

# Low Carbon Buildings Programme

## Stream 2 – Pre-registration instructions

This form will be used to ensure that you are applying for the correct category (Stream 2A or 2B) of funding for your project (the correct form will be sent to you) and the EST can gauge the likely number of applications that will be submitted for budgetary purposes. Where you are able to choose which category to apply through, in certain circumstances, the form is designed to recommend what might be the most appropriate category. You do not have to follow this recommendation but if you do not, your chances of success might be reduced.

The two categories of funding are defined as follows:

### **Stream 2A:**

- **Eligible Project types:** New buildings, buildings undergoing refurbishment, or simple retrofit projects (i.e. no plans for refurbishment).
- **Grant levels:** The lower of £100,000, or 40% (50% for SMEs only) of the cost (excluding VAT) of installing the chosen microgeneration technologies.
- **Process:** One stage process where grant applications are submitted through a competitive bidding round and are assessed by an independent panel of experts who will determine which projects are selected for funding.
- **Frequency of funding rounds:** Quarterly
- **Other support:** None

### **Stream 2B:**

- **Eligible Project types:** Principally New buildings and buildings undergoing major refurbishment where the creation of a highly energy efficient low carbon building is a key objective. Retrofit projects where the buildings are not being refurbished are unlikely to be successful unless already built to very high standards of energy efficiency (beyond the requirements necessary to meet Part L of the Building Regulations from April 2006). Major refurbishment will be defined as the refurbishment of a building with a floor area of 1,000m<sup>2</sup> or above and where extension, renovation or alteration to at least two of the following aspects of the building are to be undertaken:
  - o **Thermal Elements:** External walls (anything other than painting), walls which neighbour a colder area i.e.: offices walls backing onto a colder warehouse area, floors and roofs.
  - o **Controlled services:** Heating and Hot water systems, Cooling systems, Air handling systems, Ventilation systems, Insulation of pipes, ducts or vessels, Fixed Internal Lighting and Lighting controls
  - o **Controlled fittings:** Windows, roof lights and doors.
- **Grant levels:** The lower of £1,000,000 or 40% (50% for SMEs only) of the cost (excluding VAT) of installing the chosen microgeneration technologies.
- **Process:** Two stage application process

#### Stage 1:

Building Selection Stage: Building applications submitted are scored and then projects selected by an independent panel of experts. The key criteria for selection will be a pledge to go beyond the legal requirements for carbon emissions in percentage terms. The higher the pledge, the greater the chance the project will be selected. A consultant will then be appointed by the Carbon Trust to prepare a report to confirm the feasibility of your pledge as well as identifying possible further opportunities to improve the energy efficiency of the buildings and which microgeneration technologies will be most suitable in the development. This report will form a part of the grant application.

## Stage 2:

Grant applications are submitted through a competitive bidding round and are scored by an independent panel of experts who will determine which projects are selected for funding.

- Frequency of funding rounds: Quarterly
- Other support: Once a project has been selected for grant funding, the Carbon Trust consultant will be made available to monitor the progress of the project and provide assistance with issues impacting on the energy performance of the building. This support is not optional, you must engage with it. This is because the purpose of this support is to help you but also ensure the objectives of the programme are met.

### **Which category is right for your project?**

Please consider the following:

- If your project is a simple retrofit project to an existing building and you are not planning any refurbishment you are recommended to apply under Stream 2A where you will not be able to apply for a grant larger than £100,000.
- If the grant you will be seeking is more than £100,000 you must apply under Stream 2B.
- If your project is a new build or major refurbishment project and the grant you will be seeking is £100,000 or less you can choose either category to apply under:
  - o **Stream 2A** is most suitable where relatively small changes are planned to an existing building or where the planned new building will be smaller than 1,000 m<sup>2</sup>; it would also be suitable where time is of more importance than achieving a very low carbon building.
  - o **Stream 2B** is more robust and takes a little longer due to the two stages but the outcome should be an exemplar low carbon building. In order to help you achieve this, your project will receive the support outlined above. Note: some Carbon Trust support will count as an eligible cost and the grant may be reduced accordingly under EU State Aid legislation.

To help your decision please consider the questions below. If you cannot answer 'Yes' to all of them it is recommended you apply under Stream 2A.

- a) Does your project have as one of its key objectives the development of a low carbon building and would you benefit from the additional Carbon Trust support?
- b) Is your project team committed to this goal and prepared to work with the Carbon Trust consultant to achieve it?
- c) What are the timescales for your project? All grants must be claimed by March 2010. If it is a complex project, the earlier you apply the longer you will have to commit and spend your grant. Is this timescale realistic for your project?
- d) Will you be able to obtain senior management level commitment to sourcing the funds necessary to both match the grant and achieve a low carbon building?

# Low Carbon Buildings Programme

## Stream 2 – Pre - registration form

This form is to be used to pre-register interest in Stream 2 of the Low Carbon Buildings Programme and to help assess which category is best for you (Stream 2A or 2B). It will also be used to gauge the the likely number of applications that will be submitted for budgetary purposes.

**This is a pre-registration form and does not constitute a full application to the Low Carbon Buildings Programme.**

- Please submit the signed pre-registration form to the following address:

**Grant Administration**  
**Low Carbon Buildings Programme - Stream 2 Pre-registration**  
**c/o Energy Saving Trust**  
**21 Dartmouth Street**  
**London**  
**SW1H 9BP**

Organisation Name:			
Address:			
Post Code:			
Country or Region:			
<b>Type of organisation:</b>			
<input type="checkbox"/> Public body		<input type="checkbox"/> Other commercial organisation	
<input type="checkbox"/> SME			
<b>Contact details:</b>			
Title:		Other:	
Forename			
Surname:			
Position in organisation:			
Telephone:			
Mobile:			
Fax:			
Email:			

**Installation details:**

You cannot apply for a system that has already commenced installation or which has previously received funding from any other government grant scheme (including without limitation Clear Skies, Major PV Demonstration programme or the Scottish Community and Householder Renewables Initiative).

Technologies to be considered <i>(tick as many boxes as apply)</i>	<input type="checkbox"/> Solar photovoltaics	<input type="checkbox"/> Heat Pumps (ground, water or air source)
	<input type="checkbox"/> Solar Thermal Hot Water	<input type="checkbox"/> Wood Fuelled Boiler Systems
	<input type="checkbox"/> Wind Turbines	<input type="checkbox"/> Automated Wood Pellet Stoves
	<input type="checkbox"/> Small Scale Hydro	<input type="checkbox"/> Other <i>(refer to outline processes document &amp; describe below)</i>

Type of installation:	A: <input type="checkbox"/> Existing building with no refurbishment
	B: <input type="checkbox"/> Existing building undergoing refurbishment
	C: <input type="checkbox"/> New build

Total grant you think you'll need:	D: <input type="checkbox"/> £100,000 or less	Indicative amount: £	<input type="text"/>
	E: <input type="checkbox"/> Between £100,001 and £1,000,000	Indicative amount: £	<input type="text"/>


Category you wish to apply through: <i>If you ticked A above you are <b>strongly recommended</b> to apply under Stream 2A.</i> <i>If you ticked E above you <b>must</b> apply under Stream 2B.</i>	<input type="checkbox"/> Stream 2A
	<input type="checkbox"/> Stream 2B

Signed: ..... Date: .....

Print name: .....

Position: .....

**Data protection**

 The Energy Saving Trust (EST) will process your details for the purpose of assessing and administering your grant application, and for the purposes set out in our Data Policy. EST will retain your data for auditing purposes, and may need to contact you in future to assess customer satisfaction. EST may also pass your details on to the UK Government department that funds the Low Carbon Buildings Programme. We will also share your details with other funding bodies to ascertain that no double funding of installations occurs.

In future EST would like to send you further relevant information and advice about sustainable energy and energy efficiency via post and/or email. Please tick this box if you would prefer not to receive this information

The Energy Saving Trust's Data Policy is available at [www.est.org.uk/policydata.cfm](http://www.est.org.uk/policydata.cfm) or you can request a copy from the Data Protection Officer at the following address: Energy Saving Trust, 21 Dartmouth Street, London, SW1H 9BP.

