

Green Business Grants Scheme

This application form is to be used when applying for the Tonbridge and Malling Borough Council and Sevenoaks District Council Green Business Grant Scheme, where eligibility criteria is met.

This grant is **ONLY** aimed at supporting businesses based in either Tonbridge and Malling Borough or Sevenoaks District which either:

- A.** Operate in the Green Sector OR
- B.** Are carrying out work on their premises to improve energy efficiency or move towards net zero.

A serious misrepresentation in supplying the required information may have the following consequences for the signatory that made the misrepresentation:

- The Council may sue the signatory for damages under the Misrepresentation Act 1967
- If fraud, or fraudulent intent, can be proved, the signatory may be prosecuted and convicted of the offence of fraud by false representation under s.2 of the Fraud Act 2006, which can carry a sentence of up to 10 years or a fine (or both)
- The signatory may be excluded from bidding for Council contracts for three years, under regulation 57 (8) (h)(i) of the Public Contract Regulations 2015

Additionally;

Tonbridge and Malling Borough Council and Sevenoaks District Council will not accept deliberate manipulation and fraud. Any business caught falsifying their records to gain grant money may face prosecution and any funding issued will be subject to claw back.

Grant income received by a business might be taxable therefore funding paid under this scheme could be subject to tax.

Companies that are in Liquidation, Administration, are Insolvent or subject to a Striking-Off Notice are **NOT** eligible for funding through the Green Business Grant scheme.

Declaration

Name of person making declaration

Position in the business

I confirm that within the past 5 years my organisation or any person who has powers of representation, decision or control in the organisation has not been convicted of any offence listed in the List of Mandatory and Discretionary Exclusions document.

I confirm that in the last 5 years, my organisation has not been subject to formal investigation which resulted in a proven case of 'blacklisting'.

I confirm that my organisation has relevant policies and procedures in place to prevent Tax Evasion to ensure the elimination of offences covered by the Criminal Finances Act 2017 from my organisation supply chains.

I confirm that I have read the requirements for the Green Business Grants Scheme and am authorised to submit this application form on behalf of this business.

I declare that my business meets the criteria for the grant I am applying for, and the information I have provided is complete and accurate. If any circumstances change, I will notify the Council of this change immediately.

I confirm that, including the payment of this grant, my business will not breach State subsidy regulations.

I confirm that I authorise the Economic Regeneration Team at Tonbridge & Malling Borough Council or Sevenoaks District Council to make any enquiries it considers necessary for the assessment of the application.

I confirm that this business is engaged in business activity and is not in Liquidation, Administration, Insolvent or has a Striking-Off Notice made against it.

The Green Business Grant Scheme

Business Location: *(please tick)*

Tonbridge and Malling Borough

Sevenoaks District

<input type="checkbox"/>
<input type="checkbox"/>

DETAILS

Question	Answer
Contact Name	
Contact Address	
Name of Business	
Type of Business	Limited Company/Sole Trader/Charity/Other
Business Address <i>(including post code)</i>	
Company Registration Number (CRN) <i>(where applicable)</i>	
Business Rates Number <i>(where applicable)</i>	
Telephone Number	
Email Address	
Business Sector	
Total Number of Employees	
Turnover Per Annum (£)	

Is your business VAT registered? (Please tick one)

Yes

No

The scheme is divided into two components aimed **(A) Businesses in the Green Economy and (B) Local Businesses looking to reduce their carbon footprint**

Section A - Supporting Businesses in the Green Economy:

This section of the scheme is specifically aimed at businesses based in Tonbridge and Malling Borough or Sevenoaks district that operate in the Low Carbon and Renewable Energy Economy (LCREE) economy to help build short-term resilience and provide the foundations for future growth.

Under the LCREE definition (*as produced by the Department for Business, Energy and Industrial Strategy (BEIS)*), businesses must trade in one of the following 17 sectors:

Low Carbon & Renewable Energy Economy		
Offshore Wind	Bioenergy	Carbon capture and storage
Onshore Wind	Alternative Fuels	Nuclear
Solar Photovoltaic	Renewable Heat	Fuel Cells and Energy storage
Hydropower	Energy Efficient Lighting	Low emission vehicles and infrastructure
Other renewable Electricity	Renewable Combined Heat and Power	Energy Monitoring, Saving or Control systems
Other Energy Efficient products	Low Carbon Financial and Advisory services	

For these businesses grant support of up to £8,000 will be provided to contribute up to 40% towards any of the following activities that support resilience and growth in the following areas:

- i) Research & Development
- ii) Physical infrastructure – including new premises to accommodate growth or improvement to existing premises.
- iii) Equipment and Machinery

Section B – Reducing the Carbon Footprint of the Local Economy

This section of the scheme is available to Tonbridge and Malling Borough and Sevenoaks District based businesses looking to improve their energy efficiency and reduce the environmental footprint of their commercial premises.

In the event of over-subscription the following sectors will be given priority:

- i) Food Production
- ii) Tourism and Hospitality

- iii) Distribution and Logistics
- iv) Construction
- v) Independent Retail

This section of the Scheme will provide Grant support of up to £5,000 to contribute up to a maximum of 40% towards any of the following activities:

- i) Physical Infrastructure – energy efficiency measures to existing commercial premises.
- ii) Equipment and Machinery – that improves the energy efficiency.

How We Will Use Your Information

We will use your information to assess your application for financial support. We will confirm information about you and your account from credit referencing agencies and information held by Tonbridge and Malling Borough Council or Sevenoaks District Council to confirm account validity and your identity.

If you provide false or inaccurate information, we will record this.

The data you provide in your application will be shared with the Cabinet Office for the National Fraud Initiative, other Local Authorities and Law Enforcement Agencies for fraud prevention and detection.

Which part of the Green Business Grant Scheme are you applying to? (tick box)

- Section A - Supporting Businesses operating in one of the 17 LCREE sectors
- Section B – Reducing Carbon Footprint in local Businesses

<input type="checkbox"/>
<input type="checkbox"/>

Category of Business:

Please choose one of the following options (tick box)

Category	Tick
Business in the Green Economy	<input type="checkbox"/>
Business in the Tourism and Hospitality Sector	<input type="checkbox"/>
Business in the Food Production Sector	<input type="checkbox"/>
Business in the Distribution and Logistics Sector	<input type="checkbox"/>
Business in the Construction Sector	<input type="checkbox"/>
Business in the Independent Retail Sector	<input type="checkbox"/>
Other (describe below)	<input type="checkbox"/>

Please provide an overview of the nature of your business (if a business in the Green Economy please explain how your business fits the LCREE definition):

What is your interest in the commercial premises from which your business operates?

Owner

Tenant

Other (Please specify)

If you are a tenant, please give the number of years left on your lease:

Contact Details of the Landlord:

Proposal Outline

Please provide a detailed description of the initiative(s) you are proposing for which you are requesting Green Business Grant support.

STATEMENT OF WORKS

Please fully describe the changes that you propose to make including:

- Forecast outcome of Research and Development

- Alterations/Improvements/Extensions to existing infrastructure
- Whether any energy efficiency measures are included in the works (either internally or externally) and anticipated percentage improvement

Description of Work	Quoted Costs
TOTAL COST	

Please upload any sketches/plans of your proposed works. In respect of infrastructure works provide pictures of the existing area in question (give them the opportunity to upload up to 3 documents)

Evidence that you have sourced at least three quotes from contractors, you should state which contractor is preferred and why.

Please upload three quotes (up to 3 documents)

What is your expected start date for the work?

When do you expect to complete the work?

Do you require any of the following permissions? (Please refer to Section 8 of the Guidance as you will need to opine whether your proposals require planning permission before submitting your application)

Type of Permission	Y/N/ TBC	Comment (<i>required for all options</i>)
Planning Permission		

Building Control Approval		
Listed Building Consent		
Advertising Consent		

What environmental and economic outcomes do you expect directly from the delivery of your proposals? To include expected drop in Greenhouse Emissions as a percentage.

Will this project lead to the creation of any jobs in your organisation	Yes/No (<i>if yes how many</i>)
Will your project lead to the safeguarding of any jobs in your organisation	Yes/No (<i>if yes how many</i>)
Will your project lead to your organisation adopting any new technologies or processes	Yes/No (<i>if yes – describe/detail</i>)

Have you or the applicant business applied for or received any public sector funds within the last three years?

Yes

No

If yes, what is the total amount you have received over the past three years? (*this should include all payments, such as Job Retention Scheme (furlough scheme), Self-Employment Income Support Scheme, Covid-19 Grants and other sources of State/European Aid*)

If you do not have a Company Registration Number (CRN) via Companies House, please provide an Individual Identifier from the list below:

Choose: VAT Registration Number; Self Assessment/Partnership Number; National Insurance Number; Unique Taxpayer Reference; Registered Charity Number

Enter number in here

Name of Bank or Building Society

Account Holder's Name

Account Number

Sort code

Upload – Please upload latest business bank statements (showing account details and transactions). If you are entitled to a payment, we will pay it into this bank account.

General Business Support Questions:

Would you like to be notified about the release of future grant opportunities and further business support by the Council?

Yes

No

Would you like to receive further information about the West Kent Business Support Scheme from Smarter Society

Yes

No

Would you like to be receive further information about reducing your Carbon Footprint from Low Carbon Kent

Yes

No