



Terms & Conditions

The Cambridge Green Business Grant scheme offers capital grant funding to businesses and organisations trading from business rate-registered commercial premises in Cambridge, to implement carbon reduction measures. Grants for eligible projects will be awarded by the end of March 2022 and grant recipients must complete these projects by the end of March 2023.

This scheme is managed by the Cambridgeshire Chambers of Commerce and Industry, working with Allia. It is supported by Cambridge City Council using Covid-19 ARG funding from government.

Contents

1.	Which businesses and organisations are eligible for a grant?	2
2.	What type of projects are eligible for a grant?	2
3.	How much is available?	3
4.	How to apply for a grant	3
5.	How are grants assessed?	3
6.	Conditions for grant recipients.....	4
a.	Project changes	4
b.	Tax.....	4
c.	Renewable Heat Incentive (RHI).....	4
d.	Covid-19 grant subsidy limits	4
e.	VAT	5
f.	Evidence of quotations	5
g.	Grant payment terms.....	5
7.	Privacy Notice.....	5
8.	Document retention.....	6

1. Which businesses and organisations are eligible for a grant?

Grants are available to businesses and organisations that:

- Are trading (e.g., carrying on a trade or profession, or buying and selling goods or services in order to generate turnover).
- Are based in commercial premises in Cambridge that are registered for business rates with Cambridge City Council.
- Come within the Covid-19 business grant subsidy limits (for example, not receiving over £335,000 over any period of three fiscal years). (See section 6d below)
- Meet other requirements set out in this document.

For projects that involve changes to the fabric, fixtures, or fittings of a building:

- The business will either own the property or hold a lease until at least March 2023
- If requested, applicants must provide evidence of building ownership or a signed letter of approval for proposed changes from the property owner.

Businesses must retain assets purchased with a grant until at least the end of March 2023. If an asset is disposed before the end of March 2023, the business may be obliged to repay the grant.

This scheme is NOT for capital projects that do not provide direct business benefit, nor to fund projects whereby local authorities are the recipients of the benefit.

2. What type of projects are eligible for a grant?

The purpose of this grant is to help businesses mitigate climate change through implementing carbon reduction measures. Eligible projects for which grants are awarded must be completed and paid for by the end of March 2023.

This may include:

- Energy efficiency measures and renewable energy technologies.
- Battery storage systems connected to an onsite renewable energy system.
- Building and fleet management systems.
- Water efficiency and waste reduction measures.

Cycle schemes can qualify when the bicycles (electric or otherwise) replace directly the use of fossil fuel-run vehicles for the purposes of business operations (e.g., deliveries.) Cycles cannot be used for employee's personal use including commuting. The grant cannot be used to replace traditional cycles with electric bikes.

Examples of projects that are not eligible for funding include:

- Replacement laptop or desktop computers, tablets or mobile phones.
- Consultancy or behavioural change projects.
- Projects that will increase on-site fossil fuel consumption, even if there is a net carbon reduction (e.g. replacing electric heating with gas heating).
- Carbon reduction measures intended for personal/domestic use (rather than business use).
- Carbon off-setting or climate adaptation.

- A grant cannot be provided to pay for an asset that is financed on a hire purchase agreement. (Grant recipients must pay for the project outright).

Projects that have already been installed or paid for, in part or in whole, before the grant has been awarded, are not eligible for funding. This includes the payment of any deposit. No retrospective application or claims can be made.

3. How much is available?

Capital grant funding of up to £10,000 is available per application to cover either the entire project or as contribution to a larger project, which is topped up with funding from the business and other sources. Please read carefully Section 6e regarding VAT.

Businesses can make one Cambridge Green Business Grant application for each of the business rate-registered commercial premises in Cambridge in which they are based.

Each application can include a number of different proposed measures up to a total value of £10,000.

The final amount of the grant awarded cannot be changed, and additional funds are not available.

4. How to apply for a grant

To claim the grant, applicants must provide:

- A completed application form along, including confirmation of acceptance of these Terms and Conditions.
- A quote from a supplier for each measure to be purchased/installed. Please see section 6F regarding quotation requirements.
- Bank account details for the business and a recent business bank statement (These will be requested following initial approval)
- The grant will be paid in a single amount before 31 March 2022

The deadline for applications is Friday 11th March 2022 or sooner, once all the funding available for the Green Business Grants has been allocated.

5. How are grants assessed?

The grant assessment process will consider all complete applications on a 'first come, first served' basis. Applications need to be complete and all necessary additional information supplied before they can be assessed. This will consider:

1. Would the proposals reduce carbon emissions?
2. Would there be additional benefit to the business?
3. Is the proposal realistic, value for money, and achievable on time?

A review process is available for unsuccessful applications. A request for a review must be made within 3 working days of notification of an unsuccessful application. The request can be sent by

return email and must provide legitimate reasons why the applicant thinks the assessment is incorrect. A response to the review request will be provided within 10 working days.

Any business found to have falsified records to gain grants will face prosecution: any funding issued will be subject to claw back, as may grants paid in error.

6. Conditions for grant recipients

If awarded a grant you will receive a grant award letter outlining:

- The grant amount awarded and what it is for.
- The date by which the project must be completed and paid for.
- Project monitoring requirements.
- A visit to your premises may be required before a grant is approved.

A grant recipient will need to notify the Cambridgeshire Chambers of Commerce if its circumstances change (including a change of address) or it no longer meets the eligibility criteria for grants under these Terms and Conditions (for example, if it stops trading or becomes insolvent).

All grant recipients will need to send confirmation to the Cambridgeshire Chambers of Commerce that the project (for which the grant is awarded) has been completed by the end of March 2023, along with a brief description of how these carbon reduction measures are making a difference.

a. Project changes

A grant recipient must inform the Cambridgeshire Chambers of Commerce if it seeks to change the details of the project after the grant award, as it may affect grant eligibility or reduce the value of the grant payable. Such changes might include a change of supplier, equipment or materials, the project value or expected project outcomes.

b. Tax

Grants received under the Cambridge Green Business Grant scheme are taxable and will need to be included as income in the tax return of the business. Only businesses which make an overall profit once grant income is taken into account will be subject to tax.

Tax return advice: [Reporting coronavirus \(COVID-19\) grants and support payments - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/reporting-coronavirus-covid-19-grants-and-support-payments)

c. Renewable Heat Incentive (RHI)

Projects paid for with the grant will not be eligible to receive the Renewable Heat Incentive payments.

d. Covid-19 grant subsidy limits

Recipients of Covid-19 business support grants schemes (including the Cambridge Green Business Grant scheme) need to follow new national rules on grant subsidy allowances, which came into effect on 4 March 2021. Under the Small Amounts of Financial Assistance Allowance, a single economic actor must not receive more than £335,000 in grants over any three-year fiscal period.

Where this threshold is reached, there is a Covid-19 Business Grant Allowance of a further £1,600,000 per single economic actor. Beyond this threshold, there is a Covid-19 Business Grant Special Allowance where applicants may be able to access another allowance of up to a further £9,000,000 per single economic actor, subject to conditions. Grant applicants will need to consult their own financial advisers if they have any questions about whether they comply with the new rules.

e. VAT

If your business is VAT registered (and can recover the VAT), don't include the expected VAT in the amount for which you are seeking a Cambridge Green Business Grant.

But, if your business is not VAT registered (or you cannot recover the VAT), you may include the expected VAT in the amount for which you are seeking a Cambridge Green Business Grant (no more than £10,000 in total).

If your business' VAT status changes following a grant award, so that you will be able to reclaim VAT incurred on project expenditure, you must inform the Cambridgeshire Chambers of Commerce immediately. This may affect the availability or value of any grant awarded.

f. Evidence of quotations

At least one quotation must be provided through the application process.

For small items of expenditure (under the value of £1,000), a screenshot or print-out from a supplier's website may be accepted as a quotation - the printout must include website address/logo and be clearly identifiable.

All quotations must include contact details such as the supplier's name, address, contact number, email address, website, and if VAT registered, their VAT number.

Please note that, for quality assurance purposes, the grant assessors will carry out follow-up visits to a sample of grant recipients to see for themselves how the grant funding awarded has been spent by businesses

g. Grant payment terms

Grant payments will be made before the 31st March 2022.

7. Privacy Notice

The Cambridge Green Business Grant scheme is being managed by the Cambridgeshire Chambers of Commerce, working with Allia. We may contact you using the details you provide in connection with this application form and the information you supply. Your personal information will only be retained for as long as is necessary. You may request a copy of the information we hold about you.

Information provided by applicants will be stored securely in line with the UK-GDPR / Data Protection Act 2018. This information will be used by the Cambridgeshire Chambers of Commerce to assess your business' application and to administer any grant award for which your business may be eligible.

Information relating to your business' application may be passed to Cambridge City Council, on whose behalf the scheme is being managed, for the purposes of pre-payment checks and providing monitoring information required by government departments (including the Department for Business, Energy and Industrial Strategy [BEIS] and Her Majesty's Revenue and Customs [HMRC]). The City Council and BEIS may contact your business in connection with grant payments.

Data Security is covered by the following privacy notices:

- Allia Privacy Policy: [Privacy Policy | Allia Future Business Centre](#)
- Cambridgeshire Chamber of Commerce Privacy Policy: <https://www.cambridgeshirechamber.co.uk/privacy-policy/>
- Cambridge City Council Privacy notice: [Privacy notice - Cambridge City Council](#)
- BEIS privacy Notice: [BEIS COVID-19 business support grant schemes: privacy notice - GOV.UK \(www.gov.uk\)](#)

8. Document retention

Unsuccessful applications will be kept until March 2023 by the Cambridgeshire Chambers of Commerce and then destroyed.

Application Information relating to successful applications and grant recipients will be kept until May 2023 by the Cambridgeshire Chambers of Commerce and passed to Cambridge City Council, which will retain these records for 10 years for the purpose of responding to monitoring requests from government departments.

Grant recipients should seek their own advice as to how long they need to keep their own records of the grants received and how they are used.