A close-up of a barbed wire fence

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APPLICATION FORM

NORTH EAST AND YORKSHIRE NET ZERO HUB

ENERGY PROJECT ENABLING FUND – ROUND 3

**PRE-APPLICATION CHECKLIST**

Please ensure that you have completed all actions on the pre-application checklist before you submit your application.

|  |  |
| --- | --- |
| Action: |  |
| Application signed and Declaration agreed |  |
| Ensured project falls within NEY Hub geography |  |
| Ensure your project and the lead applicant are eligible for funding (see guidance) |  |
| All application questions answered |  |
| Match funding obtained |  |
| All pre-delivery project work completed |  |
| Ensure the delivery of the project and agreed outputs will be completed by 30th September 2025 |  |
| Ensure all information provided is correct at the time of application submission |  |
| Ensure all supporting documents are provided as per the below table |  |

**SUPPORTING DOCUMENTS CHECKLIST**

Please ensure that you have compiled and attached all supporting documents before you submit your application.

|  |  |
| --- | --- |
| Supporting Document: |  |
| Project development documents e.g., feasibility study, site survey, etc. |  |
| Evidence of match funding (minimum of 50% of total project cost, with at least 20% of this match is from commercial investment) |  |
| Quotes for activity |  |
| Signed Sub-Threshold Subsidy Declaration Form |  |
| Carbon Savings Calculation and working (if not included in Section 1, Question 15) |  |
| Gantt chart/project plan (if not included in Section 4, Question 1) |  |
| Risk Register (if not included in Section 4, Question 5) |  |
| Accounts (if applicable) |  |

**1.** **PROJECT OVERVIEW**

1.1 Project Name:

1.2 Applicant Organisation:

*[Include registered address, legal status, whether incorporated and company number if you have one]*

1.3 Organisation Structure:

*[Describe the type and structure of your organisation and how it is governed. Who has ultimate control of your organisation (directors, trustees, shareholders, members, etc) and how are decisions made?]*

1.4 Applicant Contact Details:

*[These contact details will be used in line with GDPR. We would also like to keep you up to date with new funding announcements, events and news. Please let us know if you are happy to receive this type of communication by email].*

|  |  |  |
| --- | --- | --- |
|  | Main contact | Alternative contact |
| Name |  |  |
| Position in organisation |  |  |
| Address |  |  |
| Tel |  |  |
| Email |  |  |
| Check the box to be added to the Hub’s mailing list to hear about funding announcements, news and events. |  |  |

1.5 Project Location:

*[Specify location, including, where possible, postcode]*

1.6 Project Summary:

*[Provide a succinct summary of what you intend to do and what it will deliver (200-300 words).]*

1.7 Delivery Partners:

*[List any delivery partners and the nature of their involvement, e.g. financial, operational etc.]*

|  |  |
| --- | --- |
| Partner | Nature of involvement |
|  |  |
|  |  |
|  |  |
|  |  |

1.8 Key Personnel:

*[Identify the people who will be responsible for delivering the project and ensuring that the project meets its objectives].*

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Project Role | Role in organisation | Contact details |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1.9 Total Project Value and Identified Funding Sources:

*[Please ensure all match funding sources are included. Add additional rows as necessary]*

|  |  |  |  |
| --- | --- | --- | --- |
| Funding source | Funding type (e.g. grant, loan?) | Amount (£) | Agreed? |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

1.10 Grant Value Being Requested from the NEY Net Zero Hub.

*[Identify the value of the grant funding you are requesting – you may apply for between £30,000 and £245,000. Please note, you must provide match funding of a minimum of* ***50%*** *of the project costs, with* ***at least 20% of this being from Commercial Investment****.]*

|  |
| --- |
| £ |

1.11 Previous Funding Awards

*[Identify any public funding awards received by your organisation within the past 3 years]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reference no (if applicable) | Name of project | Name of grant/award scheme | Date grant received | Grant value (£) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1.12 Key Dates:

*(Add additional milestones and rows as necessary]*

|  |  |
| --- | --- |
| Milestone | Delivery by |
| Tendering |  |
| Contracting |  |
| Project mobilisation |  |
| Start on site |  |
| Physical completion |  |
| Outputs achieved |  |
|  |  |

1.13 Technologies

*[Please indicate below which technologies will be included in your project, if applicable]*

|  |  |
| --- | --- |
| Technology | Detail |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1.14 Efficiency Measures

*[If you plan to include energy efficiency as part of a multi-technology approach, please provide details of what you are proposing, if applicable]*

|  |  |
| --- | --- |
| Measure | Detail |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1.15 Carbon Savings

*[Identify the projected carbon savings that your project will produce, in tC02e, and advise how this has been calculated]*

|  |
| --- |
|  |

1.16 Project Outputs and Outcomes:

*[Estimate the minimum and maximum outputs expected from your project, with an explanation of how these have been calculated. Add additional outputs and rows as necessary]*

| Output/outcome | Min | Max | How calculated |
| --- | --- | --- | --- |
| Installed energy generation capacity |  |  |  |
| Installed energy storage capacity |  |  |  |
| Buildings with improved energy consumption / efficiency |  |  |  |
| Follow-on investment/leverage |  |  |  |
| New jobs created or safeguarded |  |  |  |
|  |  |  |  |
|  |  |  |  |

**2.**  **PROJECT NEED**

2.1 Project Scope

*[Provide a short description of your project in terms of the issues it is addressing and intended benefits.]*

2.2 Project Development:

*[Describe the activities undertaken to get the project to this stage; e.g. option selection, feasibility, detailed design, procurement, full business case etc. Add additional rows as necessary]*

|  |  |  |
| --- | --- | --- |
| Project development stages completed to date | | |
| Task | Description | When achieved |
|  |  |  |
|  |  |  |
|  |  |  |

2.3 Direct and Indirect Beneficiaries

*[identify who the direct and indirect beneficiaries of your proposed project and how they will gain value from your project]*

2.4 Need for Intervention:

*[identify why Hub funding is needed – e.g. a clear funding gap, specific market failure, need to reduce externalities]*

**3.** **VALUE FOR MONEY**

3.1 Options Assessment:

*[Outline alternative options that have been considered, the likely result and whether they may be viable. Add additional rows as necessary]*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Option | Likely result | Viable/not viable |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |

3.2 Preferred option:

*[Describe how/why the Preferred Option has been selected. What benefits does it bring over and above other options? What assumptions have been made in calculating benefits?]*

3.3 Project Costs:

*[Please include links to quotes/estimates or attach these to your application. Add extra lines as necessary]*

|  |  |  |
| --- | --- | --- |
| Item / Activity | Cost (£) | Quote/Estimate Reference |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

3.4 Local Impacts:

*[If the scheme has significant local impacts, please identify them here]*

**4.** **PROJECT MANAGEMENT**

4.1 Project Delivery

*[Describe your approach to delivering the project to time and budget. You may wish to include a work programme in the form of a Gantt chart or similar]*

4.2 Project Milestones

*[Identify key milestones. If already achieved, mark as complete in the notes]*

|  |  |  |  |
| --- | --- | --- | --- |
| Milestone | Start Date | End Date | Notes |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

4.3 Key stakeholders:

*[Describe your key stakeholders, their role and how they will be/have been involved. Add extra lines as needed]*

|  |  |  |
| --- | --- | --- |
| Stakeholder | Role in scheme | How involved? |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

4.4 Permissions and Consents

*[Provide detail of any applicable consents, permissions, or contractual arrangements. Add extra lines as needed]*

|  |  |
| --- | --- |
| Activity | Notes |
| Land and building ownership/tenure |  |
| Planning permission |  |
| Environmental permits |  |
| Key conditions associated with consents, permissions of contractual arrangements |  |
|  |  |
|  |  |

4.5 Assessment and Mitigation of Risks:

*[Please include a risk assessment here or attach to your application]*

4.6 Previous Project Experience:

*[Describe your previous project experience in delivering similar projects]*

4.7 Monitoring and Evaluation:

*[Describe how you will establish if your project has been successful – what you will measure and how]*

|  |
| --- |
| Declaration and Data protection |
| **By submitting and/or agreeing to the submission of this grant application you agree to the following declaration:**  I confirm that, to the best of my knowledge and belief, all of the information is true and correct and I accept full responsibility for it. I understand that, should this application be successful, I will be required to supply additional information. If there is any change to the information I have provided, I will notify the NEY Net Zero Hub without delay.  I understand that any information I supply may be used by public bodies or their appointed agents in connection with the funding and that I may be contacted in relation to the application, from time to time, whether or not my application has been successful.  I am aware of the conditions that apply to this grant application and have complied with them. I declare that I have read, understood, and complied with all the relevant guidance. I understand that my organisation may be inspected, and I agree to give access, cooperate, and provide such assistance as is required.  I understand that acceptance of this application form does not in any way signify that Tees Valley Combined Authority has agreed to invest.  I declare I am an authorised signatory of the lead organisation, with the authority to sign off this application form and have notified the necessary senior finance officers.    **Important Information**  You should not commence project activity, or enter into legal contracts, including the ordering or purchasing of any services before your application has been formally approved and you have entered in a grant funding agreement. Any expenditure incurred before the approval date is at your own risk and may render the project ineligible for support. If you know and recklessly make a false statement to obtain grant aid for yourself or anyone else you risk prosecution, the recovery of all grant payments, additional financial penalty and exclusion from other schemes operated by Tees Valley Combined Authority. By submitting this form, you are confirming that you have read and agree the above declarations and you consent to us processing the information we collect from you in accordance with our privacy Policy.  **Privacy Policy**  Your information will be stored and processed in accordance with the data protection Act 2018 (DPA). Tees Valley Combined Authority is the data controller for personal data you give to us/we hold about you. Tees Valley Combined Authority process your data in accordance with their Privacy Policy which can be found [here](https://teesvalley-ca.gov.uk/privacy-policy/). We use it in line with the Data protection Act. We are subject to the Freedom of Information Act 2000 and other obligations under law which require us to act transparently, and which grant certain rights of access to the public information held by us. This means, that although we respect the sensitivity of the information, there may be legal requirements which oblige us to disclose tis information.  We will use the information you supply to administer, process, and assess your grant application. Information may be shared with other persons or organisations helping us with the assessment and monitoring of applications. Information you provide will also be shared with Government Departments and the wider North East & Yorkshire Net Zero Hub. Your information may also be shared with Government departments and other public bodies for the purpose of fraud prevention. The application and evaluation may also be subject to audit and review by internal and external auditors who may need to access the information you submit in your application.  If you supply information related to third parties as part of your application, you must ensure that you inform those third parties about how you use this information and inform them that this information has been passed onto Tees Valley Combined Authority.  We will not hold your information for longer than is necessary. We will hold most of your information for three years after project closure unless we have a legitimate reason to keep it for longer.  If any information we hold changes or is incomplete, please tell us and we will amend it. |

|  |  |
| --- | --- |
| Approval Signatures | |
| **Authorised Signatory for Organisation** | |
| Printed Name |  |
| Signature |  |
| Position in Organisation |  |
| Date |  |
| **I confirm that our organisation (including any directors or partner or any other person who has powers of representation, decision or control) has not been convicted of conspiracy, corruption, bribery, fraud, money laundering or drug trafficking, and has not been declared bankrupt.** | |
| **Witness signature** | |
| Printed Name |  |
| Signature |  |
| Position in Organisation |  |
| Date |  |

By signing this page, you are confirming that the information provided in this application form is accurate and that you meet the eligibility criteria for the funding. You are also confirming that you agree with the Data Protection information provided above.

|  |
| --- |
| Appendix A: Subsidy Control Declaration |

You are being offered assistance under the Sub-Threshold Subsidies. This allows a company or business to receive up to £315,000 of public funding over a rolling three-year period. The following requested information is a mandatory requirement to enable you to receive the support offered.

**To be completed by subsidy recipient:**

|  |  |
| --- | --- |
| Applicant organisation |  |
| Registered address |  |
| Main contact |  |
| Role within organisation |  |
| Email address |  |
| Telephone no. |  |

To confirm that you are able to receive this assistance you must declare the full amount of public subsidies you have already received over the last three fiscal years under the Sub-Threshold Subsidy rules.

The following is not a comprehensive list of the possible forms of subsidy. However, it should give an indication of the most common forms of subsidy, which you may have been given over the past three years. Potentially any assistance from a public body might be a subsidy. Should you have any doubts on this matter, please contact the body from which the assistance was received.

* Grants from public bodies
* Loans from public bodies at favourable rates
* Loan guarantees from public bodies
* Differential tax benefits
* Grants from an investment trust (including charities) which may themselves have received the funds from a public body
* Grants from a part publicly funded venture capital fund
* Publicly administered funds, even if the funds were originally not public such as the national lottery
* Waiving or deferral of fees or interest normally due to a public body such as the waiving or deferral of rent or waiver of interest normally due on late payment of taxation or other costs to a public body
* Monopoly licences or guarantees of market share
* Advertising via a public channel such as a tourist board or state-owned television
* Consultancy advice provided either free or at a reduced rate
* Training provided either free or at a reduced rate
* Aid for investment in environmental projects
* Provision of a free or reduced rate feasibility study for research and development or other assistance with research and development
* Purchase of public land or property at a less than market rate
* Benefiting from the provision of infrastructure where your organisation was pre-identified as a beneficiary

I declare that the amount of subsidy received by the organisation over the last three years is as follows, and that this data can be used as per the Data Protection Statement:

|  |  |  |
| --- | --- | --- |
| **Organisation providing subsidy** | **Date subsidy approved** | **Estimated value (£)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Add or delete rows as needed. Please note we require the* approval date*, not the date the subsidy was received.*

**Data Protection**

The data contained in this Sub-Threshold Subsidy Record is a mandatory requirement to enable support to be provided by this funded project. As well as being a record of the support provided, the data may be used to for reporting purposes (e.g. to the Department for Energy Security and Net Zero as hub administrator on behalf of the Government) and also for subsequent evaluation of the project (e.g. to contact beneficiaries to understand their views on how they have benefited from the project). The data may be used by the project deliverer, or the Department of Energy Security and Net Zero (DESNZ), the Department for Levelling Up, Housing and Communities (DLUHC) or DLUHC’s appointed agent (e.g. an external consultant appointed to evaluate the project), for the purposes outlined above.

**Approval Signature**

|  |  |
| --- | --- |
| **Authorised Signatory for Applicant Organisation** | |
| Printed Name |  |
| Signature |  |
| Role within Organisation |  |
| Date |  |