**DECARBONISATION GRANT**

**GUIDANCE NOTES**

**INTRODUCTION**

The Decarbonisation Grant has a two-stage process:

1. Submit a short Expression of Interest to check the eligibility of your business and

project; and

1. If this is accepted, you will be contacted by a Chamber Adviser who will support you through the application process, which includes an Energy Audit being completed.

Details of the grant scheme can be found in this guide. Grants are awarded on a first come-first served basis (with a competitive process if necessitated by demand).

They cannot fund normal running costs or projects already undertaken or committed. Eligible businesses can apply for capital funding from £2,500 to £20,000 (50% intervention from total project costs). Businesses must provide match funding for projects over this value, however, the grant will not exceed £20,000. Projects must be completed by 31 March 2025.

**UK Shared Prosperity Fund**

The grant scheme is funded by the UK Government through the UK Shared Prosperity Fund. The UK Shared Prosperity Fund is a central pillar of the UK Government’s Levelling Up agenda and provides £2.6 billion of funding for local investment by March 2025. The Fund aims to improve pride in place and increase life chances across the UK investing in communities and place, supporting local business, and people and skills. For more information visit: <https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus>

**Outcomes**

Applicants need to demonstrate that grant investment will contribute to one or more of the following (applicants will be required to quantify these within their application):

• 15% reduction in greenhouse gas production (tonnes of CO2e)

• improved productivity

• jobs created

• adoption of new to the firm technologies or processes

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Please note that jobs created relate to employees of the business and does not include contractors.

**Outcome Measures**

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| **Jobs created** | The number of new, permanent, paid, full-time equivalent (FTE) jobs created following support. This includes both part-time and full-time jobs, which should be recorded relative to full-time equivalent (FTE). FTE should be based on the standard full-time hours of the employer.  New means it should not have existed with that employer before the intervention.   * Created jobs exclude those created solely to deliver the intervention (e.g construction). * Permanent means it should have an intended life expectancy of at least 12 months from the point at which it is created. * Only count each individual FTE or job once through the lifetime of a project (i.e. it should not be counted every year) * FTE is a measure of an employees scheduled hours in relation to an employers hours for a full time work week |
| **Improved productivity** | Number of enterprises with improved productivity.   * Productivity refers to the gross value added per hour worked or gross value added per worker. |
| **15% reduction in greenhouse gas production (tonnes of CO2e)** | Carbon dioxide equivalent (CO2e) covers a wide range of greenhouse gases (GHG) that have an impact on climate change resulting from the specific UKSPF intervention.  Decrease in tonnes of CO2e should be measured using BEIS Conversion Factors for calculating resulting primary energy savings.  The estimate is based on the amount of CO2e saved in a given year, i.e., a projection of estimated savings of either one year following project completion or the calendar year after project completion through a methodology agreed by project appraisers. |
| **Adopting new to the firm technologies or processes** | The number of enterprises introducing a new to the firm technology or process (through external sources e.g., procurement).  A technology or process is new to the firm if it did not use a technology or process with the same functionality before, or the production technology or process is fundamentally different from those already used. This may be tangible or intangible. |

**GRANTS**

Applicants will need to complete a robust procurement process dependent on the size of the grant; your dedicated Adviser will support you through this process.

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| **Total project cost** | **Intervention Rate** | **Maximum Grant Value** | **Procurement Method** |
| Up to £2,499 | 50% | £1249.50 | Direct Award |
| £2,500 - £24,999 | 50% | £12499.50 | Three quotations |
| £25,000 - £40,000 | 50% | £20,000 | Tender |

\*Excludes reclaimable VAT

Grants will be paid in arrears following the submission of defrayal evidence and demonstrating that the project has been successfully implemented and all outcomes achieved. The business will be required to complete and sign a Outcome Form before the grant can be claimed.

Successful applicants will be expected to fund 100% of the costs upfront.

**EXPRESSION OF INTEREST**

Applicants must first complete an Expression of Interest online registration to capture the following information:

• name of business

• business trading address including postcode

• company registration number/UTR

• nature of business

• date business established

• number of employees

• brief outline of proposed project

• outline of costs of the project and amount of grant sought

**ASSESSMENT**

Complete applications will be assessed against criteria, including the following:

• eligibility of the business

• eligibility of the activity

• contribution of the project to the programme outcomes (eg. job creation)

• business, fraud and Subsidy Control checks

• need for the project

• assessment of the project proposal

• evidence of financial contribution from the business

• value for money and additionality (eg. number of jobs created for the grant requested)

• deliverability of the project within the timescales

**GRANT CLAIM**

Applicants must submit grant claim forms by the agreed deadline within your Grant Agreement. Payment will only be made upon receipt of:

* a fully complete grant claim form
* compliant evidence of eligible expenditure incurred:
  + supplier invoices
  + evidence of defrayal from business bank account showing Business Account Name, Supplier name, date of payment and transaction value\*
* evidence of completion of the project
* Completed and signed Outcome Form

\*All project expenditure should be made through the business bank account. Cash payments, personal credit card or PayPal payments are not deemed an eligible payment method and will not be considered.

**Multiple Applications**

Only one grant award is permitted per business.

**Ineligible Businesses**

* Any business not located in the following local authorities:
  + Chesterfield Borough Council
  + Derbyshire Dales District Council
  + High Peak Borough Council
  + South Derbyshire District Council

• Any business that has been trading for less than a year

• Businesses with over 250 employees

• Any business that has exceeded the maximum Subsidy Control allowance

• Businesses that are in administration, insolvent, where a striking-off notice has been made or where their accounts are showing as overdue (regardless of the reason for it) at the point of grant determination are not eligible