

Energy Grant 500 Project

- What is it?
- How does it work?
- How long does the it run for?

The Supplier Process

- Step 1
 - for you to action
- Steps 2-6
 - Customer journey passes over to direct interaction with BSK

Step 1

Supplier sends contact details of participating company



If you are interested in participating in the Energy Grant 500 project, please complete and return this form.

It is important that we have all the information requested otherwise it will delay your sign up to the project.

Company Name:						
Address:						
Postcode:						
e-mail address:						
Contact:						
Position:						
Telephone Number:						
Mobile:						
Nature of Business:						
Company status:						
Website address:						
No of Employees:						
Date started trading:						
Annual Energy Spend (approx)	Electric	£	Gas	£	Heating Oil	£
Is your electricity supply 3-phase						

← Complete a referral form and send it to Business Support Kent as directed

Any queries or scanned copies of completed forms may be emailed directly to suzie@bskic.org.uk

Or posted to: Energy Grant 500 Project
Business Support Kent CIC
34 Tower View
Kings Hill West ~~ME19 4UP~~

Step 2

BSK send participating company an EG500 pack

what's included

Energy Grant 500 is designed to help South East Companies change the way they think about their energy use, cut their costs and their CO2. Up to £500 worth of grant funding is available to help you, as a small business, reduce your carbon footprint.

This pack contains:

- your energy meter & return envelope
- a sheet of 'switch off' stickers
- 2 carbon trust posters
- 'what to do' info sheet
- walkaround checklist
- grant application

(This scheme is open to small and medium sized businesses in the South East of England. Companies must have less than 250 employees and a turnover of less than £40M. The annual energy spend of the business must be between £1500 and £30,000)

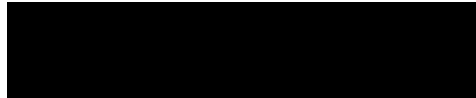
For further information on energy saving, carbon saving or other support for your business, please contact business link on 0845 600 9 006.



- walk-around checklist to help you identify where you can make energy savings
- loaned energy monitor
- posters and stickers (to encourage switching off)
- application form
- instructions

Step 3

Participating company agree action to take and obtain supplier quotations



Energy Calculation:

Date: 03/12/2009

Quote No. H230 v2

This quotation includes the supply and installation of all equipment detailed herein.

The removal and disposal of all waste is included in this quotation.

This quotation is valid for 90 days from the stated date and is subject to our standard terms and conditions.

Run Time	Hours	Weeks	Total
Monday-Friday	7.5	60	1875
Saturday	7.5	60	375
Sunday	7.5	60	375
		Hrs/Yr	2625

CCL/Kwh	0.0047
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Electricity cost (p/kWh)	0.143
CCL	0.0047
CCL Rebate %	0

Proposal For Lighting Conversions

Location	Existing Lamp	Existing Circuit watt	Replacement Lamp	New circuit watts	Saving (w)	running time (hours/year)	No. of lamps	Energy saving (Kwh/year)	Energy cost (Kwh) exc vat	Saving (£/year)	Replacement cost excluding VAT
Over front window	MR16 Dichroic-dimmer	50	Philips Masterline ES	30	20	2625	2	105.00	0.1043	£11.45	£10.80
Main Restaurant	MR16 Dichroic-dimmer	50	Philips Masterline ES	30	20	2625	19	997.50	0.1043	£108.73	£103.85
Behind Bar	MR16 Dichroic-dimmer	50	Philips Masterline ES	30	20	2625	6	262.50	0.1043	£28.61	£27.25
Hallway	GU10 Halogen	35	GU10 3w LED	3	47	2625	8	987.00	0.1043	£107.58	£118.40
Kitchen/Store	T8 4ft SS	40	SIE HF Adapter + 28w T5	28	18	2625	1	47.25	0.1043	£5.15	£21.35
	T8 5ft SS	71	SIE HF Adapter + 35w T5	39	32	2625	2	168.00	0.1043	£18.31	£42.70
	T8 5ft SS	71	Dexeco Hydra 1X35w	37	34	2625	1	89.25	0.1043	£9.73	£94.00
	T12 8ft SS 100w	136	Dexeco Hydra 1X35w	37	99	2625	1	257.25	0.1043	£28.04	£94.00

Energy saving (Kwh/year)	2,914	Equiv. Tonnes Co2/year	1.6	Saving (£/year)	£317.60	Replacement cost excluding VAT	£512.15	Simple Payback period	1.61
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Prepared by:
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e-mail: info@hendesigns.co.uk
Tel: 01243 824 010

Step 4

Participating company complete the application form

SEEDA South East England Development Agency
Energy Grant 500 Application form

1. Name of Company: _____
 Address: _____
 County: _____ Postcode: _____
 Contact Name: _____ email: _____
 Tel no: _____
 Normal business hours per week: _____
 Please state annual energy spend: Electric \$ _____ Gas \$ _____ Heating oil \$ _____

2. Activity to be funded: _____
 If you need more help deciding on the right actions to take, please call energy experts at the Carbon Trust on 0800 085 205.

3. Provisional start and completion dates for work listed above:
 Start date: _____ Completion date: _____
 Tick any which are relevant:
 To make your company more efficient
 To cut costs
 To enhance green credentials to win new business
 To cut carbon footprint
 Yes I would like to use your new grant credentials to compete for 5012 contracts?
 Yes I am interested in a FREE business review?

4. What energy savings do you expect to gain from carrying out the work listed above?
 By taking the action what do you expect your bills to be next year (assume no change to energy prices):
 Electric \$ _____ Gas \$ _____ Heating oil \$ _____

5. Cost of work: \$ _____ Number of quotations obtained: _____
 Chosen Supplier: _____ Quotation Attached? Yes No

6. A. What is the company's nature of business?
 How many people employed? Company and site: _____
 Is the company's turnover above £1 million? Yes No
 Is the company's annual turnover £1 million or more? Yes No

B. Do other firms own more than one-quarter of your company? Yes Neither No Significant

7. HAS YOUR COMPANY RECEIVED ANY GRANTS OR STATE AID IN THE LAST 3 YEARS? Yes No
 If yes, please provide details:

Date awarded	Name of provider	Type of grant/state aid	Amount	What action did you grant?

8. Energy Grant 500
 I understand that Business Support Grant (BSG), Business Rate, RRD, and the European Regional Development Fund do not exempt me from liability to make contact out under the Energy Grant 500 scheme. The decision on selection of a supplier and work to be carried out will be my responsibility. I understand that my work may be carried out at the expense of the business to which competition for the work paid for by the grant and that I may have other work to do.
 I confirm that we have less than 250 employees, or turnover of less than £50M and our annual energy spend is less than £1M and £500K per annum.
 I confirm that I have authority to sign on behalf of the company named overhead.
 I declare that the details given on this form are true to the best of my knowledge.

Signature: _____ Job name: _____
 Position title: _____ Date: _____

- include full details of work to be covered by grant funding
- answer all sections fully
- enclose copy of chosen quote
- send application and quote to BSK

Step 5

BSK send confirmation of grant funding to participating company

12 January 2010

Dear

Energy Grant 500

We are very pleased to advise that your 'Energy Grant 500' grant application has been approved.

You are approved to seek reimbursement for a maximum of £500 (in line with the quotation you supplied) for implementing the work specified in your grant application within 4 weeks from the date of this letter. Please note that VAT is not applicable as this is grant funding, so please do not include VAT when submitting your invoice.

You will be responsible for making arrangements with the contractor to carry out the work and paying for it. Once the work is completed, you will need to invoice us to claim your grant funding. You should send your invoice (including your full company details and your bank details) to Business Support Kent, Finance Team, 34 Tower Mews, Kings Hill, West Malling, Kent ME18 4DY (this address must be shown in full on your invoice). Please quote 'Energy Grant 500 Project' on the invoice, provide details of the actual work covered by the grant, and attach a copy of the contractor's invoice to you for the work undertaken. Your invoice can be sent by e-mail to account@businesssupportkent.co.uk, or mail to the address above. Your grant will be paid by BSK within 30 days of receipt of your invoice.

If you have any further questions, please contact our Customer Information Team on 0345 600 9006, or e-mail sus@kent119@businesssupportkent.co.uk.

Please note that:

"Under EC regulation 1999/2006 (the Minimis Regulation), this award does not constitute state aid. There is a ceiling of Europe 200,000 (approximately £130,000) for all state aid, funding provided to any single recipient under taking over a rolling, three, fiscal year period. Be mindful funding awarded to you under this offer letter will be relevant if you wish to apply, or have applied, for any other state aid funding. You must retain this letter for 10 years from the date on this letter and produce it on any request by the UK public authorities or the EC."

The amount of State Aid approved is valued at £5573.

Yours sincerely

Sophie Wright
Project Manager



This project is funded by SEEDA and the European Regional Development Fund, managed and delivered by Business Support Kent CIC.

- sent by e-mail (normally within 5 days of receipt of application)
- outlines maximum amount of funding that may be claimed
- includes instructions on how to proceed
 - complete work
 - pay supplier
 - invoice BSK for funding

Step 6

Participating company receive payment of funding

- Once the work is completed and has been paid for, EG500 funding may be claimed from BSK
 - Raise an invoice to BSK for the agreed funding amount (or actual cost if less than agreed amount) - no VAT may be included
 - Photocopy the supplier invoice that has been paid
 - Send invoice and copy supplier invoice to BSK
 - Payment made by BACS 30 days from date of invoice

Wrap Up

- Complete action plan and hand in
- Complete event feedback form and hand in
- Hand in completed Customer Enrolment form
- Enjoy your Lunch

Useful Information

- BSK- CIC –
 - <http://www.bsk-cic.co.uk/>
 - 08457 22 66 55

- Or contact Ben Hood on
 - Ben.Hood@bsk-cic.co.uk
 - 07595 963589