

Greener High Streets Grant – Application Form

Version 1.0 June 2024

You must complete our [Equality Monitoring Form](#) directly after completing this Application Form. We will need to confirm that this has been received before we start reviewing your application. The form will not be seen by the Grant Decision Panel until after a decision on your application is reached.

Please read the Greener High Streets Guidance Notes before completing this form. The Guidance notes contain important information including business and project eligibility, evidence that you need to provide to support your application and the steps you need to follow to apply. If you don't follow the guidance, it might take longer to process your application or result in you being ineligible and losing the grant.

This form has a total of 8 sections. You must complete them in full. All questions are mandatory. Please type this form if you are able. There is no need for a handwritten signature. You must return this form in a Microsoft compatible format (Word or PDF). We are unable to open Apple/Mac files.

SECTION 1 – YOU AND YOUR ORGANISATION

1.1) Full personal name	
1.2) UTR number:	
1.3) Job title or position	
1.4) Personal Address	
1.5) Contact telephone number	
1.6) Contact email address	

1.7) Business name	
1.8) Business activity	
1.9) Business website <i>(If you have one)</i>	
1.10) Current trading address and post code (must be located on one of Bristol designated High Streets or the City Centre, and must be the same address where you conduct your project)	
1.11) Do you have a lease or rental agreement signed by all parties for your trading address? (This is necessary to be eligible)	YES/NO <i>(delete as appropriate)</i>
1.12) How long is left to run on your lease or rental agreement for your trading address? (a minimum of 12 months is required)	XX MONTHS <i>(amend as appropriate)</i>
1.13) Legal status of your business. e.g., Sole Trader/Partnership/Ltd. / LLP / CIC / Charity / etc. (only Sole Traders and Partnerships are eligible)	
1.14) Turnover for the last 12 months (If you started trading less than 12 months ago, please state your total turnover to date)	
1.15) Are you VAT registered? (This is not a requirement to receive funding but affects the costs you can claim for items)	YES/NO <i>(delete as appropriate)</i>
1.16) Number of full-time-equivalent employees in your business	
1.17) On what date was your organization established?	DD/MM/YY <i>(amend as appropriate)</i>
1.18) Please confirm that your business has 50 employees or fewer and an annual turnover of less than £10.2 Million:	YES/NO <i>(delete as appropriate)</i>



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SECTION 2 - DUE DILIGENCE

<p>2.1) Have you or any of your directors/partners ever been disqualified from being a company director under the Company Directors Disqualification Act (1986)? ii) Or ever been the director/partner of an organisation that has been subject to an investigation (completed, current or pending) undertaken under the Companies, Financial Services or Banking Acts?</p>	<p>YES/NO <i>Delete as appropriate</i></p>
<p>If yes, please provide details.</p>	
<p>2.2) Are you or your organisation currently subject to any collective insolvency proceedings such as receivership, liquidation, or administration, at the request of your creditors? ii) Or fulfils the criteria under domestic law for being placed in collective insolvency proceedings? iii) Have you or any of your directors/partners ever been the director/partner of an organisation subject to any formal collective insolvency proceedings or subject to any arrangement with its creditors? iv) Have you or any of your directors/partners ever been declared bankrupt or been subjected to an arrangement with creditors?</p>	<p>YES/NO <i>Delete as appropriate</i></p>
<p>If yes, please provide details.</p>	
<p>2.3) Have you or any of your directors/partners ever been requested to repay a grant under any Government scheme?</p>	<p>YES/NO <i>Delete as appropriate</i></p>
<p>If yes, please provide details and state whether it has been repaid</p>	
<p>2.4) Are there any pending or current legal proceedings against you or your organisation and/or its directors/partners?</p>	<p>YES/NO <i>Delete as appropriate</i></p>
<p>If yes, please provide details including the value.</p>	
<p>2.5) Do you or your organisation comply with all regulatory and statutory requirements for companies within your industry?</p>	<p>YES/NO <i>Delete as appropriate</i></p>
<p>2.6) Do you or your organisation have valid and appropriate Public and Professional insurance policies in place?</p>	<p>YES/NO <i>Delete as appropriate</i></p>

SECTION 3 – YOUR PROJECT

3.1) What is the project that you are applying for grant for? Please include any related installation works/building modifications/standalone equipment required to complete the project. Suggested word count: 100-200 words	
3.2) Please confirm that the address where the works will be conducted and any assets you purchase will be located is the same as the trading address provided above.	Yes/No (<i>Delete as appropriate</i>)
3.3) Is your project required to meet a legal obligation?	Yes/No(<i>Delete as appropriate</i>)
If yes, please explain.	
3.4) How long will the project take to complete (days/months)?	
3.5) What is your anticipated project start date?	
3.6) What is your anticipated project completion date?	
3.7) If your project will take longer than 2 months please explain why.	
3.8) What are the annual estimated carbon savings? This estimate must be supported by a Combined Authority or suitable third-party survey/assessment. Please send your carbon Survey report along with your application	tonnes CO ₂ e

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SECTION 4 - FINANCIAL INFORMATION

4.1) What is the quoted cost for each improvement and the total for the project? Please attach an itemised quote on headed paper from an installer/supplier for each improvement listed below.					
Item/Improvement	Cost (excluding VAT)	VAT (where applicable)	Total Cost (including VAT)	Suitable quote obtained and attached to application	
	£	£	£	Yes/No <i>(Delete as appropriate)</i>	
	£	£	£	Yes/No <i>(Delete as appropriate)</i>	
	£	£	£	Yes/No <i>(Delete as appropriate)</i>	
	£	£	£	Yes/No <i>(Delete as appropriate)</i>	
	£	£	£	Yes/No <i>(Delete as appropriate)</i>	
	£	£	£	Yes/No <i>(Delete as appropriate)</i>	
	£	£	£	Yes/No <i>(Delete as appropriate)</i>	
	Total: £	Total: £	Total: £		
4.2) What are the sources for the remainder of the costs not covered by grant?					
Company/personal reserves	Yes/No <i>(Delete as appropriate)</i>	Existing bank facilities	Yes/No <i>(Delete as appropriate)</i>	Debt from a new lender	Yes/No <i>(Delete as appropriate)</i>
Other (please specify)					
If using external funding, such as debt from a new lender, please describe your progress in securing this.					
4.3) Please confirm that you can cashflow the entire cost of your project (If yes, you will be asked to provide evidence that you have access to all necessary funds to cashflow the project to completion, in the form of a bank statement)				Yes/No <i>(Delete as appropriate)</i>	
4.4) Have you entered into any contracts, started work or paid any money towards your project?				Yes/No <i>(Delete as appropriate)</i>	
If yes, please give details:					

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SECTION 5 - PERMISSIONS

5.1) Does your project require planning permission?	Yes/No <i>(Delete as appropriate)</i>
If planning permission is required, have you obtained the necessary permission (if yes, please send proof you have secured planning permission along with your application	Yes/No <i>(Delete as appropriate)</i>
5.2) Does your project require building regulations approval or use of a competent persons' scheme?	Yes/No <i>(Delete as appropriate)</i>
If building regulations approval or use of a competent person scheme is required, have you obtained the necessary permission (if yes, please send proof you have secured planning permission along with your application	Yes/No <i>(Delete as appropriate)</i>
5.3) Does your project require Distribution Network Operator (DNO) permission? (renewable electricity only e.g. solar PV)	Yes/No <i>(Delete as appropriate)</i>
If yes, have you obtained the necessary permission (if yes, please send proof you have secured planning permission along with your application	Yes/No <i>(Delete as appropriate)</i>
5.4) Do you own the building and/or land where your project is located?	Yes/No <i>(Delete as appropriate)</i>
5.5) Does your project require the permission of your landlord to proceed?	Yes/No <i>(Delete as appropriate)</i>
If yes, have you obtained written permission from your landlord? (if yes, please send written permission from the landlord/landowner along with your application	Yes/No <i>(Delete as appropriate)</i>

SECTION 6 – ADDITIONALITY

6.1) Please describe any plans that you have in the next 5 years to reduce the environmental impact of your organisation. This could include measuring your carbon footprint, resource efficiency, behaviour change, nature recovery, climate adaptation etc. Suggested word count: 100-200 words
6.2) How will you promote this project, as a positive contribution to reducing carbon emissions, to staff, stakeholders, customers and other businesses? Suggested word count: 100 words



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SECTION 7 - SUPPORTING INFORMATION AND CHECKLIST

Please send us the information requested in the table below. We are not able to make an offer of grant funding until we have received all required supporting information.

You must ensure all files you send us are Microsoft compatible (PDF, Word, JPEG, or PNG).
They must be named clearly so it is obvious what information they contain.

If you are not including all of the below information with your application, please clearly explain in your initial email what is missing and why.

Have you provided the necessary supporting information with your application?		Delete as appropriate
7.1)	<p>Fully completed Equality Monitoring Form. <i>Understanding how accessible our business support services are is important to ensure we make our programmes more effective and inclusive. For this reason, the Equality Monitoring form is mandatory and a condition of being considered for grant funding. This is not seen by members of the grant decision panel until after we have reached a decision on your application.</i></p>	YES/NO
7.2)	<p>Fully completed, dated, and signed Application Form (<i>this form</i>). <i>All questions are mandatory.</i></p>	YES/NO
7.3)	<p>Proof that you have at least 1 year left to run on your current lease or rental agreement. <i>Please attach a copy of your lease or rental agreement, signed by both parties and please indicate the page where the term length can be found</i></p>	YES/NO (Page number:)
7.4)	<p>A copy of your independent Carbon Survey. <i>The survey must be for your trading address (which your project will be delivered at) and must show that each element for your project will provide a reduction in your Carbon usage and reduce your utilities costs.</i></p>	YES/NO
7.5)	<p>Itemized quote(s). <i>These must be on headed paper from an installer/supplier and show details for each improvement listed above.</i></p>	YES/NO
7.6)	<p>Proof that you can cashflow the whole project to completion. <i>This can be in the form of a recent (within 3 months) bank statement from the main bank account you use to conduct your business affairs (this can be a personal or a business account) , which shows you have access to all funds needed to complete your project (e.g., if you project costs are £2000, you must provide a recent bank statement showing you have at least £2000 available)</i></p>	YES/NO
7.7)	<p>If applicable, proof you have acquired all necessary permissions. <i>e.g., 1.) Planning permission, 2.) Building regulations approval or use of a competent person scheme, 3.) Distribution Network Operator (DNO) permission, 4.) Landlord permission</i></p>	Yes/No/Not applicable

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SECTION 8 – DECLARATION:

By signing this form, you agree to the following declarations:

- I declare that the information I have given on this form is correct and complete. I understand that if I give information that is incorrect, incomplete or misleading, this application may be rejected, grant may be withheld or reclaimed and action taken against me.
- I declare that I will follow all procurement rules set out in the Greener High Streets Guidance document
- I confirm that I am not involved in any way or connected with any activity that is not suitable to be supported from public funds. I further declare that the financial assistance which is the subject of this application will be used solely for the purposes stated above and proof will be supplied to confirm the amount spent. I understand the grant is discretionary and is not approved automatically in any circumstances.
- I confirm that I understand payments to successful applicants are made in arrears, and that I have access to funds from other sources to purchase my requested items. I understand that if my application is successful, I will be required to wait up to six weeks to receive payments for my claim.
- I declare that I have not started the project as described in this Form and no expenditure has been incurred or defrayed on it.
- I understand that this Application Form does not entitle my organisation to funding and is in no way a binding agreement between my company and Bristol City Council.
- I am content for information supplied here to be stored and shared in confidence with other public sector bodies who may be involved in considering this application.
- I agree to the use of my personal data in line with Bristol City Council’s privacy notice: <https://www.bristol.gov.uk/about-our-website/privacy>

Full name:	
Signature: (typing instead of a wet ink signature is acceptable)	
Date:	DD/MM/YY <i>amend as appropriate</i>

Once you have completed and signed this document, please send it along with all the associated proof (e.g., carbon survey, quote(s), bank statement, permissions, etc.) to business@bristol.gov.uk. Please entitle the email: Greener High Streets Grant – Application.

