



**European Union**  
European Regional  
Development Fund



## **Smart Energy Workshops and £500 Energy Saving Gifts FAQs**

At Smart Energy Greater Lincolnshire, we're here to help businesses save energy, save money and save carbon.

We offer free support for companies with up to 250 employees and a turnover of less than 50m Euros, working within Greater Lincolnshire.

Think of us as a one stop shop for small to medium sized enterprises looking for greener and cheaper ways of working.

We're part-funded by the European Regional Development Fund and aim to save thousands of tonnes of carbon emissions.

One of the ways we are doing this is by providing free training and education workshops.

If you complete one of these 12-hour programmes, you'll go away with lots of free or low-cost ways to save energy but you'll also be entitled to a free energy saving gift(s) worth up to £500.

This gift is bespoke to you and we'll help you choose the right piece of equipment that will best help you cut your energy bills.

### **How do I take part in one of the workshops?**

You just need to register in advance at [www.smartenergygreaterlincs.com/sms](http://www.smartenergygreaterlincs.com/sms).

To check if you're eligible to take part, see the website or read the *SEGL Guidance* document.

### **Where can I use my £500 energy saving gift?**

In your business premises. Check the SEGL Guidance document for more information on business eligibility.

If your business operates from a space within your home, that's fine, provided we can see proof, for instance, if this is your registered address on Companies House (or equivalent.)



**European Union**  
European Regional  
Development Fund



### **What can I buy?**

You might already know what measures would save energy in your workplace, or you may develop ideas during the workshops, either way, our friendly and expert team will talk you through the process. When buying, look for A to A+++ energy ratings on the label.

We'll help you choose but to give you an idea, low cost energy efficiency measures can include things like:

- Heating management systems and controls
- High efficiency pumps and hydraulic balancing
- Thermostatic radiator valves
- Pipe and hot water tank insulation
- Radiant (infra red) heating panels
- Desktop or reception energy monitors to enable staff to visualise what is being used
- Timer switches
- Eco appliances, such as energy efficient kettles
- Draughtproofing for doors and windows
- LED lighting (+replacement fittings)
- Installation costs
- Part payment towards a larger project
- Delivery costs and postage

### **What about labour – such as an electrician or heating engineer to fit my items?**

Yes, these can be included, providing a proper receipt on headed paper or printed receipt is provided and it clearly describes the item fitted and the work done.

### **Is there anything I can't buy?**

You cannot buy general items for the business, the items must be related to reducing your energy usage and carbon emissions.

Items related to transport are not eligible because they are not used within a building. Energy efficient versions of inherently wasteful products, such as patio heaters, are not eligible either. Nor are items which are not A rated or better, where they have such an energy label.

It's not advisable to use the £500 towards equipment which can attract Feed in Tariff or Renewable Heat Incentive payments, as this funding must then be declared which complicates or even prevents claiming these funding mechanisms.

We also cannot fund your own staff costs to fit the items.



**European Union**  
European Regional  
Development Fund



If you do buy non-eligible items we will be unable to reimburse the costs. Items should be from the list above, or agreed in advance with the team in writing or by email.

### **Where can I buy my energy saving equipment from?**

You can use any supplier which provides the items and is able to provide a receipt which details what the items are, the supplier, and the cost.

### **What if the item is faulty?**

This is something you'll need to take-up with the supplier.

### **What about VAT?**

Smart Energy cannot pay the VAT element of the cost of the energy saving measures. You must pay any VAT charged by the supplier. If you are VAT registered you can reclaim VAT in the normal way. If you are not registered you must pay the VAT yourself.

For example, if a VAT registered business spends £450+£90 VAT on eligible items, it claims £450 from us and £90 via the normal VAT process with HMRC.

If a non-VAT registered business spends £450+£90 VAT on eligible items, it claims £450 from us but is unable to claim £90 and cover this cost itself.

### **How do I claim my money back once I've got my equipment?**

Send us copies of the receipts and complete the form we will provide. Receipts must detail the items purchased or work done, and clearly identify the shop or provider. If, for example, it is a written receipt for works done, then it should be on headed paper. Ensure this is addressed to your business rather than a person.

Also send a copy of your bank account or credit card statement (non-relevant lines can be covered) to prove that the money has left your bank account – for this reason, you should pay by cheque, card or bank transfer rather than cash.

Please also send us a photo of the equipment in use at your business.

### **Is there a deadline to make the claim?**

You need to claim within three months. If there's a problem with this, talk to us immediately as we may be able to extend the deadline.



**European Union**  
European Regional  
Development Fund



**I've heard that you offer energy saving grants too, can I get one of these as well?**

No, businesses need to choose as we can't offer both.

The workshops and £500 energy saving gift is aimed at businesses where this activity will inspire and kick-start changes which will have good impact on energy use.

Businesses with larger energy saving projects can apply for a grant of 38 per cent of the costs of energy saving measures, such as lighting or a new boiler.

The minimum value of these grants is £1,000, so the minimum project value in round figures is £2,700, though many projects are larger.

### **State Aid**

The £500 and the value of the 12 hour workshops are granted under the *de minimis* provisions. As part of the registration process we ask what state aid, if any, you have already received. After the workshops, we will write to you to tell you the value you have received from Smart Energy Greater Lincolnshire.

### **Got more questions?**

Give us a call on 01472 323 825 or email [smartenergy@nelincs.gov.uk](mailto:smartenergy@nelincs.gov.uk).