The Westmorland & Furness Green Enterprise Hub Grant is administered by Cumbria Chamber of Commerce, a company limited by guarantee and registered in England, registration number 04211364 via its business support arm Cumbria Business Growth Hub.

This grant scheme supports Small and Medium-sized Enterprises (SMEs) in the Westmorland & Furness area \* to undertake carbon reduction measures by providing a revenue or capital grant. The magnitude of carbon savings will be prioritised in the grant assessment process. Help is available to estimate the carbon savings associated with your proposed activity.

***\*Please refer to the Westmorland & Furness Green Enterprise Hub Eligibility Criteria for more details***

There is a total of £215,000 available up to 31st January 2025.

Activity must be completed and funds claimed by 15thMarch 2024 for year 1 and 31st December 2024 for year 2.

This is a discretionary grant scheme, with grants up to £10,000, subject to availability.

For grants of up to £3,000 no match is required.

Grants of more than £3,000 and up to £10,000 require a 30% match contribution, with 70% contribution from UK SPF.

Grants are available to support the installation or implementation of carbon reduction practices, which include activities and/or purchase of equipment and capital works that will support the decarbonisation of your organisation.

The scope can include the reduction in greenhouse gases from any source, including, but not limited to energy use, transport, resource consumption and the embodied carbon in goods and materials, and waste.

The following types of activities will be supported:

* Training and coaching (excluding that which is already subsidised through this programme)
* Accreditations
* Research and development
* Consultancy advice, audits and surveys

The following types of equipment and capital work will be supported:

* Renewable energy technology (such as solar panels, solar thermal and associated electrical battery or heat storage)
* Improvement to the thermal fabric of buildings (for example, additional insulation and window thermal upgrades such as double, triple or secondary glazing)
* Transition from fossil fuelled to electrical heating and fixed equipment
* Energy efficiency upgrades to lighting and electrical heating and equipment
* Improvements to building energy controls
* Upgrades to electrical infrastructure and metering, including electricity grid upgrade and connection fees associated with installing low carbon technology (such as EV charge points or solar PV panels)
* Equipment to support reduction in resource consumption
* Equipment to support waste reduction

Excluded:

* Internal staffing costs
* Electric vehicle charging points
* Electric vehicles

Grants will not be provided for routine replacement of existing equipment.

We can only accept one application per business, which must be accompanied by three written quotes. If anyone is unable to obtain three comparable quotes they should contact Lesley Robinson, Head of Business Support to discuss – lesleyr@cumbriachamber.co.uk / 07876861266.

**The grant scheme cannot support any activity that has already been started, completed, invoiced or paid for.**

***How to apply***

As the applicant you must:

* Prepare a brief and obtain 3 comparable quotes. Quotes must include a recent date and/or a current validity period
* Select the supplier based on your own criteria e.g. price, reputation, experience, value for money). Please use the scoring matrix below for guidance

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Price** | **Reputation** | **Experience** | **Value for money** | **Total** |
| Supplier 1 |  |  |  |  |  |
| Supplier 2 |  |  |  |  |  |
| Supplier 3 |  |  |  |  |  |

Suggested scoring:

1= not appropriate

2= some concerns

3= acceptable

4= good

5= excellent

You may wish to apply a weighting to the above

* Complete the Westmorland & Furness Green Enterprise Hub Grant application, attach the three quotes and sign the declaration where indicated. Your application must include a summary of the activity to be carried out, timescales and what the support is expected to achieve.
* Submit your application and associated quotes for the attention of Lesley Robinson, Head of Business Support to info@cumbriagrowthhub.co.uk, your application will then be logged and passed over to a representative from the consortium partnership to check over and sign off the application (note this does not mean that your application has been approved, only that it has been signed off for submission).

We can accept electronic copies but original signatures will need to be added to all electronic paperwork either by using DocuSign or signing, printing and scanning in – we cannot accept typed signatures.

* Await written email confirmation from Cumbria Business Growth Hub that the application has been approved, confirmation of the amount of funding agreed and the deadline for claim submission .Approval of submitted applications is usually within 5 working days. Written confirmation will also provide the MFA notification (for your records) stating that you have already confirmed compliance when applying for the grant.
* If no match contribution is required, you must inform your chosen supplier that Cumbria Business Growth Hub will pay them directly the full amount on receipt of correctly submitted required evidence. If your supplier has an issue with this you need to let Cumbria Business Growth Hub know immediately. Payment will usually be within 10 working days unless there are issues with submitted evidence which need to be addressed. If match is required let the chosen supplier know there will be two payments, one from Cumbria Chamber of Commerce (70%) and one from you (30%).
* If for any reason payment is required in full at the point of booking or ordering (this must be flagged in your initial application) you will be required to pay the invoice in full and Cumbria Chamber of Commerce will reimburse you directly on receipt of certified evidence for the approved amount.

***VAT***

*Only irrecoverable VAT can be considered an eligible cost. If the applicant is VAT registered costs will be considered exclusive of VAT – see examples below.*

***Grants under £3,000***

Invoices under £3,000 the net value will be fully funded.

**VAT registered companies** – You will be responsible for paying the VAT regardless of how much the invoice is as you are able to claim back the VAT in the normal way.

For example, if the full invoice is £3,000 plus £600 VAT your contribution to the invoice would be the £600 VAT. If the invoice was £1500 plus £300 VAT, your contribution would be the £300 VAT.

**If you are not VAT registered company**, any invoice up to the value of £3,000 inclusive of VAT would be fully funded.

***Grants £3,000 - £10,000***

**If you are a VAT registered company** the receipted invoice should show your payment of 30% of the net cost plus all the VAT amount (if any) leaving an outstanding amount equal to the grant award.

As an example, if the full invoice is £4000 + £800 VAT your contribution would be 30% of £4000 plus £800 VAT = £1200 + 800 = Total SME contribution £2000.

**If you are not VAT registered** your 30% contribution would be based on the whole invoice including the VAT.

As an example, if the full invoice is £4000 + 800 VAT = £4,800 your contribution would be 30% of £4,800 = £1,440

***How to claim***

To make your claim you should email Lesley Robinson, Head of Business Support – lesleyr@cumbriachamber.co.uk confirming you are happy with the work/service provided and any other feedback you feel relevant.

You must also send the following documentation:

* A certified copy of your original invoice for the full amount.
* If match contribution is involved we will also need a certified copy of your bank statement showing your payment to the supplier (non relevant data can be blanked out). Your bank statement must clearly show the date your contribution left your account and the amount paid. You should include the invoice number as your payment reference when making the payment. We then also need a certified copy of the receipted invoice from the supplier stating the amount left to pay (grant amount) and the date on which the payment was received.
* You must write on all submitted documents “I certify that this is a true copy of the original document”, then sign, date, add in your position within the company and the company name.
* Before agreeing any payment arrangements which do not comply with the above you must agree this first with Cumbria Business Growth Hub.

**Full claims for payment, must be received by us by the claim date specified in your approval email. Any claims received after this date may not be paid.**

No work should commence, nor any payments made, before your grant is approved. Any invoices dated before your grant approval date will not be accepted.

Any queries relating to the application process please contact Lesley Robinson, Head of Business Support – lesleyr@cumbriachamber.co.uk

Any queries relating to grant payment or claim evidence please contact Paula Martyn-Jones, Growth Hub Finance & Compliance Facilitator – paula@cumbriachamber.co.uk

All documentation supplied will be retained by Cumbria Business Growth Hub and shared with Cumbria Action for Sustainability and Westmorland & Furness Council.

***Other considerations to allow smooth processing and payment***

* Where possible you should adhere to the project cost which was approved. If the finished project is higher, the grant award will only be based upon the original approved cost. If the finished project cost is lower, the grant award will be adjusted downwards in line with the criteria for grant awards. In either case we need an explanation from you in writing as to why final project cost differs from the approved cost.
* Where match contribution is applied in certain circumstances you may be able to pay your supplier in full in which case the grant would be payable directly to yourself. Permission must be sought from the Head of Business Support beforehand.
* Where match contribution is applied the original invoice should be for the full amount of the project, not just your contribution. Split invoices of 30%/70% are not acceptable. It is not necessary for your supplier to invoice Cumbria Chamber of Commerce for the balance. Should a supplier want to issue you with part payment invoices, you should make clear to them they will need to produce one invoice for the whole cost at the end of the project along with a receipted invoice detailing your payments.
* Where match contribution is applied the receipted invoice should be a copy of the original invoice but with your contribution deducted from the original amount leaving a balance outstanding equal your grant amount.
* Where match contribution is applied bank statement evidence must be just that, a statement. A screen shot of the payment transaction being set up is not sufficient. The statement needs to be easily identifiable to you and must include name/company name, back account number and sort code and all payments you have made. The bank logo must also be displayed. We need to see the money leaving your account.
* Under this grant scheme payment(s) cannot be made by credit card.

**Failure to comply with the above may result in your grant being delayed or withdrawn.**

**Any equipment purchased with grant monies cannot be sold on for a minimum of 5 years, unless the business goes into administration during that period.**