name to your current and future energy supplier(s) please tick the box below. This would allow your energy supplier(s) to treat DESNZ as your Agent for the purposes of processing this request to access your data.
Energy Efficiency Behaviour Survey	Only if you have had an independent energy assessment not provided by BEAS  Submit completed Energy Efficiency Behaviour Survey in Microsoft word format (.doc or .docx file)

### **Submission of your Application**

When your application form has been completed, before submitting it to BCC, ensure that you have answered all questions fully and have completed all boxes. Print it out, sign it and scan it so that the signed version can be e-mailed along with all documentation requested in Section 15 (Check list).

Submit your signed application and all supporting documentation requested in Section 15 to Birmingham City Council in electronic format only to [WMGP@birmingham.gov.uk](mailto:WMGP@birmingham.gov.uk).

Incomplete applications will not be considered and will be returned.

## **PROCESSES**

### **G. APPLICATION PROCESS**

- i) Once your application has been received by BCC, you will receive an e-mail notifying you of its receipt. It will then be checked to ensure that all documentation required has been submitted with the application form.

If at this stage it is felt that additional information or documents are missing or need to be resubmitted, you will be contacted.

- ii) After which a financial appraisal and project assessment will be undertaken. When both assessments have been passed, the application will be allocated to a Project Officer (PO). You may be contacted at this stage if anything needs clarifying.

- iii) Following the assessments, the project will be considered at an Investment Panel/Board meeting, for a decision.

- iv) Approval is not guaranteed, and the Investment Panel/Board will make one of three decisions:

1. Application recommended for approval.
2. Application deferred. In this case, you will be contacted for additional information before the decision can be finalised.
3. Application declined. In this case, you will receive a correspondence outlining the reasons why your application was declined.

Note an application can be declined or withdrawn at any point in the process if sufficient grounds are identified.

## H. APPROVED APPLICATIONS

- i) When your application has been approved, a Funding Agreement stating the amount of grant offered and the terms and conditions will be sent to you.
- ii) Payments will be made against project expenditure defrayed **after** the date the Funding Agreement is signed (Annex 1 of the agreement). Do not commence your project until you have signed and returned the agreement. Note that you have 10 working days from the date of the agreement to complete and return it to BCC.
- iii) Your allocated PO will then arrange a benchmark visit with you to discuss the following programme documentation:
  - SME Funding Agreement
  - SME claim summary form
  - Asset Register (if applicable)
  - Jobs created form (if applicable)
  - Customer satisfaction survey

Your PO will also take photographs of the front of your building and the reception area, and where applicable, the location for new equipment, the area of the premises.

The SME guide to making grant claim will be sent prior to the benchmark visit as it is a longer document than those listed above, about which you may have questions.

## I. MARKETING

- i) If your project includes funding to produce marketing materials (such as brochures, websites, advertisements, newsletters etc.,) then you **MUST** acknowledge the source of the grant funding within any items you produce and follow the UK Government Branding Manual guidance. The Marketing Compliance Checklist gives an indication of what you need to do to make your marketing collateral UK Government compliant, but this is only an indicative guide and it is recommended that to ensure compliance, you read the UK Government Branding Manual for full guidance on logo size, colour, positioning, clearance zones etc.,
- i) Marketing Compliance Checklist available on the website.
- ii) UK Government Branding Manual: [Gov.Uk Branding Document](#)
- iii) Your BCC PO will provide the logo in either jpg, tif or eps format.
- iv) If it is found that a business has not adhered to the branding requirements, grant funding may be withdrawn or, where grant funding has already been paid, it may be reclaimed. Your PO will supply you with the relevant logos you need to display.
- v) For press releases, advertisements and articles, BCC needs to approve the content prior to issuing. Copies of these items should be sent to the email address listed in the Marketing Compliance Checklist

## J. GRANT PAYMENTS

- i) Approved businesses will have to financially complete their projects within 2-3 months\* from the date of acceptance of the Funding Agreement including spend, defrayal and claiming the grant. (*\* For high value, more complex projects, project timescales are subject to negotiation.*) Priority will be given to investment-ready projects that can be completed before this time.
- ii) All expenditure undertaken as part of the financial assistance grant project **MUST** be paid for by cheque or bank transfer so that a clear evidence trail can be demonstrated. Any payments made in **cash will not** be reimbursed against.
- iii) BCC will only reimburse against invoices for eligible expenditure dated **after the date when the Funding Agreement was accepted.**

- iv) Grant payments are issued as a **reimbursement of eligible expenditure** (i.e. paid in arrears) incurred by the business and will be paid on production of relevant evidence, i.e. copies of invoices for approved eligible costs and bank statements to evidence the payments. All documents required to make a claim should be sent by e-mail to your PO.
- v) All documents listed above submitted as part of a grant claim should clearly state 'Certified as a true copy of the original' and be signed and dated. Any documents submitted without this will be returned and reimbursement will be delayed.
- vi) Grants can be claimed either at the completion of your project or by instalments agreed with the project officer.
- vii) Grant claims should not include recoverable VAT.
- viii) Grant payments will be reimbursed at the percentage rate listed on page 1 of your Funding Agreement for eligible expenditure submitted until the approved grant amount has been reached. (Refer to Section 6 Project costs above, ii) Business area location and grant intervention rates.)
- ix) Grant payments will be made directly to your business's bank account using details supplied on the new vendor form. Grant payments will not be made to third parties.

## **K. MONITORING**

- i) Businesses will be sent a completion form; this should be e-mailed to your PO.
- ii) Failure to complete this form or project not completed as approved may result in grant monies paid being reclaimed by Birmingham City Council.
- iv) When you have submitted your last claim, where applicable, your PO will arrange a verification visit to take photographs of the new equipment or area which has been expanded into, where applicable, and discuss the 'Customer Satisfaction Survey'. The Customer Satisfaction Survey also provides details of the jobs created and other impacts that the grant has had on the business in terms of increase in turnover, increase in customers and development of new products/services.
- v) You will also be required as a condition of your grant to take part in monitoring and evaluation activities relating to this grant, such as surveys, up to two years from the final payment. This will include, but not be limited to, providing energy consumption data and production data for your site.

## **L. FURTHER INFORMATION**

- i) It may take up to 6 weeks from a **complete** submission of your application to BCC before you receive a decision.
- ii) Applications will be assessed on a case-by-case basis and as such, awards will vary depending on evidence provided, viability of your business and the project to be undertaken.
- iii) This is a discretionary fund all decisions are subject to a project, business, financial appraisal and will be assessed on the basis of subject to availability of funds and first come, first served, principle.

