**UK Shared Prosperity Fund (UKSPF)**

**Green Business Grants Programme**

**Small Capital Grants Application Form 2025**

The UK Shared Prosperity Fund (UKSPF) supports the aims of the government’s Levelling Up White Paper and the government’s Net Zero Targets. The UKSPF funding will be used by the Green Business Grants to support businesses with energy efficiency measures, including but not limited to installing renewables, insulation, energy efficient appliances, and EV chargers.

North Somerset Council’s Green Business Grants Programme Frequently Asked Questions (FAQs) can be found at the end of the guidance document found on the climate funding webpage [Climate funding | North Somerset Council](https://n-somerset.gov.uk/council-democracy/priorities-strategies/climate-emergency/climate-funding). Please refer to the FAQs if you have any questions.

The deadline for receipt of applications is **12 noon 31 May 2025**

**Eligibility requirements**

**Before you complete this form,** please check:

* You are **EITHER** a **small or medium sized enterprise**–fewer than 250 employees AND a turnover of equal to or less than £36 million OR a balance sheet of equal to or less than £18 million, including any partnership your organisation is a part of or any linked enterprises; **OR** you are a **sole trader** - a self-employed individual who owns and runs a business, and does not employ any additional employees (other than themselves);
* You are a registered business whose trading address is in North Somerset [Find your local council - GOV.UK (www.gov.uk)](https://www.gov.uk/find-local-council);
* You are a UK taxpayer who can supply a valid UTR number;
* You will use the grant for an existing building structure, currently being used for business activity, where energy efficiency improvements have been identified – the grants are not applicable to new buildings or structures or domestic buildings;
* You can provide evidence of the needed improvements. Small grant applications can be self-evidenced (e.g., through energy bills, energy inefficient equipment, heat loss or air leaks, and poor lighting efficiency);
* Your total project cost will not exceed the stated total project costs for each grant, £10,000 for the small capital grants (exc. VAT);
* You have at least 1 year remaining on your lease or rental agreement, if relevant;
* You have written landlord permission to conduct any works, if applicable;
* The building where you want to carry out improvements meets current Building Regulations, where relevant;
* You can cash-flow your project so you can purchase what you need before claiming your grant funding;
* You have not started any works, or entered into any contract, relating to your grant expenditure.
* Your project can be completed within funding timescales (before March 2026).

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| **Section 1: Organisation details** |
| Registered Business Name |  |
| Business Trading Name (if different) |  |
| Registered Address |  |
| Registered Postcode |  |
| Trading Address (if different)  |  |
| Trading Postcode (if different)  |  |
| Company Website (if any) |  |
| Please provide details for the main point of contact for this application (company director or business owner). All Grant correspondence will go to this contact. |  |
| Name |
| Telephone Number |  | Position |  |
| Email Address |  | Mobile |  |
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| **Please note your trading address and/or the location of where the project is taking place must be in North Somerset. Please see map and FAQs.** [Find your local council - GOV.UK (www.gov.uk)](https://www.gov.uk/find-local-council) |

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| **Section 2:** **About Your Business**  |
| What is the legal status of the business?  |
| Pre-Start | [ ]  | Registered Sole Trader | [ ]  |
| Partnership | [ ]  | Public Limited Company | [ ]  |
| Private Limited Company | [ ]  | Limited Liability Partnership | [ ]  |

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| 1. Is your business registered at Companies House? | Yes [ ]  | No [ ]  |
| Company Number |  |
| 2. Is your business VAT registered? | Yes [ ]  | No [ ]  |
| VAT Number (if yes) |  |
| 3. Standard Industrial Classification Code (please provide your 5 digit SIC Code) <https://resources.companieshouse.gov.uk/sic/>  |  |
| 4. UTR Number |  |

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| Please describe the nature of Business i.e. what does your business do? |  |
| Date Business started trading. |  |
| How many people does the business employ? (FTE) |  |
| What was your business’ annual turnover in the last financial year? (£) |  |

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| **Section 3: Due diligence** |  |
| Have any of your directors/partners ever been disqualified from being a company director under the Company Directors Disqualification Act (1986)? ii) Or ever been the director/partner of an organisation that has been subject to an investigation (completed, current or pending) undertaken under the Companies, Financial Services or Banking Acts? | Yes/No  |
| If yes, please provide details. |   |
| Is your organisation currently subject to any collective insolvency proceedings such as receivership, liquidation, or administration, at the request of your creditors? ii) Or fulfils the criteria under domestic law for being placed in collective insolvency proceedings? iii) Have any of your directors/partners ever been the director/partner of an organisation subject to any formal collective insolvency proceedings or subject to any arrangement with its creditors? iv) Have any of your directors/partners ever been declared bankrupt or been subjected to an arrangement with creditors? | Yes/No |
| If yes, please provide details. |   |
| Have any of your directors/partners ever been the director/partner of an organisation that has been requested to repay grant under any Government scheme?  | Yes/No |
| If yes, please provide details and state whether it has been repaid |   |
| Are there any pending or current legal proceedings against your organisation and/or its directors/partners? | Yes/No |
| If yes, please provide details including the value. |   |
| Does your organisation comply with all regulatory and statutory requirements for companies within your industry?  | Yes/No |
| Does your organisation have valid and appropriate Public and Professional insurance policies in place? | Yes/No |

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| **Section 4 – About your project:** This is your opportunity to tell us all about your project, the aims and objectives, who it will benefit and how |
| Please provide a concise description of the type of improvement(s) you want to carry out (500 words) |
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| How will your project contribute to energy reduction in your organisation (give examples such as estimated carbon savings where possible)? What evidence will you be able to provide for this? (500 words) |
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| How will your business benefit from this project? (500 words) |
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| Does your business have a climate action or carbon reduction plan? If yes, please share your ambition below (500 words) |
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| Could your project proceed without grant funding? | Yes [ ]  |
| No [ ]  |
| Partially [ ]  | Please provide more information below |
| Why do you need public sector funding and what alternatives have you sought? (500 words) |
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| Where will this project/work take place? Please provide a specific address and postcode if different to your main trading address. |
|  | Post Code |
| Does your project need planning permission?  |
| Yes  | [ ]  | No | [ ]  |
| If you have already applied please give planning ref number |  |
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| **Section 5: Project Costs** |
| Capital Project Expenditure: Please provide a breakdown of your costs, use headings to group smaller items under £500 e.g equipment. You must be able to provide all invoices and itemised receipts to support your financial claim. |
| Item | Amount ( excl VAT) | Quote obtained | Preferred supplier  |
|  | £ | [ ]  |  |
|  | £ | [ ]  |  |
|  | £ | [ ]  |  |
|  | £ | [ ]  |  |
|  | £ | [ ]  |  |
|  | £ | [ ]  |  |
|  | £ | [ ]  |  |
| **Total, Eligible Project costs (A)** |  |
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| **Project Income** i.e. your match funding (optional). Please refer to the guidance.  |
| Source? e.g. Private, funder | How much? | Secured? | If not, expected date |
|  | £ | Yes [ ]  | No [ ]  |  |
|  | £ | Yes [ ]  | No [ ]  |  |
|  | £ | Yes [ ]  | No [ ]  |  |
|  | £ | Yes [ ]  | No [ ]  |  |
| **Total Match funding (B)** | £ |

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| **Project Cost summary** |
| Green Business Grant required (A) | £ |
| Match funding (optional) (B) | £ |
| Total Project cost (A + B) | £ |

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| **Section 6: Timescales** (Please note your project cannot start until you have received a formal offer letter.All Projects must be completed and invoices submitted by 18 March 2026) |
| When will the project take place: | Start Date | End Date |
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|  |  |  |
| Key Project Milestones – what do you need to do by key dates in order to keep your project on track | Milestone target date | Date achieved |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

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| **Section 7: Business Support - Subsidy Control Declaration**Please read the subsidy control guidance here: <https://www.gov.uk/guidance/uk-shared-prosperity-fund-subsidy-control-7> |
| Has your company received grants, consultancy support, or subsidy since April 2023?  | Yes [ ]  | No [ ]  |
| Please state the total grants, consultancy support or subsidy you have received since April 2023 (£) | £ |
| I confirm, in accordance with Section 42(8) of the Subsidy Control Act 2022, that the support I receive through the Net-Zero Business Support Grants programme will not exceed the state subsidy limit of £315,000 since the 2023/24 financial year if awarded.  | [ ]  |

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| **Section 8 – General Declarations** |
| I understand that I cannot incur any expenditure, i.e. buy any equipment or materials, outlined in this application form until I have received a formal Grant Offer letter. |[ ]
| I confirm that the information given on the application form is true, and my organisation/ group has formally agreed that I can act on their behalf |[ ]
| I understand in applying for these funds, we will be required to monitor and report progress in line with the UKSPF governance requirements.  | [ ]  |
| I understand that any grant awarded will be used solely for the purpose and activities outlined in this application and any changes to proposed expenditure will be reported to and require the approval of the UKSPF Programme Manager. | [ ]  |
| I understand that any underspend or inappropriate spend will need to be returned to North Somerset Council where conditions of the grant have not been complied with or where the information is subsequently discovered to be false.  | [ ]  |
| I understand the information and data collected from this application form will be processed by North Somerset Council in accordance with the terms and conditions of the 2018 Data Protection Act and Council policy. Please refer to the North Somerset Privacy note: <https://www.n-somerset.gov.uk/council-democracy/privacy-cookies/privacy-notices-people-communities/privacy-notice-uk-shared-prosperity-fund> | [ ]  |
| I understand that any fraudulent claims will be subject to investigation | [ ]  |
| Notes: All applicants will be notified of NSC’s Green Business Grant Programme decision using the contact details provided on this form, so please ensure your contact details are correct. If you have any queries, please contact us at: climate.emergency@n-somerset.gov.uk |
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***Data Protection (GDPR)***

*The information you provide on this application form, as well as monitoring data collected during the support, will be available to the Project and Finance staff at* ***North Somerset Council****, including its evaluators and auditors. We will not pass this information on to any other organisations or third parties without your permission.*

*Our lawful basis for collecting and processing this data is Public Task.*

*The beneficiary agrees that the information may be used to identify and advise us of other opportunities where there is potential benefit to your businesses e.g., other opportunities for collaboration, for project evaluation purposes, and to participate in any evaluation exercise carried out by North Somerset Council or an external consultant.*

*For more information, please see* [*https://www.n-somerset.gov.uk/council-democracy/privacy-cookies/privacy-notices-people-communities/privacy-notice-uk-shared-prosperity-fund*](https://www.n-somerset.gov.uk/council-democracy/privacy-cookies/privacy-notices-people-communities/privacy-notice-uk-shared-prosperity-fund)