



What's the process?

We want to make sure that you are aware of what's involved in the journey you are about to take with us. To make it simple, we have broken it down into some easy **steps** for you to follow.

01472323825 | smartenergy@nelincs.gov.uk



European Union

European Regional
Development Fund





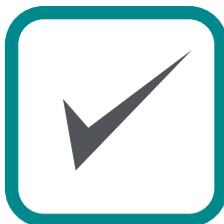
1. Application Form

You will need to fill out an online application form that is available on our website. To help you fill it out we can provide you with one to one support whether that is through the phone, or our Engagement Officer who can come to your site.



2. Initial Visit

This is where our Engagement Officer will come to visit your business. This allows us to see the scale of your premises and to better understand the support you require.



3. Eligibility Checks

Once we have received your application form, we will need to complete some eligibility checks to ensure you meet the criteria set out by our funder the European Regional Development Fund (ERDF). We will need to check the following, as a minimum, to determine if your business is eligible for support from the programme:

- Your company has less than 250 full-time equivalent employees.
- A turnover of less than €50 million Euros a year (or a balance sheet of less than €43 million Euros a year).
- You have not exceeded more than €200,000 Euros in de Minimis State Aid support over the last three years.
- Your business must pass our funders financial health check.
- We will be checking if you are linked to any other companies, as this may affect your status as being a small to medium business.
- Located within Greater Lincolnshire, or an ERDF transitional area.
- Please note that some sectors may not be eligible. Please see guidance document for more information which can be [found here](#) on page 3 or check with a member of the team.

Once the eligibility checks are **complete** we will contact you to confirm the outcome. If we determine that your business is ineligible, we will signpost you to other relevant support.



4. Workshops

All eligible businesses will be invited to attend a free workshop run by our expert energy efficiency partners IfaS, for more information please see our website. The workshops will provide delegates with the latest knowledge on energy saving measures such as LED lights, solar PV, behavioural change and more. The format will allow you to ask questions and help you envision how your business could improve energy efficiency and start to reduce costs.



5. Energy Efficiency Support

Our partners Ifas are world renowned leading experts in energy and resource efficiency and work on innovative energy projects all over the world. Depending on the size of your business and your requirements, you may be offered an onsite energy audit. Following the site visit, Ifas will produce a concise report which will highlight the key energy saving opportunities for your business, including an overview of the likely cost savings and payback periods for suggested investments. Your report is typically available within a few weeks, depending on the complexity of your business, the identified energy efficiency opportunities and whether we need you to provide us with additional information. Once you have read the report and decided whether you want to take forward any of the recommendations made, you will need to contact us to confirm this and that you would like financial support.

For businesses that do not require a visit, we will review the information you have provided and discuss the best energy saving measures for your business. You may also be offered the opportunity to visit other organisations where SEGL has identified examples of energy efficiency best practice.



6. Pathway Decision

Our programme has different grant funding routes. The route you are allocated to will depend on the carbon savings you will achieve:

Option 1

A £500 grant can be awarded for smaller projects. In order to claim the grant 12 hours of engagement with the programme must be completed. This would typically include attendance at a workshop as well as one or more of the following; an onsite audit; an energy efficiency report; or a best practice case study visit.

Option 2

For larger projects grant funding is available up to 38% of the net cost of the eligible investment. This is subject to a minimum grant value of £1,000 which requires a minimum investment of £2,632 by the business.

Once we have determined and agreed with you which route is most appropriate for your business, we will send you confirmation of the pathway decision.



7. Procuring Your Supplier

Once you have confirmation of which pathway you have been allocated to you will then need to follow an appropriate procurement process, in line with our funder's requirements, before appointing a supplier to carry out any work.

For projects with a combined value below £25,000 you will only need to provide us with one quote, although we recommend you get more than one for comparative purposes. Where the combined value of your projects exceeds £25,000 you will need to complete an open tender process to select your supplier(s). You must speak to a member of the team to discuss the required tender process. For detailed guidance and procurement rules please see our [guidance document on page 6](#).



8. Grant Offer

If your business is allocated to the 38% grant pathway, before any work can take place, or products purchased you must be in receipt of a voucher offer letter from the SEGL programme. This will be issued, along with a funding contract, once we have checked and approved the procurement process you have followed. We will also require the following information from you in order to draft your funding contract;

- Expected project start and end date
- Details of who the signatories will be

Your contract is normally valid for 3 months. Once you have received your contract and checked it you must ensure it is signed and returned to us promptly. .



9. Paying your supplier and claiming your grant

Once the work has been completed you will need to pay your supplier. You must ensure this is done via your business bank account. You should not pay by cash or credit card.

To claim your grant you will need to provide us with the following:

- Defrayal evidence - this is evidence that you have paid your supplier and will include; bank statement; invoices; receipts; etc.
- Photographic evidence of the work complete
- A signed claim form (this will be sent to you for signing).
- Any other documentation requested specific to your project.

Once your grant claim has been settled we will send you a letter confirming the value of the State Aid you have received from the SEGL programme. You should retain this information for at least three years. If you have received 12-hours of support, we will send you a letter confirming the hours achieved. You will need to sign the letter and return it to SEGL as part of our evidence portfolio for future audit by our funders ERDF or the UK Government.



10. Publicity

As part of your grant claim you will be provided with a poster showing the support you have received, this must be placed in a prominent area in your business and photographic evidence must be provided. In addition to this, you will need to acknowledge the programme on your website and provide us with the link (SEGL can provide suitable text). Once you have received your grant payment, you will be required to fill out a brief feedback form to tell us about your experience to help us improve our service.

Support throughout the process will be provided. Please note that this document only briefly outlines the process. For full guidance and eligibility criteria you are required to read the documentation provided on our [website](#). The website also contains details of State Aid, how we use your data and has helpful case studies.