



OFFICIAL



HM Government

**Rushcliffe Borough Council  
UK Shared Prosperity Fund**

**Low Carbon Bursary**

**Applicant Guidance**

### **Aim of the Low Carbon Bursary**

The Rushcliffe Borough Council Low Carbon Bursary offers funding to small businesses in the Borough of Rushcliffe as part of our UK Government funded Shared Prosperity Funding.

The aim of the scheme is to encourage small businesses to take their first steps in introducing low carbon infrastructure to their business premises. The bursary can be used for works to reduce carbon emissions from businesses such as installing LED lighting and secondary glazing.

### **Duration of the bursary scheme**

The Low Carbon Bursary will be available for applications from 1 April 2024 and will close once all the funding is allocated. All bursaries awarded must be claimed before March 31st 2025. Only businesses which have attended a low carbon training course or received one to one support hosted by Rushcliffe Borough Council or Rushcliffe Accelerator will be eligible to apply.

### **Amount of bursary funding that you can apply for**

The bursary will give small businesses £300 to cover some of the costs of installing and/or renewing low carbon infrastructure for their business.

## **2. Grant criteria and eligible expenditure**

### **Eligibility criteria**

Bursaries are open to businesses which meet the following criteria:

- Has been trading for a minimum of 6 months
- Has a turnover of less than £10m
- Has between 1 and 30 employees
- Is registered with Companies House OR is a sole trader or partnership with a Unique Tax Reference Number from HMRC.
- Has attended a low carbon training course hosted by Rushcliffe Borough Council or D2N2 Growth Hub.
- Must be able to fund and evidence 100% of the project cost upfront from their own resources (funding is retrospective).
- Holds a business bank account (a 'trading as' account is acceptable). A business bank account is a trading commercial account in the name of the applying business. All purchases must be made via the business account and all claim payments will be made to the same business account. Personal or current accounts are NOT eligible.
- All appropriate licences and permissions are in place and food businesses have achieved a food hygiene rating of 4 or greater.

### **Eligible project activity**

The Low Carbon Bursary is for supporting small businesses to fund works to install or renew carbon reducing infrastructure including, but not limited to:

- Installing LED lighting
- Fitting secondary glazing
- Smart meters or thermostats
- Low flow tap & toilet measures
- Air curtains

### **Ineligible project activity**

The following cannot be supported by the bursary:

- Payment of utility bills
- Payment of staff salary

The list of ineligible project activities is not definitive and all proposals will be assessed for eligibility by Rushcliffe Borough Council.

### **Availability of bursary**

All bursaries are made at the discretion of Rushcliffe Borough Council and are subject to availability of funding.

### **Timescale**

You must have applied for, claimed and used your bursary amount by 31<sup>st</sup> March 2025.

### **Bursary amount & match funding:**

The bursary will enable eligible businesses to receive £300 to be used towards improving infrastructure to reduce carbon. This is a set payment amount and no match funding is required to access the bursary.

### **VAT**

Applicants who are VAT registered will have their bursary assessed on the net cost of eligible projects; non-VAT registered applicants will be assessed on the gross cost. If the applicant does not know whether they are VAT registered or not they must seek advice from HM Revenue & Customs.

### 3. Applying for the bursary

Applicants should submit a completed application form together with evidence/quotes of intended works.

- You must obtain quotes for work to be undertaken and submit these with your application form.
- Rushcliffe Borough Council will assess the eligibility of applicants

Each application will be judged on its own merits with regard to how well it meets the scheme's aims and eligibility criteria and its ability to be implemented within the set timescales.

#### **Decision on applications**

All applications will be subject to an assessment by Rushcliffe Borough Council and the amount offered will be at the discretion of Rushcliffe Borough Council and only whilst funds are available. The decision of Rushcliffe Borough Council is final. The Council reserves the right to vary the level of bursary or reject an application.

Notification of decision on the application will be made in writing to the applicant. An offer of bursary will be made by letter, which will specify:

- The eligible applicant
- The eligible training to be accessed/purchased
- The maximum amount of bursary awarded
- The date by which the expenditure should be completed

#### **Payment of bursary**

- Bursaries are discretionary and Rushcliffe Borough Council reserves the right to withhold payment of the bursary in whole or part if any condition of the offer letter has been breached
- No retrospective costs can be paid – do not receive, pay for or commission any products and services prior to receiving an offer letter
- Any changes to supplier must be agreed with Rushcliffe Borough Council
- Payment of the bursary will be made into the either the applicant's business bank account (or 'trading as' account) via BACS.

## **IMPORTANT**

No claims will be paid where payments to a supplier were made by cash, by a third party or by cheque. All payments to training providers must be made from a business bank account. Payments made to suppliers by credit card will only be eligible for the bursary if the card is registered to the business and not a private individual.

## **FAQs**

### **Do I need to provide two quotes for my intended products and/or services?**

Yes. Two quotes for products or services will be required.

### **What courses are available for me to access to gain eligibility?**

There are a range of low carbon and green skills courses available through both Rushcliffe Accelerator and Rushcliffe Borough Council. You can view the full range of training opportunities by using the links below:

[Rushcliffe Borough Council Training Courses](#)

[D2N2 Growth Hub Training Courses](#)

### **Can I apply to receive the Low Carbon bursary more than once?**

No. Eligible business can only receive one bursary payment.

### **Will I need to pay the bursary back?**

No, the funding provided to a successful applicant is a bursary and not a loan. Businesses or residents will be required to pay bursary funding back if conditions in the bursary offer letter and contract are not adhered to.

### **Where can the Business Rates Account Number be found?**

Your Business Rates Account Number can be found at the top of any business rates bill you have been issued. Rushcliffe Borough Council are unable to provide your account number to you to avoid cases of fraud.