**Please refer to the application guidelines in the Annex of this document while completing this form.**

**SECTION 1- Business details**

|  |  |  |
| --- | --- | --- |
| **1.1 BUSINESS/ORGANISATION DETAILS** | | |
| Name of business/organisation  (As per Companies House Register if UK registered) |  | |
| Trading name/s (if different from above) |  | |
| Address (Trading address) |  | |
| Postcode |  | |
| Tel no |  | |
| Name and position of key contact |  | |
| Contact e-mail |  | |
| Registered office address & Postcode  (if different from above) |  | |
| Is your business part of a group?  (If yes, please provide a chart setting out the group structure) |  | |
| Current number of employees (FTEs) |  | |
| Has your business been trading for two years? |  | |
| Please confirm if your business is a small or medium enterprise? |  | |
| What is your turnover for the last two years? | **Last financial year** | **Previous financial year** |
| £ | £ |
| Is your business a customer of, or has it ever applied for funding from, the Development Bank of Wales? |  | |

|  |
| --- |
| **1.2 CURRENT ACTIVITY** |
| Use this space to give an overview of the business activity. This should include but is not limited to:  - outline the current activities of the business  - a brief history of the business. If you have existing documentation that covers this (Business Plan, Slide-deck etc.) then you can refer us to that  - Your current approach and ambitions for decarbonisation within your business (300 words max) |
|  |

**SECTION 2: Consultant Information**

|  |
| --- |
| **2.1 PREFERRED CONSULTANT DETAILS**  Please provide individual names, business name and address of your chosen energy consultant/auditor. |
|  |
| Please provide details of why this is your preferred supplier- (expertise/specialism/cost/locality/other…) |
|  |
| Please confirm what relevant accreditation your preferred consultant holds. |
|  |

**SECTION 3: Funding**

|  |  |  |
| --- | --- | --- |
| **3.1 PROPOSED CONSULTANCY EXPENDITURE**  Provide a summary of the expenditure you anticipate in relation to undertaking an energy audit of your business. | | |
| **Category** | **Anticipated cost (£)** | **Grant claim amount (£)** |
| **Consultancy costs** |  |  |
| Please provide any further supporting information here: | | |
| Please detail how you will pay for the total cost of this activity prior to a grant receipt, e.g. Cash reserves, director loan, overdraft etc. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **3.2 OTHER PUBLIC SECTOR FUNDING**  Please detail all other public sector funding offered or received in relation to the project. | | | |
| **Date** | **Source** | **Amount** | **Offered or received** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**SECTION 4: Economic Contract**

|  |  |
| --- | --- |
| **4.1 EXISTING ECONOMIC CONTRACT** | |
| Have you previously completed a WG Economic Contract? | **Yes/No** |
| If yes, please provide the date it was completed and progress to Section 5. If no, please complete Section 4.2. |  |

|  |  |
| --- | --- |
| **4.2 NO EXISTING ECONOMIC CONTRACT**  If you do not already hold a completed Economic Contract, please complete the following sections. | |
| **Economic Strength and Adaptability**- Please provide details on how your business is currently, and enhancing to be, resilient and adaptable to changing market conditions (200 words) | |
|  | |
| **Fair Work-** Please provide details on how your business ensures workers are fairly rewarded, heard and represented, secure and able to progress in a healthy, inclusive environment where rights are respected. (200 words) | |
|  | |
| **Promotion of Wellbeing**- Please provide details of how your business is committed to the promotion of people’s wellbeing, contributing to a healthier society, contributing to cohesive communities that are attractive, safe and well connected and how it promotes a vibrant Welsh culture, including the Welsh language. (200 words) | |
|  | |
| **Low Carbon and climate resilience**- Please provide detail on how your business is taking positive action to minimise and reduce emissions, build resilience and respond to threats and opportunities from the impact of climate change by adapting business practices for the future. (200 words) | |
|  | |
| **Development pledges**- Please provide 3-5 pledges in relation to the previous four areas which your company will focus development on. | |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |

**SECTION 5: Information to be submitted**

|  |  |
| --- | --- |
| **5.1 MANDATORY INFORMATION CHECKLIST** | |
| 1. This Application Form (signed and dated) |  |
| 1. Supplier quote |  |
| 1. Alternative comparator quote (if over £2500) |  |

|  |  |
| --- | --- |
| **5.2 LANGUAGE**  What is your preferred language for communication? | |
| English |  |
| Welsh |  |

**SECTION 6: Declarations**

|  |  |  |
| --- | --- | --- |
| **6.1 DECLARATIONS** | | |
| Have you or any of your associates ever been disqualified from being a company director under the Company Directors Disqualification Act (1968) or ever been the proprietor, partner or director of a business that has been subject to an investigation (completed, current or pending) undertaken under the Companies, Financial Services or Banking Acts? | | **Yes/No** |
| Has any director/partner ever been bankrupt or subject to an arrangement with creditors or ever been the proprietor, partner or director of a business subject to any formal insolvency procedure such as a receivership, liquidation or administration, or subject to an arrangement with its creditors? | | **Yes/No** |
| Has any director/partner ever been the proprietor, partner or director of a business that has been requested to repay a grant under any government scheme? | | **Yes/No** |
| Does the business have any outstanding CCJs, overdue creditors including HMRC or legal proceedings? | | **Yes/No** |
| If you have answered **Yes** to any of the above, this will not necessarily affect your chances of receiving support. However, please give details below of the person(s), the business(es) and the circumstances: | | |
|  | | |
| * I understand that information supplied here and in the accompanying documents may be shared in confidence with other public funding organisations and external technical advisors. * In addition, the information supplied will be shared with the Development Bank of Wales for the purposes of consolidating activity in relation to the Green Business Loan Scheme. The Development Bank may use this information to follow up with my organisation on activity following the completion of the Energy Audit. * The Information collected will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify identity. Further details of how your information will be used by us and these fraud prevention agencies, is explained in the privacy notice noted below. * I understand that if I give information that is incorrect or incomplete, support may be withheld or reclaimed, and action taken against me. I understand that the Welsh Government is likely to seek prosecution in cases of fraud or attempted fraud. I declare that the information I have given here and in the accompanying documents is correct and complete. * I also declare that, except as otherwise stated, I have not started the project. * I understand that any offer may be publicised giving brief details of the project and the amount of support offered. * I confirm that the organisation has the financial and administrative competence to manage and deliver the project.   Applications must be signed by an authorised signatory, director (in the case of a company), or by the proprietor or a partner.  By submitting this form electronically you are confirming that you have the authority to submit the application on behalf of your company. | | |
| **Name (Block Capitals)** |  | |
| **Signature** |  | |
| **Date** |  | |
| **Position in organisation** |  | |

**SECTION 7- Guidance**

**1. Overview**

**Who is eligible to apply?**

Eligible applicants must comply with the following:

* Be a Limited company, Partnership or Sole Trader that are registered or based in Wales and that can evidence economic benefit to Wales.
* Have been trading for a minimum of two years at the point the application is completed.
* Be a small or medium sized enterprise.
* Have no adverse credit issues such as CCJ’s or winding up petitions.
* Businesses that are able to 50% fund the consultancy cost.
* Qualify under the Energy Usage Streamlined Subsidy Scheme or, alternatively, must have sufficient allowance remaining under the Minimal Financial Assistance subsidy exemption. This is in order to ensure compliance with the UK’s subsidy control rules. See section 3 below for further information.

A credit search on your business will be carried out to ensure the above eligibility is complied with.

Private landlords are not eligible to apply but are invited to visit [www.businesswales.gov.wales](https://developmentbankwales.sharepoint.com/sites/NewFundsSetUps-Decarbonisationpliots/Shared%20Documents/Decarbonisation%20pliots/Green%20Loans%20for%20SMEs/Operational%20documents%20and%20content/Energy%20Audit%20docs%20for%20Innovation%20team/www.businesswales.gov.wales) for further support.

**Important information**

* The provision of support for energy audit purposes does not guarantee that you will be offered a Green Business Loan to fund the project.
* Any expenditure incurred prior to receiving a grant offer will not be eligible for support.
* Eligible businesses will receive 50% of the cost of the Energy Audit on submission of the grant claim form following full payment by the business.
* The applicant is free to choose the consultant and Welsh Government has no responsibility for the quality of the audit or recommendations made.

**2. Application Questions**

**Section 1- Business Details**

1.1 Please provide full business details as outlined in the form.

**Employees**- Please provide details of full time equivalent (FTE) employees. A Full-time employee is classified as working 30 or more hours per week and should be reported as 1 full time equivalent. Part time employees should be reported as a proportion of 1 FTE. E.g. a part time employee working 18 hours per week should be reported as 18/30= 0.6 FTE.

Small or Medium Enterprise- Please [click here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1128065/energy-usage-streamlined-route-guidance.pdf) if you require further information on definitions of small and medium enterprises.

1.2 Please give a summary background to your business activities including main product or service activity, customer base, location and accommodation of operations and an outline of current or future plans to decarbonisation.

**Section 2- Consultant details**

**2.1** In order to submit this application you will need to provide a supplier quote from an accredited Energy Auditor. This quote should give an outline of the work to be undertaken and the related cost. The outline of work should be aligned to the Green Business Loan Scheme Energy Consultant guidance which can be found [**here**](http://www.developmentbank.wales/green). Payment of grant for consultancy support will only be made if the outputs of the report are completed in alignment to the Energy Consultant guidance.

Please advise what accreditation your chosen Consultant holds in regard to the energy sector.

**Section 3- Funding**

3.1 Please provide details of the cost of the energy audit. Anticipated costs would be the full value of the Audit and the grant claim would amount to 50% of this (subject to the maximum permitted subsidy intensity in the Energy Usage Streamlined Subsidy Scheme not being exceeded).

For any grant claims of over £2,500, an alternative quote must be submitted to assess value for money.

Grant claims can only be made following full settlement of the invoice by the business. Please advise in this section what resources will be used to cover the upfront costs. Full information on claiming the grant will be provided as part of any offer letter issued. Outline requirements for accessing the grant will consist of:

1. Completed consultancy works with the output report aligned with the Consultant Guidance

2. Invoice received and paid in full by your business

3. Completion of the grant claim form for submission to WG

4. Completion of the project closure form provided within the grant claim pack

3.2 The grant will be provided in accordance with the UK Subsidy Control Act (2022) Energy Usage Streamlined Subsidy Scheme. The Scheme covers subsidies in relation to energy audits and project costs for energy reduction activity in businesses. The award of grant (or subsidy) is restricted to maximum intervention rates across all public funding received in support of a project. For a small business this is up to 60% of costs and for a medium business this is up to 50% of costs.

You can find full details of the Scheme and related guidance here: [**Energy Usage Streamlined Subsidy Scheme**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1128061/energy-usage-streamlined-route.pdf) [**Energy Usage Streamlined Route Guidance**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1128065/energy-usage-streamlined-route-guidance.pdf)

In addition to the intervention rates, for the Green Business Loan Scheme it must be evidenced that no other public funding has been sought to cover the same project costs.

**Section 4- Economic Contract**

4.1 Please indicate if you have already completed an Economic Contract with WG.

4.2 Economic Contracts are a requirement of Welsh Government to ensure alignment in focus and ambitions of the companies receiving financial support and the policies and objectives of Welsh Government for economic growth and prosperity. To satisfy this condition you are asked to provide information as outlined in 4.2. Further information can be found here <https://businesswales.gov.wales/economic-contract>

**Section 5- Additional information**

5.1 Please use the checklist provided to ensure all required information is submitted. All information may be submitted electronically to [greenconsultancy@gov.wales.](file:///D:\Users\ParkesS\Objective\Objects\greenconsultancy@gov.wales)

5.2 Please advise which language you wish to be communicated with in.

**Section 6- Declarations**

6.1 The declarations must be completed by a Director of the business.

**Further Support**

If you require further advice or support in completing and submitting this application then please contact [greenconsultancy@gov.wales](file:///D:\Users\ParkesS\Objective\Objects\greenconsultancy@gov.wales)

**SECTION 8: Privacy notice**

The Welsh Government provides a wide range of support to help deliver our policies and create a fairer, more prosperous Wales.

The Welsh Government will be data controller for any personal data you provide in relation to your application or request for funding. The information will be processed as part of our public task (i.e. exercising our official authority to undertake the core role and functions of the Welsh Government) and will help us assess your eligibility for funding.

Before we provide funding to you, we undertake checks for the purposes of preventing fraud and money laundering, and to verify your identity. These checks require us to process personal data about you to third party fraud prevention agencies. If we, or a fraud prevention agency, determine that you pose a fraud or money laundering risk, we may refuse to provide the funding you applied for, or we may stop providing existing funding to you.

A record of any fraud or money laundering risk will be retained by the fraud prevention agencies, and may result in others refusing to provide services, financing or employment to you.

We will keep personal information contained in files in line with our retention policy. If successful in your application then your personal data will be kept for 7 years after the date when you are free from all conditions relating to the funding awarded and all payments have been made. If you are unsuccessful your details will be kept for one year after the date you provided them.

Under the data protection legislation, you have the right:

* to access the personal data the Welsh Government holds on you
* require us to rectify inaccuracies in that data
* to (in certain circumstances) your data to be erased
* to lodge a complaint with the Information Commissioner’s Office (ICO) who is the independent regulator for data protection

For further details about the information the Welsh Government holds and its use, or if you want to exercise your rights under the GDPR, please see contact details below:

Data Protection Officer

Welsh Government

Cathays Park

CARDIFF

CF10 3NQ

Email Address: [Data.ProtectionOfficer@gov.wales](mailto:Data.ProtectionOfficer@wales.gsi.gov.uk)

The contact details for the Information Commissioner’s Office are:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 01625 545 745 or 0303 123 1113 Website: [www.ico.org.uk](http://www.ico.org.uk)