

Contact us @: business@bristol.gov.uk



GREENER HIGH STREETS GRANT

Grant Guidance for Applicants

Please read this guidance carefully. It contains important information about the grant including eligibility, steps you need to follow to apply and evidence that you need to accompany your application. If you don't follow the guidance in this document, it might take longer to process your application or result in you being ineligible and losing the grant.

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We're here to help:

If you have any questions about Greener High Streets Grant, you can contact us by email at business@bristol.gov.uk with your query and contact details.

Section 1 – Summary and Deadlines:

The Greener High Street Grant scheme is available to small and medium size enterprises (SMEs) that are set up as Sole Traders or simple Partnerships and are operating their business from a property in Bristol's city centre or on one of Bristol's 46 designated high streets. The grant can be used to help purchase and install new products and equipment that reduce your carbon emissions, cut your utility costs, and improve your energy efficiency. If eligible, you will be able to apply for £500-£5,000 to cover up to 80% of your costs. The grant is paid in arrears once the project is completed.

Your application must be supported by an independent Carbon Survey that demonstrates that your proposed project is a worthwhile action to take, with estimated savings calculated and alternative options identified where possible. The West of England Combined Authority (WECA) provide this advice free of charge ([LINK](#)), but you can also use a third-party consultant or assessor.

The Greener High Streets Grant is being delivered as one of the activities under the City Centre and High Streets Programme, which is funded by Bristol City Council (BCC) and the West of England Combined Authority (WECA). This project forms part of BCC's commitment to tackling the climate emergency by supporting a shift towards a low carbon economy and a green recovery from COVID-19 and the Cost-of-Living crises.

This project was set up to complement and link with WECA's Green Business Support Grant, which is similar in scope



to the present grant scheme but caters for a different profile of businesses (i.e., those that are set up as formal legal entities like LLP's, PLC, LTD's, Charities, etc.) and has a wider catchment area that includes Bristol, Bath & North East Somerset, and South Gloucestershire local authority areas. If your business is not eligible for the Greener High Streets Grant, you may be eligible for WECA's Green Business Grant. You can find out more and apply here: [LINK](#)

Application deadline: 31st December 2024. You must send your full application pack to us by this date. More information about what is included in the application pack can be found below. Please note, **if all grant funding is allocated before this date, we may close the application period early.**

Deadline for claims: January 31st, 2025. You must have finished your project (i.e., completed all works and purchased all items) and have sent in your claim before this date. Further details can be found below.

Section 2 - Summary of eligibility criteria:

To be eligible the applicant must:

- ✓ **be a Sole Trader or simple Partnership** – any other business type interested in a grant of this kind should consider applying for [WECA's Green Business Grant](#) .
- ✓ **be a small or medium sized enterprise** – with fewer than 50 people, have a turnover of £10.2 million or less, and a balance sheet showing £5.1 million or less.
- ✓ **be operating a business from a fixed commercial address that you rent or lease on Bristol's city centre or on one of Bristol's 46 designated high streets.**
- ✓ **have at least 1 year remaining on your lease or rental agreement.**
- ✓ **be a UK taxpayer who can supply a valid UTR number.** Applicants who do not pay UK TAX will not be eligible. You will be asked to provide your UTR as part of the application process.
- ✓ **be able to purchase the agreed items with the bank account you use to conduct your business.** Cash purchases will not be accepted.
- ✓ **not have received more than £315,000 of public funds in the last 3 rolling years.**

For the project to be eligible, it must:

- ✓ **be based on recommendations from a carbon survey**, carried out by WECA or a suitable third-party independent surveyor/consultant.
- ✓ **be an eligible capital project** that reduces carbon emissions.
- ✓ **not be required to meet another legal obligation** such as a condition of planning permission
- ✓ **be procured in line with our procurement rules** – 1 detailed quote
- ✓ **not be started, or any contract entered into, until we give the ok-to-proceed**
- ✓ **be above the minimum grant request of £500**
- ✓ **have written landlord permission, if required** – please send this with your application
- ✓ **meet current Building Regulations, where relevant**
- ✓ **have planning permission, if required** – please send this with you application, this can be through permitted development where allowed
- ✓ **be cash-flowed to completion using your own funds** –this means if you are successful in securing a grant, you must purchase and complete your project before claiming the funding you have been awarded.

Section 3 – Overview of Application and Claim Process:

Step 1 – Expression of interest and carbon survey.

Read through the guidance form and if you can see you are eligible and are interested in applying, download and send an [Expression of Interest](#) (EOI) form to: business@bristol.gov.uk. We will check the information in this form against basic criteria, such as whether you are a Sole Trader or Partnership, a small or medium enterprise and if your planned project is likely to be eligible for the grant. If you meet the initial eligibility criteria, you will be contacted by a member of the Business Development team to arrange a site visit.

If you intend on using WECA's free Carbon Survey service to help you identify carbon reduction opportunities and to support your application, you should also fill out WECA's online application [form](#). Please allow 2-3 weeks to organize and conduct the on-site survey, and a further 2-3 weeks to receive the completed survey document.

If you would prefer to use a third-party surveyor or consultant instead, you should organize this to be carried out. The assessment must be independent and not associated with a particular technology or install contractor. If you choose this route, please note that any costs incurred are not recoupable via the grant.

Step 2 – Decide what project you want to apply for and get a quote.

Once you have the carbon survey document, it will indicate what work and equipment may be suitable for you to apply for funding for. Once you have decided which of these opportunities works best for you, you should obtain a suitable quote for the work or equipment.

Step 3 – Send in an application.

You might need to provide other evidence as detailed in this guidance, depending on your business or project. You can download the full application form [here](#). All applications must be sent in by **31st December 2024**.

Step 4 – Application assessment and approval.

We will assess your application and check that it meets all our criteria. If we are happy that your application meets our criteria, we will recommend it for approval. If approved, we will send you a grant offer letter to sign and send back.

Step 5 – Complete your project.

Once you have signed and returned your grant offer letter, we will confirm with you that we have received it and you can then start the agreed works. We typically expect projects to take no longer than 1-2 months to complete and all projects need to be completed and claims received by **January 31st, 2025**.

Step 6 – Claim your grant.

Once you have finished your project and paid for everything, you will need to complete a grant claim form and provide evidence of completion, invoice and payment. We aim to process claims within 6 weeks of receiving a form.

Section 4 – Your Business:

Who is eligible to apply?

To be eligible you must be a Sole Trader or simple Partnership – Greener High Streets Grants are available to Sole Traders and simple Partnerships only. Businesses set up as Limited liability Partnerships (LLPs) and other formal legal entities (e.g., private limited company, community interest company, community benefit society or a registered charity) are not eligible for this grant, but may be eligible for [WECA's Green Business Grant](#). If you are in doubt about



the eligibility status of your organization, please get in touch and we will clarify (send your email to business@bristol.gov.uk).

You must be a small or medium sized enterprise –This means that your business needs to have fewer than 50 people, have a turnover of £10.2 million or less, and a balance sheet showing £5.1 million or less.

You must be operating a business from a fixed commercial address that you rent or lease on in Bristol's city centre or on one of Bristol's 467 designated high streets - You can check if your business property is in an eligible area by entering the postcode into our [interactive map](#) of Bristol's city centre and 46 local high streets. The map displays the boundaries of the city center in red, and local high streets in dark blue. Your property will need to be located inside the City Centre or one of the local high street areas to be eligible. All types of commercial properties can be considered eligible including retail, leisure, hospitality, offices and in some cases industrial or warehousing premises. Properties do not need to have traditional shop frontages or be on a ground floor to be considered eligible for this funding.

You must have at least 1 year remaining on your lease or rental agreement.

You must be a UK taxpayer who can supply a valid Unique Taxpayer Reference (UTR) number. Applicants who do not pay UK TAX will not be eligible. You will be asked to provide your UTR as part of the application process. Your UTR would have been supplied to you from HMRC when you registered as a Sole Trader or Partnership.

You must be able to purchase the agreed items with the bank account you use to conduct your business. Cash purchases will not be accepted.

You must not have received more than £315,000 of public funds in the last 3 rolling years.

The following organizations/individuals are not eligible to apply:

Any organization subject to a franchise agreement that gives control over business decisions to a franchisor, betting shops, pawn brokers, tanning salons, amusement or gaming arcades, tobacconists, vape shops, shisha bars, fast-food outlets, shops or venues wholly or mainly offering material of an adult or sexual nature, businesses or activities for political purposes or gain, for activities promoting religious beliefs or to proscribed organisations or organisations that support radicalization or terrorism. This is not an exhaustive list. We retain the right to add to it at any time.

Private domestic landlords or businesses operating from buildings that are required by law to have a domestic Energy Performance Certificate.

Organizations/individuals who apply also need to be in good standing with the council, including being fully paid up on any money owed to the council, such as business rates.

Applicants or organisations that are in administration, bankrupt or going through bankruptcy proceedings, insolvent or where a striking-off notice has been made are not eligible for the grant.

Section 5 – Independent Carbon Survey:

Independent assessment of your project

Your project must be based on recommendations from a carbon survey. It is important that your project has been verified as feasible and worthwhile for you to complete. This gives you and us the confidence that the project will result in carbon savings for your business and that the right technologies are being used.

Evidence of an independent assessment must be provided with your application. WECA can provide this through their [Carbon Survey programme](#), which is free of charge. You can also use an existing report or third-party assessor to meet this requirement. However, a third-party assessment must meet the criteria set out below.

Please note, if you choose to utilize a third-party assessor, any costs incurred are not recoupable via the grant as this is considered a revenue expenditure and only capital expenditure is eligible for funding.

Eligible third-party assessments -

The assessment must be independent and not associated with a particular technology, brand or installer. Staff from the applicant business are not allowed to carry out their own assessment, even if they are suitably qualified.

The assessment should be carried out by a competent surveyor or consultant and include:

- an estimate of the applicant's utility use and carbon emissions
- identification of steps they could take to reduced carbon emissions. Consideration should be given to building improvements, operations/equipment improvements and behavioural actions where relevant
- calculations of estimates of utility and carbon savings for key recommendations, particularly those the applicant intends to use grant for.

We calculate carbon emissions using the latest UK Government greenhouse gas reporting conversion factors UK Government greenhouse gas reporting conversion factors for CO2 equivalent (CO2e) and include both direct (scope 1 and 2) and indirect (scope 3) emissions. The survey will need to use these same metrics to be eligible to be used.

We may request supporting calculations from you for projects that are being applied for, if it isn't clear from the report how the savings were estimated.

This [Example Carbon Report](#) shows the type of information WECA provide through their Carbon Survey programme. You do not have to follow the same document format, as long as the information provided is equivalent and clear.

Ineligible third-party assessments –

The following do not qualify as suitable on their own:

- assessments carried out by installers, but installers can assist with calculations as part of a wider independent assessment.
- assessments carried out by surveyors affiliated with a particular product or manufacturer.
- any assessment that is more than 5 years old without additional verification that the applicant's premises has not changed since the assessment was carried out.
- non-domestic or domestic Energy Performance Certificates, although their calculations may be used as part of a wider assessment that considers business operations and behaviors.

Section 6 – Your Project:

What can the Grant be used for?

You can use a Greener High Streets Grant to purchase and/or install materials, products and equipment that will result in a measurable reduction in greenhouse gas emissions in your business.

Eligible activities that can be funded by Greener High Streets Grants include:

- Capital works to improve the energy efficiency and/or reduce the carbon emissions of buildings, such as insulation, heating, lighting and glazing.
- Capital purchases to improve the energy efficiency and/or reduce the carbon emissions of business operations such as manufacturing and office equipment and appliances that are central to the functioning of your business (e.g., freezers and fridges for a café).
- Renewable generation such as solar PV.
- The installation of low carbon heating technologies where electricity or a non-fossil fuel is the energy source. No other form of heating technologies can be funded.
- The installation of LED lighting. No other form of lighting can be funded by the grant.

Your project should deliver carbon emissions savings for your business, for example from energy savings, water savings and/or direct reductions in carbon emissions, measured as tonnes of carbon dioxide equivalent (tCO₂e). We are unable to provide grant for activities that will increase your carbon emissions.

There are additional technical criteria for certain projects that must be met to ensure that the most up to date and efficient products are funded. Please refer to the technical criteria below for full details.

What can't the grant be used for?

The grant cannot be used for:

- anything not recommended by a suitable independent assessment of your businesses carbon emissions
- anything that does not meet the requirements of this Grant Guidance
- improvements that do not directly result in carbon savings or where it is impossible to estimate savings, such as electric battery storage
- installing/purchasing items where an energy demand has not previously existed e.g., installing a heating system for a previously unheated property or area within a property. This is because no energy savings will be achieved.
- the replacement of older heating systems that use fossil fuels (e.g., natural gas, coal, oil, or hybrid systems), with newer heating systems that use fossil fuels, even if they are more efficient.
- retrospective applications for completed projects or those where a contract/commitment has been entered into with suppliers
- applications that do not follow our procurement guidelines (set out in Section 9 below)
- improvements that cost more than £24,999 in total
- improvements to buildings that are required by law to have a domestic energy performance certificate
- activities that you are required by law to carry out, such as to meet a condition of planning permission or minimum energy efficiency standards
- transport related projects such as fleet electric vehicles, on-site electric vehicles, charging points or car clubs (for more information on Match-funded grants available for initiatives that improve sustainable travel provision in a business, please see: [Grants & Funding – WEST – Travelwest.info](#))
- revenue (non-capital) costs such as surveys, consultancy, planning fees or improvements such as migration to

cloud or remote services, or any form of hire purchase agreement.

How much grant can I apply for?

You can apply for a grant of between £500-£5,000 per business to cover up to 80% of your eligible costs. The amount of grant funding available depends on the total cost of your project. We will only consider projects where the total project cost is between £625 and £24,999.

If your total project costs are between £625 and £6250, you can apply for a grant to cover up to 80% of the eligible costs. Example 1: if we have agreed to fund a project that costs £625 to complete, you will receive 80% of the value of the agreed costs: £500. Example 2: If we have agreed to fund a project that costs £6250 to complete, you will receive 80% of the value of the agreed costs: £5,000.

If your project costs are between £6251 and £24,999, you can apply for a grant to cover up to £5000 of the eligible costs. Example 1: if we have agreed to fund a project that costs £10,000 to complete, you will receive £5000 towards the value of these costs. Example 2: If we have agreed to fund a project that costs £20,000 to complete, you will receive £5000 towards the value of these costs.

Please note, if you are registered for VAT the grant payment will be net of VAT. The council reserves the right to refuse to award a grant if not enough information is provided, and our award decision is final.

What are eligible project costs?

Eligible project costs include:

- supply and/or installation of the carbon-saving product. You can apply for grant for supplies only, install only or supply and install.
- commissioning or certification costs necessary to bring the product into operation, such as MCS certification for solar panels
- enabling items or works necessary to install the product or bring it into operation, such as cabling or scaffolding.

Decoration costs such as custom colours and finishes are not eligible for grant. Design costs such as those from a specialist engineer or consultant are revenue costs and are not eligible for grant.

Can I apply more than once, and can I receive more than one Greener High Streets Grant?

No, there is a limit of one application and one grant award per business.

How long do I have to complete my project?

We expect projects to take no longer than 2 months to complete from the date of grant award, or by **January 31st, 2025** (the deadline for all claims to be sent in) whichever happens soonest. We may be able to provide an extension if there is good reason for the longer timescale (e.g., supply chain issues, complications with permissions, etc.), but we expect some detail from you on what is being done to push the project to completion. We wouldn't typically grant extensions of any more than 1 additional month (3 months in total).

Please provide details on your application form if you anticipate your project taking longer than 2 months. Your expected completion date will be included in your Grant Offer Letter when your grant is approved. If you need an extension, please contact us as soon as possible to discuss. There is no guarantee that we will agree to an extension.

Section 7 - Technical Criteria for Projects:

Low Carbon Heating

Only the installation of low carbon heating technologies where electricity or a non-fossil fuel is the energy source are eligible projects. This includes, but is not limited to:

- air to water heat pumps
- ground to water heat pumps
- water to water heat pumps
- biomass heating systems
- electric radiant heating
- solar thermal panels.

Replacement or new natural gas, coal, oil and LPG heating systems are not eligible for grant, nor are hybrid systems that include these fuels.

Systems installed to only provide backup heating if the primary system breaks down are not eligible for grant.

Heat pumps may only be funded if they use R32 or another refrigerant with a lower global warming potential (GWP) than R32.

Biomass Heating

Biomass heating systems may only be funded where there is commitment to source high quality, sustainable fuels such as those listed on the [UK Biomass Suppliers List](#). As with all projects, biomass projects must comply with planning rules, such as not being located in smoke control areas; and national regulations, such as the UK Timber Standard for Heat and Electricity. Any application including biomass heating will be referred to the Grant Panel and considered on a case-by-case basis.

Enabling Works

Enabling works, such as increasing the size of some radiators, installing trench heating and new pipework so that a new heating system can operate efficiently as intended, may be funded.

Air Conditioning and Air to Air Heat Pumps

Air conditioning systems, air to air heat pumps and variable refrigerant flow/volume (VRF/VRV) systems are eligible for grant if they meet one of the following criteria which should be identified in your carbon survey report:

- no water-based heating distribution system (underfloor, radiators, fan-coil units) currently exists in the premises, or that system is in such a poor or old condition that an air-to-water heat pump can't be integrated and a district heating connection is not feasible
- the premises is small so installing an air-to-water heat pump and distribution system would create a high amount of disruption and cost compared to the saving
- the premises already has an air conditioning system providing cooling which is inefficient and in need of replacement.

Air conditioning systems, air to air heat pumps and variable refrigerant flow/volume (VRF/VRV) systems may only be funded if they use R32 or another refrigerant with a lower global warming potential (GWP) than R32.

Renewable Electricity Generation

Electric battery storage is not eligible for grant, as it doesn't reduce your carbon emissions any more than exporting spare electricity to the grid. You may however use grant to install devices that allow you to use electricity in place of other higher-carbon fuels, such as solar PV diverters for hot water tanks normally heated by gas or oil.

Lighting Replacement

To encourage the highest levels of energy efficiency, only LED lighting may be funded through the Green Business Grants scheme. Applicants may claim for complete fitting replacement, or the replacement of bulbs and tubes and minor modifications of existing fittings to enable them to use LEDs.

Glazing Replacement

Replacement of windows, doors, rooflights and other glazing may be eligible for grant, as long as the replacement provides a significantly greater level of thermal efficiency. For instance:

- single glazing can only be replaced with double or triple glazing
- double glazing can only be replaced with triple glazing
- secondary glazing can be added to single or double glazing

Section 8 - Financial Information:

How is the grant paid?

The grant is paid in arrears once the project is completed. You must be able to cashflow the project while it is in progress – we do not pay the grant upfront nor do we pay grants in instalments while the project is in progress.

How should I pay for the agreed expenditure?

Expenditure must be incurred using a debit/credit card/cheque or direct Bank payment and evidenced through a bank statement. Payments of grants will not be made towards expenditure incurred using the payment method of cash.

How should the remaining costs be covered?

The remaining costs will need to be met by your business. You cannot use any other public money (e.g., other grants) to cover the remaining cost.

Can I change the scope of the project after I have signed my grant offer letter?

No, the scope of the project and the amount of grant awarded are fixed as stated in your Grant Offer Letter.

What happens if my project costs increase?

At maximum, we will only pay the amount that was agreed in your Grant Award Offer letter.

What Happens if my project costs decrease?

If your project costs end up being less than were quoted, we will only pay up to 80% of the actual cost of the agreed



items. For example, if you were quoted £1000 for the work we agreed to fund and at the conclusion of the project, the work only cost £800, we will only pay 80% of £800 (excluding the VAT element if you are VAT registered). You are not able to add or swap items after the items have been agreed.

Section 9 - Procurement:

If you are awarded a grant, your procurement for the project must meet the rules below.

You must not enter into any contracts/commitments, start works or pay any money towards your project until you have submitted your Application Form and we have emailed to tell you it is ok to proceed. Otherwise, your project will not be eligible for grant.

Procurement Processes

You are required to provide one written quote from the relevant suppliers with a detailed description of supplies/works included, to allow us to check that all costs are eligible.

Written Quotes

Prices for energy efficiency and carbon reduction projects can vary considerably. We always recommend obtaining multiple quotes to allow you to compare and get a good understanding of costs and then select the most suitable and cost-effective option. To support the local economy, we also recommend approaching local suppliers of goods and works where possible when obtaining quotes.

All quotes must include a detailed description of the works included, either as one document or as accompanying details. We need information of the makes, models, specifications and quantities of major items.

Type of Project	Example	Information required
Heating, ventilation & air conditioning (HVAC)	Air source heat pump (ASHP)	Seasonal efficiency (%) of unit for heating and cooling
	Mechanical ventilation with heat recovery (MVHR)	Efficiency of MVHR heat recovery (%) and fan power
Hot water reduction	Low flow showerheads	Flow reduction (% or litres/minute)
Solar photovoltaic panels		Estimated annual generation (kWh), number, capacity and type of panels, number and type of inverters

LED lighting		Number and wattage of each type of light installed
Fabric insulation	Loft insulation Double glazing	U value (W/m ² K) and area being insulated (m ²)
Pipe insulation		Length of pipe insulation (m)
Flange and valve insulation		Number of components, number of flanges
Solar film		Heat reduction (%) and area covered (m ²)

For particularly complex projects, suppliers should be prepared to assist in calculating the carbon savings of the project. If carbon savings cannot be calculated or reasonably estimated, the project cannot be funded.

Quotes must be in-date when provided as evidence with your application. Suppliers should be made aware of the time that it may take for us to process your application to approval. We cannot guarantee that we can get your application approved before the quote expiry date, nor do we guarantee that additional grant can be provided if costs increase.

We will assess your quotes when you send in your application and indicate whether you need to provide more evidence or can go ahead with the quotes you have.

Procurement Compliance

The following practices will not be acceptable under any circumstances.

- Direct awards to organisations where there is a conflict of interest, including:
 - A supplier where a director is also a director of the grant applicant awarding the contract
 - A supplier where a director is a family member of the director of a grant applicant awarding the contract
- Modification of contracts. If the original contract value is below the threshold of £25,000 and an extension of the contract takes the overall above £25,000, we will no longer be able to fund the project and your grant agreement will be void.

Bristol City Council reserves the right to recover all the grant, in a reasonable and proportionate way, in the event of a breach of the funding agreement (as set out in the Grant Offer Letter). Please read your Grant Offer Letter carefully when you receive it so that you understand what is expected of you.

Section 10 – Application process:

Expression of Interest and applying for a carbon survey:

To apply for a Greener High Streets Grant, you must send us an [Expression of Interest](#) by downloading and filling in a short form and sending it in to us at business@bristol.gov.uk. We will check the information in this form against basic

criteria, such as whether you are a Sole Trader or Partnership, a small or medium enterprise and if your planned project is likely to be eligible for the grant. If you meet the initial eligibility criteria, you will be contacted by a member of the Business Development team to arrange a site visit.

If you intend on using WECA's free Carbon Survey service to help you identify carbon reduction opportunities and to support your application, you should also fill out WECA's online application [form](#). Please allow 2-3 weeks to organize and conduct the on-site survey, and a further 2-3 weeks to receive the completed survey document.

If you would prefer to use a third-party surveyor or consultant instead, you should organize this to be carried out. The assessment must be independent and not associated with a particular technology or install contractor. If you choose this route, please note that any costs incurred are not recoupable via the grant.

Deciding on what project to undertake and gaining quotes.

Once you have the carbon survey document, it will indicate what work and equipment (i.e., capital expenditure) may be suitable for you to apply for funding for.

There is an expectation for you to choose the project that represents the best **value for money** of the available options within your budget (i.e., the option within your budget that has the greatest carbon and utility cost savings per £ of investment). The project will need to be **deliverable** within a 1-2 months' time frame (3 months an exceptional circumstance) and **financially viable** for you (i.e., you will need to have access to the necessary funds to cash flow the project to completion).

Once you have decided which of the opportunities noted in your carbon survey is most appropriate in your circumstance, you should obtain a suitable quote for the work or equipment.

Gaining the necessary permissions:

You will need to gain all necessary permissions to carry out your intended project before sending in your application. For example, if you need the permission of your landlord to carry out the works you should obtain evidence of this permission in the form of a scanned letter or email. If you need planning permission or any other form of permission, you should obtain this in writing before sending in your application. To find out more and apply for planning permission as a business, please see here: [Link](#)

Application Form

Once you have completed the steps above you will be ready to download, fill out and send in your [application form](#). You will need to fill out all questions, include supporting evidence and quotes, sign the form (typing your signature is acceptable) and submit to us at business@bristol.co.uk.

If you require the application form in a different format, please contact us and we will do our best to meet your needs. We do not accept signed application forms by post.

Please complete the application form with as much detail as you can. If you have any questions about the application form or process, please get in touch with us at business@bristol.co.uk

Application Form Signatory

The application form can be completed by anyone in your business, but the form must be signed by owner or main partner of the business.



Supporting Evidence

You must provide one quote per type of improvement with your application to evidence your costs. If you have already obtained multiple quotes for the same project, please only provide your preferred quote. The procurement guidance in section 9 above provides advice on what this quote should include.

The application form will indicate where you need to provide any other supporting evidence at this stage, such as landlord approval to carry out the works, and you can send this in alongside your application.

Equality, Diversity and Inclusion

Bristol City Council is committed to treating everyone fairly, regardless of race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or citizenship status. An online Equality Diversity and Inclusion Monitoring form **must be completed** directly after sending in your application. This form is not seen by members of the Grant Decision Panel and will help us to measure the impact of our processes, practices and culture.

Section 11 – Grant Assessment and Award:

Assessment of your grant application

If your application is eligible, your project will be assessed on whether it is:

- deliverable, based on the permissions required and the time it will take to complete.
- financially viable, based on the source(s) of match funding and availability of all funds necessary to complete the project.

Your application is assessed on its own merits, not in competition with others. A copy of the assessment scoring system is available in the appendix of this document (see below).

Assessment of your commitment to tackling the climate and ecological emergency

It is important to us that you appreciate your business' role in addressing the climate and ecological emergency. We expect you to commit to taking action beyond the project you are applying for grant for and inspire others to follow suit.

BCC reserves the right to delay or reject your grant application if your answers to the questions in the application form related to this topic are not deemed satisfactory.

When will I find out if I've been awarded a grant?

Grants are awarded on a rolling basis. Once we have obtained all necessary application documents from you and all questions relating to your application have been satisfactorily answered, please allow up to 4 weeks to receive a decision from the Grant Panel. This can vary based on the volume of applications we receive and the frequency of approval meetings. Please allow for this when making plans to start or complete your project. The panel is made up of Council Officers. Decisions made by the panel are final. There is no appeals process and there is no obligation for us to fund eligible bids.

When can I start my project?

When we have completed processing your application and it has been approved, we will send you a grant offer letter. Once you have signed and sent this back to us, we will send you an email confirming that we have received it

and that it is okay to proceed with the works.

Grant Offer Letter

This letter will include details of your business, grant awarded, project and key dates, as well as terms and conditions of your grant. You should read this letter carefully before signing.

We do not accept signed Grant Offer Letters by post.

Grant Recipient Setup

For us to pay your grant when you claim, you need to be set up on our finance system. Your Grant Offer Letter includes a Grant Recipient Setup Form which will be sent to our Accounts Payable team once completed. Please fill this in to avoid delay in processing your grant when it comes to paying you.

Section 12 - Grant Claim:

When can I claim my grant?

You can only claim your grant once you have completed your project, it is operational and it has been paid for. We do not pay the grant to you upfront.

Your Grant Offer Letter sets out all the terms and conditions that you must meet before you can claim your grant. Please check:

- that you are not claiming for expenditure that pre-dates the 'Date from which expenditure can be claimed' as set out in your Grant Offer Letter.
- that you have completed your project prior to the 'Project Completion Date' as set out in your Grant Offer Letter. If this date is nearing or has passed you should contact us as soon as possible to arrange a new completion date, if possible.

Claim Form

The Grant Claim form comprises of the following sections:

1. Project details, where you confirm how the project went, if there have been any changes since your grant award and the impact of the project to date
2. Cost details, where you provide details of invoices, payments and the amount of grant you are claiming
3. Declaration

You must fill in all parts of the claim form with as much detail as possible before sending it to us. If you are unsure what information is required, get in touch with us.

Financial Evidence

You must provide evidence of invoicing and payments made. We need to see invoices AND evidence that you have paid them. This must be in the form of copies of bank statements or screenshots of online banking transactions. If the payment was made as part of a bulk transaction, you must provide details of the bulk transaction as well.

Please provide documents in an easy, organised format with appropriate names for us to match and trace invoices



and payments.

- Relevant entries should be highlighted where needed, or other entries redacted.
- If the project you are claiming for was part of a larger package of works, please ensure the costs are broken down in the invoices so that the amount you are claiming can be traced.

Completion Evidence

As well as financial evidence, you also need to provide us with evidence of completion. This includes:

- photos of your carbon saving improvement(s)
- where relevant, installer certificates, competent person scheme certificates, building regulations approval, planning consent details, distribution network operator approval, etc.
- any additional evidence to demonstrate that you have met your pre-grant conditions, which are in your Grant Offer Letter.

Grant Payment

We aim to pay grants within 6 weeks of receiving all the information we need to process your claim. We will notify you when your claim has been processed and when to expect the grant to reach your bank account.

Section 13 – Promotion and Monitoring:

Once you have accepted the grant you will be required to participate with in-person on-site monitoring visits where you will provide impact data every six months for a maximum of three years. During these site visits we will speak with you about your business, the project, and the impact receiving this grant has had for you. We will ask for you to provide financial, utilities cost and employment information, including:

- Your utility bills since accepting the grant.
- Your businesses turnover since you opened for trading.
- The number of employees you have employed since opening for trading, their average working hours, and if they are Bristol residents.
- Whether your business is currently an accredited Living Wage employer.

With your permission we may take photographs alongside an informal interview with the Business Engagement Officer. We may choose to produce a case study to be made publicly available on the council's website to promote the grant, as well as licensed to you for your own promotion. If you do not want to be photographed or be the subject of a case study, please make the Business Engagement Officer aware of this.

The Business Engagement Officer will talk to you about your business in general and ask if you have any needs that they are able to support you with, either 1-1 or by referring you to third party providers of professional business support.

Businesses are expected to consult us about any publicity relating to the funded project both during and after installation, and clearly credit Bristol City Council and West of England Combined Authority in the copy.

Section 14: Annexes

Annex A – Application Assessment Criteria

0	1	2
A - Deliverability		
Project cannot be delivered on time (1-2 months for most projects or 3 months in exceptional circumstances) and permission are not in place e.g., from landlord, planning authority or district network operator.	All required permissions in place, but project may not be delivered on time and/or project plan unclear.	Project will be delivered within time. All required permissions in place.
B - Financial viability		
Project not financially viable because company cannot cashflow total expenditure; and/or cannot afford the remaining costs.	Project may be financially viable but cashflow and/or affordability is at risk due to applicant needing external financing to cashflow and/or afford the remaining costs.	Can easily cashflow expenditure; and can afford remaining costs with company or personal reserves or existing bank facilities.

- An application with an overall score of 0-1 would be considered a poor application and would not be suitable for a grant award.
- An application with a score of 2-3 would be considered unsatisfactory and would not automatically be suitable for a grant award. Though in some circumstances the grant panel may decide to award a grant based on their assessment of the risks.
- An overall score of 4 would be considered a strong application and would be suitable for a grant award.