



**European Union**  
European Regional  
Development Fund



## Smart Energy Greater Lincolnshire

### SMART ENERGY VOUCHER PROGRAMME

Guidance on Terms and  
conditions – for  
participants

May 2018

# Hi there!

Welcome to Smart Energy Greater Lincolnshire. This section of the programme aims to help Small and Medium sized Enterprises (SMEs) become more energy efficient. This guide will give you a better understanding of your eligibility and Terms and Conditions document. Here's the important nitty, gritty bit. Please make sure you've read these Terms and Conditions carefully before you apply for a Smart Energy Voucher.

## Guidance on Terms and Conditions of Participation

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## Eligibility Requirements

1. The Programme is open to small and medium-sized businesses, including the self-employed, which fulfil all of the following criteria:

- Must have fewer than 250 Full Time Employees (FTE). A full-time person counts as one FTE. Please score any part-time employees in proportion (e.g. if an FTE works 40 hours per week, then a part-time employee working 20 hours = 0.5 FTE);
- Must be independent (i.e. no more than 25% of the business is part owned by one or more external organisations);
- Must have either an annual turnover not exceeding EUR 50 million or an annual balance sheet total not exceeding EUR 43 million. If no more than 25% part owned, this criteria applies collective turnover or balance sheet of all companies in the group – these are based on the EU definitions;
- Must be able to demonstrate that the business is actively selling goods and/or services;
- Must not have applied for a Smart Energy Voucher before;
- Businesses must be registered in England (at Companies House, or registered with Her Majesties Revenue & Customs (HMRC) if self-employed) and be able to provide proof of registration with evidence if requested;
- Smart Energy Vouchers are not available to businesses which have already agreed a package of support with the Supplier against which the Smart Energy for Greater Lincolnshire voucher would be redeemed;
- Must have energy provided through a commercial energy contract. This can include public sector organisations;
- Must have an e-mail address. Those who are eligible complete an application and claim the subsidy permitted under the Programme shall be referred to as “the Business”.

For more detailed guidance or to self check eligibility details please go to the EU website [http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

Those who work on behalf of Smart Energy for Greater Lincolnshire to deliver the Programme shall be referred to as the “Delivery Partner”.

Those who deliver the subsidised installation permitted under the Programme, shall be referred to as “the Supplier” and businesses must utilise internal procurement procedures to source suitable Suppliers.

Please see the draft T and C’s.

## How it works?

2. By completing your application form you are confirming that all information provided via a completed eligibility checklist and application declaration form is, to the best of your knowledge, correct. The Business also acknowledges that this information may be used to validate the eligibility of the Business to participate in the Programme and if found to be incorrect the Business may, at the sole discretion of the Organiser, be disqualified.
3. The Programme will be open to new applicants on a temporary basis and the Organiser reserves the right to withdraw, suspend or amend the services provided without notice. The Organiser will not be liable if for any reason the website or the services provided under the Programme are unavailable at any time.
4. The project reserves the right to publicise the Programme through normal channels. No confidential details shall be included in the publicity material.
5. Any works started prior to an agreed Voucher start date with the Smart Energy team will be classed as ineligible expenditure.
6. To redeem a Smart Energy Voucher the energy advice in the area stated on the Voucher Agreement must have been delivered and any payments due paid by the Business, before the expiry date of the voucher.
7. The Business must have agreed with their chosen Supplier in advance of receiving the Smart Energy Voucher whether;
  - The Business will need to complete and send a Claim Form for a maximum of 38% of the NET cost (you will be notified of the maximum value you are permitted to claim) of the eligible costs incurred (excluding any VAT), a copy of the original invoice, 'proof of payment' in full and business bank account details to their selected Supplier, or
  - The Supplier will submit a Supplier Claim Form for the unpaid portion of the invoice, after you have paid the eligible costs in accordance with the Supplier's payment terms and before the expiry date of the voucher.
8. The Business must provide evidence that they have obtained at least three independent fixed quotes for the advised measure(s) and while they are not obliged to pursue a particular installation based on cost, they must provide justification for their choice.
9. The Smart Energy Voucher cannot be used to cover the VAT element of the cost of the installation. The Business agrees that it will pay any VAT charged by their Supplier.
10. If the Business is VAT registered it should reclaim the VAT in the normal way through your quarterly VAT return to HMRC. If the Business pays flat-rate VAT it cannot claim it as an additional cost, but it must include the cost in its annual return. If the Business is not VAT registered it cannot claim back the VAT from HMRC and must pay that amount itself.
11. Smart Energy Vouchers may only be used by the Business and are not transferable. Smart

Energy Vouchers will **only** be valid for three months from the date of issue - an expiry date will be clearly stated on all Smart Energy Vouchers issued. The Organiser reserves the right to amend the validation period to meet the objectives of the Programme.

12. Only one claim per Smart Energy Voucher can be submitted. The claim must be for an installation that has been supplied by a single Supplier for the energy advice area that the voucher was awarded.

13. The Business cannot use a Smart Energy Voucher with a Supplier that is:

- directly connected to or part of the Business's own business (including being a holding company or a subsidiary company); and/or
- whose directors, employees or advisers are engaged directly or indirectly with the Business.

14. The project reserves the right to reject any claim where it determines that there is a conflict of interest or a potential misuse of public funds. Where a claim is rejected the Organiser may exclude a Business from the Programme if there are reasonable grounds to show that the Business has abused the Programme.

15. Smart Energy Vouchers can only be used to install agreed measures that will help the business to become more energy efficient. The Smart Energy Greater Lincolnshire Programme Management Team will advise on eligible uses of the Smart Energy Voucher, with further information found on the dedicated Smart Energy Greater Lincolnshire website. [www.smartenergygreaterlincs.com](http://www.smartenergygreaterlincs.com)

16. Smart Energy Vouchers will not be granted where improvements are only undertaken to ensure that the Business complies with Union standards already adopted, even if they are not yet in force.

17. The Business shall inform the Organiser if any information submitted to the Organiser is confidential and subject to the duty of confidentiality; where appropriate identifying the relevant parts of information that are confidential.

## **General Block Exemption Regulation**

18. The Smart Energy Voucher programme is covered by the European State aid rules, and both the Organiser and the Business must ensure that they comply with them. The Organiser will provide further information about how it proposes to ensure that the rules are complied with as part of the application process\*. Further information can be found at:

<https://www.gov.uk/government/publications/state-aid-general-block-exemption-regulation>

19. The Business should note that certain sectors/business activities are excluded from the General Block Exemption Regulation;

Examples include:

- Export-related activities towards third countries or Member States
- The fishery and aquaculture sector
- The primary agricultural production sector

- The processing and marketing of agricultural products

The latest version is available at:

<http://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1404295693570&uri=CELEX:32014R0651> -

Article 1 covers its full scope.

## Data Protection

20. By accepting to participate in the Programme the Business is committing to provide the Organiser with necessary information about the Business. This will include but not be limited to information required for application and also financial information relating to your Business's position before and after the Business has participated in the Programme. When processing personal data as part of the programme we will comply at all times with data protection legislation (including the General Data Protection Regulation and the Data Protection Act 2018), you can find further information about this in our Privacy Notice which is available [here](#) For the purpose of the programme details of you, your business and your employees will be provided to the following third parties:

- Programme delivery partners and their chosen sub-contractors;
- other public sector organisations;
- other providers of public sector support; and
- Governmental, regulatory and audit organisations.

21. The use of the Business's information may include matching the Business' information to other data sources to understand more about organisations like yours and general patterns and trends, although the Business's data will not be published or referred to in a way which identifies any individual or business. We may also use the Business's contact details to contact the Business for Smart Energy Vouchers Programme impact assessment surveys and may refer the Business to services of value to you. If the Business has any questions in relation to how the information the Business provide, and in particular any personal data, will be processed and disclosed please contact: [smartenergy@nelincs.gov.uk](mailto:smartenergy@nelincs.gov.uk)

\* Please note the provision of workshops, bespoke energy advice and free gifts will be provided under State Aid De Minimis provisions. The value of the state aid received will be calculated following provisions of such activity and your business will be provided with a declaration document advising of the calculation of State Aid received.