

Organisation			
Legal status		Sector	
Registration no.	<i>If a sole trader / partnership, provide your Unique Taxpayer Reference no.</i>		
VAT no.		Phone	
Your name		Position	
Email	<i>By providing us with your email address you consent to receive emails from Ngage Solutions and the BBF Group of Companies. You may unsubscribe at any time.</i>		
Address where project will be installed / vehicle based	Do you own these premises or hold a lease with at least 12 months remaining?		
	Does your organisation have multiple sites?		

If this address **is not** in one of the Buckinghamshire, Hertfordshire, South East Midlands or Thames Valley Berkshire Local Enterprise Partnership (LEP) areas please confirm that either:

- It is in a London borough or an LEP area (excluding London) that neighbours one of the above LEP areas; or
- Your organisation’s registered office or head office is within one of the above LEP areas.

And that:

- There **is not** an existing ERDF funded resource efficiency grant available in the area.

You can find LEP areas at: www.lepnetwork.net/about-leps/location-map

Are you an SME?	<i>In general, an SME is an organisation with:</i> <ul style="list-style-type: none"> • Fewer than 250 employees (full time equivalent) • A turnover less than €50 million and/or a balance sheet total less than €43 million <i>Parent and subsidiary companies need to be taken into account. Please see the Grant Terms and Conditions or contact us if you are unsure.</i>
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Have you read, and does your organisation meet, the other eligibility criteria outlined in the Grant Terms and Conditions? (Available at: www.lowcarbonworkspaces.co.uk/faq)

Please list the quotation/s you’d like to use (supplier and technology):	NET (£)	VAT (£)	GROSS (£)
Total project cost:			

Can you reclaim the VAT incurred on project costs from HMRC?

Do you believe each of the quotations is fair and honest and represents good value for money?

If expenditure with any one supplier is £25,000 or over, have you provided documentation to evidence that you have complied with EU procurement regulations?

This may require obtaining 3 quotations or conducting a formal tender process (see Grant Terms and Conditions).

If you are offered a grant it will be:

- One third of the project cost for projects over £3,000 in value, up to a maximum grant of £5,000

If you receive a grant, will your organisation have received over €200,000 de minimis aid in a 3 year period?

De minimis aid could include any publicly funded grants or assistance (see Grant Terms and Conditions).

Have you received any State Aid in the last 3 years or are you waiting for a decision regarding any applications for State Aid? If you answered YES, please list all details in the table below:

Date Received / Applied	Name of Provider	Amount (£)	Project Details

Please provide details of the equipment to be replaced or a brief project outline

E.g. Replace 20 x 6 ft. fluorescent tubes, switched on 7 hours / day. Insulate pitched roof space.

Which of these measures have you already undertaken?	Measure			
	LED lighting		Wall insulation	
	Lighting sensors / controls		Draught proofing	
	Efficient boiler (< 10 years old)		Double / triple glazing	
	Efficient air-conditioning (< 10 years)		Variable speed drives	
	Heating / cooling controls		Solar PV	
	Pipework / valve / cylinder insulation		Employee engagement	
	Roof insulation			
	Other (please detail)			

Please complete the table to provide the Grant Panel an overview of your financial position.

	Last full financial year	Current financial year (forecast)	Next financial year (forecast)
Date of financial year end			
Turnover (£)			
Net profit (pre-tax) (£)			
Depreciation (£)			
Employment costs (£)			
No. of employees & Directors FTE (full time equivalent) in total company			
No. of employees and Directors (FTE) in Buckinghamshire			

At what stage of growth would you describe your organisation?

Please select one option from each group below that best describes the person who owns your organisation:

Gender		Age	
Disability		Ethnicity	

Declaration

I confirm that the project has not yet commenced and that no expenditure has been incurred to date. I understand that any grant offer will be invalid if the project commences prior to the date of a grant offer letter from Ngage Solutions Ltd.

I confirm that items for the project will be procured in line with European Union (EU) requirements.

I hereby declare that, to my knowledge, I nor any of my staff, sub-contractors or potential suppliers has any conflict of interests, which might call into question our independence with regard to this grant application and subsequent procurement.

I confirm that the information provided herein is correct to the best of my knowledge. I understand that Ngage Solutions Ltd is a wholly owned subsidiary of Buckinghamshire Business First and Buckinghamshire Business First has a published Privacy Policy on their website (www.bbf.uk.com/privacy-policy). I understand that Ngage Solutions may be asked to share the information that I provide with:

- The Ministry of Housing, Communities & Local Government
- The European Regional Development Fund
- Buckinghamshire Local Enterprise Partnership
- Thames Valley Berkshire Local Enterprise Partnership
- Hertfordshire Local Enterprise Partnership
- South East Midlands Local Enterprise Partnership
- Buckinghamshire Business First
- Thames Valley Berkshire Business Growth Hub
- Hertfordshire Growth Hub
- Department for Business, Energy and Industrial Strategy

Our funders require us to keep copies of this data for 10 years after the last grant is provided under the scheme.

By providing us with your email address you consent to receive emails from Ngage Solutions Ltd and the Buckinghamshire Business First Group of companies. You may unsubscribe at any time.

I understand that my company’s name and the type of support received may be published on the Buckinghamshire Business First and Ngage Solutions Ltd websites and other social media channels.

Signature		Date	
Your name		Position	

Please email your completed Application Form to info@lowcarbonworkspaces.co.uk, along with:

- Quotation/s for project
- 12 months’ energy bills / fuel receipts relevant to your application (e.g. gas bills for a boiler)
- If you are a sole trader or partnership, your last Self-Assessment tax return

We will email you a link to sign the form electronically. If you have not heard from us within 48 hours please call 01494 927131.