



HOW TO APPLY FOR A CAPITAL CONTRIBUTION FROM THE GREEN BUSINESS FUND

HOW TO APPLY

The Carbon Trust's Green Business Fund is offering small to medium sized enterprises opportunity assessments, equipment procurement support, and a financial contribution towards energy saving equipment. For full details on the Green Business Fund and the support available, visit our [website](#).

A financial contribution towards your energy saving equipment

The Carbon Trust Green Business Fund is offering a capital contribution of up to 30% of the project cost (up to a max of £10,000) to small and medium sized businesses, who could benefit from financial support when buying energy saving equipment.

This could mean up to £10,000 towards a new lighting system for your warehouse, heating and air conditioning equipment for your offices or a controls system for your factory - to help you rise to the challenge of becoming a greener business.

This support is available for a limited period on a first come, first served basis for small and medium sized businesses in England, Scotland and Wales (for further details on who can apply see the [How to apply for a capital contribution \(PDF\)](#) document). The minimum total size of the project must be £2,500, and equipment should be purchased from a [Green Business Directory](#) supplier or a [BESA Supplier](#), to ensure that your supplier is properly accredited.

Before applying for a capital contribution, please read these step-by-step guides:

- [Green Business Fund - What We Need \(PDF\)](#)
 - [Getting it right first time - Supplier Documentation \(PDF\)](#)
 - [Energy Savings Assessment Template \(.xlsx\)](#)
 - [Beneficial Ownership Declaration Form \(PDF\)](#)
- [Green Business Fund Guide to Completing the Application Form - How to apply for a capital contribution \(PDF\)](#)

Questions? See our [FAQs](#).

Apply for a capital contribution*

[Capital Contribution application form](#)

When you have identified your energy saving opportunities, and have chosen your accredited supplier from the Carbon Trust's Green Business Directory*, you are then able to complete the online application to apply for a Capital Contribution towards the cost of the project from the Green Business Fund. Applicants for a Green Business Fund capital contribution must be in receipt of a capital contribution offer *prior* to contracting a supplier to install the equipment - we cannot retrospectively fund energy efficiency projects that have already been contracted – this is to ensure that the project selected has been assessed by the Carbon Trust as optimal for your business.

*In order to apply for a Capital Contribution, your chosen supplier must be on the Carbon Trust's Green Business Directory which can be accessed at www.carbontrust.com/greenbusinessdirectory

BEFORE YOU MAKE AN APPLICATION

Before applying to the scheme, you need to check if your business is eligible;

- Is your business a small to medium sized enterprise?
- Is your business based in England, Scotland or Wales?
- Are you considering a project that will deliver on site fossil fuel energy savings?

If you can answer 'yes' to the above, then please gather the following information:

- **Organisation Details:** Number of full time employees, annual turnover, total value of gross assets, trading period, and knowledge of whether a large enterprise has more than a 25% controlling interest in your business.
- **Project Details:** Brief details of the equipment being replaced and installed. It is necessary to provide details of existing energy consumption, hours of operation, unit prices for each fuel type, your current use in kWh, and projected usage after the equipment has been installed.
- **Total Project Cost:** This can include both the cost of capital expenditure and installation.
- **Accredited Supplier Details:** The name of your chosen accredited supplier from the Carbon Trust Green Business Directory.
- **Energy Saving:** A completed Energy Savings Assessment Template, which captures information about the projected energy savings relating to the project. Your accredited supplier will assist you in completing this.
- **Supplier's quote:** An electronic copy of your supplier's quotation. This quotation must meet our requirements, which are shown in the sample documentation guide '[Getting it Right First Time – supplier documentation](#)'.
- **Existing Capital Contributions:** Details of any previous Capital Contributions received from the Green Business Fund.
- **Bank Details:** Your business bank details into which funds will be transferred.
- **Additional documentation:** Depending on whether your business is incorporated or unincorporated, you will need to provide additional information as shown on our guide '[Green Business Fund - What We Need](#)'.

COMPLETING THE ONLINE APPLICATION

Select the country of your site address, and then select Capital Contribution as the type of financial support required. Click 'Apply now'.

Green Business Fund
CARBON TRUST

Need a question answered?
028 9073 4398

Welcome to the Green Business Fund Capital Contribution application form

If you need any assistance in completing this form please contact us on 028 9073 4398

Select Country
England

Select Type of Loan Required
Capital Contribution

Apply now

Existing Application
Required *

Customer Reference *

Postcode *

Login as a Client

Login

If you are returning to a previously saved application, under 'Existing Application' enter your GBF reference number, from the email you received after saving the application, and the postcode of your registered address. You can also track the progress of your application here as it moves through the processing stages.

1. About your enterprise

Enter your business' registered name (as it appears at Companies House) and click 'Search'. Your organisation should appear as one of a number of choices on the returned search. Click on your business from the returned list, and then click 'Select'. This will populate the address details in this section.

Green Business Fund
CARBON TRUST

Need a question answered?
028 9073 4398

Green Business Fund Capital Contribution Application Form

Fields marked with a red asterisk (*) are mandatory
Fields marked with a green asterisk (*) are conditionally mandatory, at least one of the fields requires a value to be provided

Need help? Hover over where you see the icon

1. About your enterprise

Company Details

Company Name *

Registered Number

Postcode *

Search

Registered Address

Building Number *

Building Name *

Address 1 *

2. About you – The applicant

Please enter details of the contact at your business who will be responsible for the Capital Contribution application. This person will be contacted throughout the application process.



2. About you - The applicant

Title *

Forename *

Surname *

Job Title *

Telephone *

Mobile

Fax

Email *

3. What does your enterprise do?

This section allows us to confirm whether your business is eligible to receive a Capital Contribution from the Green Business Fund.

Number of full-time employees

Anyone who worked full-time within your business, or on its behalf, during the entire reference year (last complete financial year) counts as one FTE employee. Please enter a whole number - round up if required. You should treat part-time staff, seasonal workers and those who did not work the full year as fractions of one unit. Those with apprenticeship or vocational training contracts are not included in the headcount. Equally, do not include staff on maternity or parental leave.

Annual Turnover and Annual Balance Sheet

Please enter the turnover and total value of gross assets for the business for the last complete financial year. Whole figures need to be entered, so for example, a business with a £3m turnover would be entered as 3000000.

Length of time trading

You need to confirm that you have been trading for the minimum period required (12 months for incorporated business, 12 months for unincorporated business)

Percentage of Business Owned or Controlled by a non-SME

Select 'true' if less than 25% of your business is owned or controlled by a non-SME.
Select 'false' if more than 25% of your business is owned or controlled by a non-SME.

Industry Sector and Sub Sector

From the drop down lists please choose the industry sector and sub sector that most closely fits your business activity.

Legal Structure

This allows you to define the type of organisation that best describes your business. Choose from the list of options available.

Enter Other Party Details

Please enter the details of another director/partner/senior staff member that we could contact in your absence.

4. Your energy saving project

Capital Contributions are provided to businesses to support investment in energy efficient equipment or renewable technologies. In this part of the application form we ask you to provide the address at which the new equipment will be installed, and to give a succinct overview of the energy saving project and existing equipment that is to be replaced.

4. Your energy saving project

Site Address

Building Number *
Building Name *
Address 1 *
Address 2
Address 3
Address 4
Postcode
Country *

Copy Registered Address

England

Describe your proposed project *

This should include information that allows us to make an assessment of the energy savings of your proposed project. It should include a calculation of energy savings with all assumptions on hours of operation, the type and size of your business site/building (whether commercial or industrial), energy data and data logging.

Describe your existing equipment *

This should include information to validate the current energy consumption of the equipment being replaced. Please include all assumptions on hours of operation, type and size of equipment's efficiency rating, and any available site survey data and data logging. Please provide any additional information which supports your application.

Site Address

Select 'Copy Registered Address', or manually enter the site address.

Describe your proposed project

This free form text area is for you to provide a detailed description of the proposed project. Calculations and quotes that include additional technical information may be uploaded at the end of the application form. Please explain any assumptions used such as the hours of operation, the type and size of building site, and the equipment efficiency rating.

Describe your existing equipment

Describe the equipment to be replaced as part of the project. If there is no existing equipment, for example the addition of insulation, please describe the energy loss and financial drivers that led to the project. Please explain any assumptions used such as the hours of operation, the type and size of building site, and the equipment efficiency rating.

Calculate Your Energy Savings

In this section of the application form you enter the projected energy savings which the proposed project will deliver.

Calculate your energy savings

Please ensure you input your current energy cost in pence per kWh (kilowatt hour), your current usage in kWh's, and the anticipated post project energy usage in kWh's

The current usage information can be sourced from your fuel bills, and the anticipated usage from the completed energy saving assessment.

Fuel Type	Current Unit Price	Cost Per Unit	Unit Type	Existing Annual Usage	Post Project Annual Usage
Grid Electricity	0	pence	kWh	0	0

energy cost must be entered in pence not pounds

Calculate Savings

Total Project Cost* ?

Requested capital contribution amount* ?

Expected Commissioning Date* ?

Have you previously applied for the Green Business Fund Capital Contribution?

Yes No

Select the energy type and enter the energy unit price (in pence per kWh), existing annual usage in kWh, and energy use post installation. The price per kWh and current usage can be sourced from your fuel bill, or provider.

If your project proposes a move to a different fuel type then enter the current energy consumption for the existing annual usage and zero for the post project annual usage. Having clicked **Accept** you may then **Add** another entry. For the second entry choose the new fuel, enter the unit price, and enter zero for the **existing annual usage** and the estimated energy consumption for **post project annual usage**.

Click 'Calculate Savings' and the calculator will return the project's annual financial and CO₂ savings.

Total Project Cost

Enter the total project cost exclusive of VAT. For example £36,567.22 (ex VAT) should be entered as 36567.22. This cost can include both the cost of capital equipment and the cost of installation.

Requested Capital Contribution Amount

Enter the amount of Capital Contribution you would like to apply for, equivalent to up to 30% of the project cost, up to a maximum of £10,000. The minimum amount of contribution you can request is £750.

Expected Commissioning Date

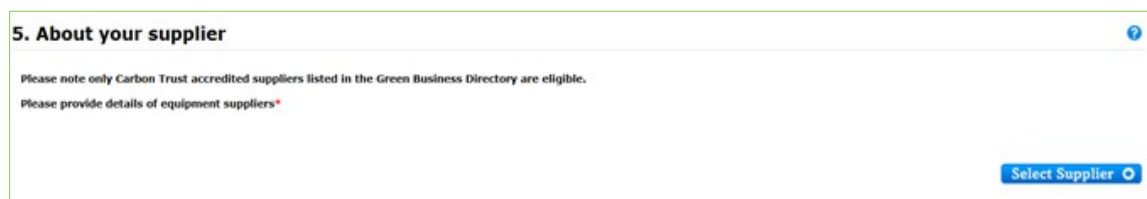
Add the date when you expect the equipment to be installed.

Previous Capital Contributions

If you have received any Capital Contribution from the Green Business Fund previously, please enter the amount here.

5. About Your Supplier

Click on the Select Supplier button to see if your chosen supplier details are already in our system. You can search on Business Name or Postcode, or click search to return all of the accredited suppliers listed in the Green Business Directory. If the supplier's details are found, please Select them from the list.



5. About your supplier ⓘ

Please note only Carbon Trust accredited suppliers listed in the Green Business Directory are eligible.

Please provide details of equipment suppliers*

Select Supplier ▾

If your chosen supplier does not appear in the list, contact us on 028 9073 4398 or email greenbusinessfund@carbontrust.com.

6. Supporting Documents

You will need to upload the quotation from your equipment supplier in the first box, but first please ensure that it meets the guidelines shown in our leaflet '[Getting it Right First Time – Supplier Documentation](#)'.

Click 'browse' to locate from your personal drives, the quotation from your chosen accredited supplier. Click 'Add to uploads'.

In the second box, you will need to upload other supporting documentation, and each application will require

- A completed Energy Saving Assessment template
 - » This can be downloaded [here](#) (ask your supplier for assistance in completing this)

Incorporated businesses will also need to provide

- A copy of their business bank statement, dated within the last 3 months.
- A completed [Beneficial Owners Declaration Form](#)

If you are an **unincorporated business** (partnership, society, club, sole trader etc.) you will also need to provide the following:

For the business:

- A utility bill in the name of the applicant dated within the last 3 months (either an original or certified copy*)
- A bank statement in the name of the applicant dated within the last 3 months (either original or certified copy*)
- A copy of the constitution for clubs/community groups etc

For each partner:

- Photographic identification (passport or photo driving license), certified copy*
- Personal bank statement or utility bill dated within the last 3 months (either original or certified copy*)

**The certification must be done by an independent external accountant, auditor, registered tax adviser or solicitor. This person must sign their name, print their full name and date their signature. If the certifier has a number issued by their professional body this should also be included (e.g. solicitors will have a number issued by the Solicitors Regulatory Authority). This enables an online search to be conducted to check the identity of the certifier. An acceptable form of wording for the certifying of identity documents is “I certify that this is a true copy of the original of this document which I have seen”.*

7. Bank Details

In this section you will be asked to provide details of your business' Bank Account into which you would like funds to be paid. Funds can only be paid into the bank account of the business named on the application.

8. ...and finally

You have the opportunity to let us know about the application process to date and what you would like to happen in the future.

How did you hear about the scheme?

Please select from the dropdown list where you heard about the scheme, as this will assist us in future marketing of the scheme.

Would you be happy to participate in a case study?

If your Capital Contribution application is successful, please indicate if you would be willing to participate in a case study produced by the Carbon Trust to help us promote the scheme to a wider business audience. By ticking this box you are not committed to being part of a case study, just indicating that you would be willing to discuss the opportunity with us.

Supplier Communication

Please indicate if you are happy for us to communicate directly with your supplier to seek clarification on any information they have supplied.

Please ensure you read the terms and conditions, and tick the box when you have done so.

Click 'Submit Application'

Please note: if you are submitting or saving an application, only click the button once, as each time it is pressed a duplicate of the application is created. Only press 'Save Changes' if you need time to gather further information.

Contact Us

If you require any assistance please do not hesitate to contact the Green Business Finance Team

Call 028 9073 4398

Email GreenBusinessFund@carbontrust.com



CALL NOW / 028 9073 4398

www.carbontrust.com/greenbusiness

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