 **SME Energy Improvement Grants  
Application Form  
Please read this page before completing the application form**

**Grants available**Grants are available for up to 50% of the project costs for energy reduction projects. There are two funding streams available:

* If you are replacing a gas boiler with a form of electric heating (such as a heat pump) or installing a renewable energy technology (such as Solar Panels), you can apply for up to **£10,000**.
* For all other energy retrofit projects, such as lighting and replacement equipment you can apply for up to **£5,000**.

Any project that can demonstrate an energy reduction will be considered. Gas boilers are not eligible for funding.

**Completing the Application Form**The application form requires you to provide the following information:

* Organisation details.
* Answers to the eligibility criteria.
* Description of the project.
* Cost of the project, excluding VAT as we will not fund VAT.
* Amount of grant funding being requested.
* Gas and Electricity consumption for the last 12 months and unit cost (as applicable)
* The estimated energy savings the project will generate.

If applicable you will need to provide written evidence that you have permission from your landlord to complete the project.

**Quote**Your application needs to be accompanied with the selected quote for the project. The quote should be itemised, breaking down the cost of each aspect of the quote and not just grouped together with one cost. This is to ensure that value for money is being achieved by projects.

**Photos**Due to the current COVID19 lockdown restrictions pre-verification site visits are not being carried out by Council Officers. Therefore, a photo of the current installation that is being replaced needs to be included with the application.

Once you have completed your application form please send this along with the quote and photo(s) to [THEnergy@towerhamlets.gov.uk](mailto:THEnergy@towerhamlets.gov.uk)



**SME Energy Improvement Grant Application Form**

|  |  |
| --- | --- |
| **Organisation Details** |  |

|  |  |
| --- | --- |
| Company Name |  |
| Company Number |  |
| Address |  |
| Contact Name |  |
| Email address |  |
| Telephone |  |

|  |  |
| --- | --- |
| **Eligibility Questionnaire (please delete as appropriate)** |  |

|  |  |
| --- | --- |
| Does your organisation employ **less** than 250 employees? | Yes / No |
| Have an annual turnover **less** than £25m? | Yes / No |
| **Is not** more than 25% owned by an entity which **does not** meet the above criteria | Yes / No |
| The planned project is happening in a premises in Tower Hamlets | Yes / No |

**If you have answered No to any of the above questions, then you are not eligible for a grant. Please contact us if you have any queries regarding this on the email address below.**

|  |  |
| --- | --- |
| **Project Details** |  |

|  |  |
| --- | --- |
| Name of project |  |
| If the address of where the project is happening is different to the one above, please provide the address here. |  |
| Project description:  Give details of why you are carrying out the project, what you are replacing and what you are planning to install.  Also include any additional benefits. |  |
| Cost of project (excluding VAT) | £ |

|  |  |
| --- | --- |
| Grant requested (Maximum of 50% of project cost up to £10,000 or £5,000 depending on funding stream being applied for. Read guidance for details) | £ |
| Will you be able to complete the project within 3 months? | Yes / No |
| If No when will project be completed? |  |

|  |
| --- |
| **Energy Consumption Data – refer to your gas and electric bills to complete** |

|  |  |
| --- | --- |
| Gas consumption for last 12 months (kWh) |  |
| Cost of gas per kWh (pence) |  |
| Electricity consumption for last 12 months (kWh) |  |
| Cost of electric per kWh (pence) |  |
| Estimated gas savings following project (kWh) |  |
| Estimated electricity savings following project (kWh) |  |

**If you do not know the energy savings your project will achieve ask the company who have provided your quote for this information or contact us on the email address below.**

|  |  |
| --- | --- |
| **Verification and Control** |  |

|  |  |
| --- | --- |
| Do you have the permission of your landlord to complete this project (if applicable)? If applicable, please provide a copy of the letter with this permission. | Yes /No / N/A |
| Will you allow a representative of the Council to visit your premises before and after the project has been completed to verify the project as per this application? | Yes / No |
| Will you provide the requested evidence and documents required to process the payment of the grant as set out in the guidance document? | Yes / No |
| Will you provide energy consumption data 1 year after the completion of the project for monitoring purposes? | Yes / No |
| Would you be happy for a Case Study on your project to be produced and shared on the Council’s website? | Yes / No |

**I the undersigned confirm that the information in this application is true and accurate to the best of my knowledge and I have read the terms of the grant as set out in the Guidance document and agree to them.**

|  |  |
| --- | --- |
| Signed (electronic signature acceptable) |  |
| Date |  |

**Checklist**

* **Completed application form**
* **Quote for works that breaks down the costs**
* **Photo(s) of the current installation that will be replaced**

**Please email all the above to:**

[**THEnergy@towerhamlets.gov.uk**](mailto:THEnergy@towerhamlets.gov.uk)