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ENERGISING COMMUNITIES



ABERDEEN
CITY COUNCIL

Energy Pilot Grant Scheme Guidance

Introduction

Aberdeen City Council has announced a new grant scheme – the Energy Pilot to help small and medium enterprises (SMEs) within Aberdeen City to reduce energy bills and make progress towards achieving net zero carbon emissions. A non-repayable grant of up to £10,000 is available to cover up to 50% of the total project cost.

The Grant can be used to fund anything that will help a business make progress towards net-zero carbon emissions and result in long-term sustained reductions in energy bills. Suggested uses include improvements to building fabric and equipment such as:

- Upgrading the efficiency of heating, ventilation, and air conditioning.
- Renewable heat technologies such as installing an air source heat pump, ground source heat pump or biomass boiler.
- Improving insulation, draught-proofing, or installing new doors, or double/secondary glazing.
- Installing renewable electricity such as solar panels,
- Installing LED lighting.
- Improving the energy efficiency of business equipment or machinery.

To apply, please complete the application form and provide supporting documents on SCARF's website www.scarf.org.uk

The grant scheme will launch on 1st October 2024, with the closing date for application being 15th December 2024 or earlier, if funds have been exhausted.

The grant needs to be spent by 31st March 2025.

This project is funded by the UK government through the UK Shared Prosperity Fund.

Eligibility

The grant is available to Small and Medium-sized enterprises, as defined in [Sections 382 \(small\)](#), up to 50 employees and [Section 465 \(medium\)](#), up to 250 employees, of the Companies Act 2006.

Sole Traders, Partnerships or Limited Companies can apply.

All business sectors can apply, excluding illegal businesses, or those that may bring the Council into disrepute. Businesses must not be engaged in any activities such as gambling or other industries that could be deemed unethical. UKSPF guidance also restrict payments for activities of a party political or exclusively religious nature.

Businesses must be located in Aberdeen City Council area and paying non-domestic rates in Aberdeen.

Businesses must have been trading for at least 6 months.

Businesses must be the premises owner or provide written permission from their landlord to confirm explicit permission to make changes to the premises; including seeking planning permissions where this is necessary from Aberdeen City Council Planning team, to implement the works detailed in this application if applicable.

Businesses must provide confirmation the business operates from the premises within the Aberdeen City Council area, for which there is a signed lease / rental / licence agreement in place and that it still has at least 2 years left to run.

Only one application per business and/or per individual, will be accepted over the duration of the Scheme.

The programme cannot support projects that have already started.

We are unable to award any grant payment to any organisation where the business owner/director has debts outstanding to Aberdeen City Council. Official grant offers will only be issued after internal checks with the Business Rates and Council Tax teams have been completed.

The following are not eligible for funding:

- Businesses who possess undischarged bankrupts, subject to insolvency proceedings or an individual who has entered into an arrangement with his/her creditors (including a trust deed)
- Registered Social Landlords
- Property Managing Company
- Property Management Agent
- Landlords
- Community Groups
- Voluntary Organisations
- Professional Services - Solicitor, Accountant, Consultant, Doctors and Dentists

Staff time or wages, including recruitment costs are not eligible under this grant.

Match Funding Requirements

Grant can be used to fund up to 50% of the total cost of a project.

Match funding can be provided from a range of sources, including the businesses own capital, or from other public sector grants. In such cases where public funding is used to match the Energy Pilot, ACC deems grant funding from other public sector sources as eligible spend, but it is the responsibility of the applicant to ensure the other providers are similarly comfortable.

The final grant will be subject to specific Terms and Conditions set out in an individual grant award letter.

What is required

Applicants will be asked to submit an application for a grant, and only one grant per business / person is allowed. Please submit:

- Completed application form in full including business, address & contact details, business bank details, business overview and what the grant award will be used for. Business bank account details must link to the name in your application and documentation.
- Evidence of Trading - Business Bank Statement dated within the past three months will be required as part of the application process. This should be from a dedicated business bank account. However, personal accounts will be accepted where the bank statement shows clear evidence of business transactions.
- Evidence of Registration – for limited companies, Companies House registration number, or for sole traders, a copy of your HMRC UTR letter.
- Proof of identity – copy of passport.
- Detailed quote for works to be carried out.
- Copy of lease or property purchase is required. Please note home businesses do not qualify. The business premises must be registered with the Business Rates team at Aberdeen City Council.
- Match Funding - If match funding is being provided by another grant source, you will need to supply written confirmation that this funding has been secured (e.g. an award letter).
- Planning permission, if applicable.
- Any other supporting documents or additional evidence the applicant wishes to upload.

Monitoring and evaluation

Aberdeen City Council will monitor progress of the successfully funded projects and retains the right to ask for copies of receipts as evidence of eligible expenditure. Failure to provide evidence may result in recipients having to repay part of, or the entirety of, the grant

Applicants should retain copies of receipts related to expenditure for a period of up to 12 months.

Additional Information

All applications will be assessed and verified against the eligibility criteria by SCARF, and successful applicants will be informed by offer letter from the Aberdeen City Council.

All decisions will be made at the discretion of SCARF and Aberdeen City Council and are subject to the availability of funds.

Grant agreements and grant payments to successful businesses will be issued Aberdeen City Council.

The grant must be used for intended outlined business purposes otherwise the Council has the right to reclaim the grant. The grant must be fully spent by 31st March 2025.

Subsidy Control

Any Grants awarded through the Energy Pilot scheme will be awarded under subsidy scheme made under the Subsidy Control Act 2022 – Subsidy Control Number SC11162.

Businesses must be compliant with Minimal Financial Assistance threshold of £315,000 over the current and the previous two financial years. The threshold will not be exceeded by the amount the business will receive if grant award is approved.

Applicants will be asked to disclose whether any other public subsidy has been received.

Appeals

The applicant can appeal an unsuccessful application up to 4 weeks after the rejection notification by submitting a written request to appeal to energypilot@scarf.org.uk