**HEEPS: LOAN SCHEME FOR REGISTERED SOCIAL LANDLORDS 2019/2020**

**APPLICATION FORM**

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1. INTRODUCTION  
   1. Background to the Energy Saving Trust

The Energy Saving Trust is one of the UK’s leading organisations set up to address the damaging effects of climate change. We aim to cut carbon dioxide emissions – the main greenhouse gas causing climate change – by promoting the sustainable and efficient use of energy.

The Energy Saving Trust is an independent, non-profit making organisation and acts as a bridge from government to consumers, trade, businesses, local authorities and the energy market. We provide impartial information and advice and have a network of advice centres in the UK specifically designed to help consumers take action to save energy.

* 1. The Scheme

On behalf of the Scottish Government the Energy Saving Trust is inviting applications by registered social landlords to the HEEPS: Loan Scheme for Registered Social Landlords 2019/2020 (the **Scheme**) to help meet the Energy Efficiency Standard for Social Housing (EESSH) in their properties. This standard aims to improve the energy efficiency of social housing in Scotland. It will help to reduce energy consumption, fuel poverty and the emission of greenhouse gases. It will contribute to reducing carbon emissions by 42 per cent by 2020 and 80 per cent by 2050 in line with the requirements set out in the Climate Change (Scotland) Act 2009.

Interest free loan funding of up to £1,000,000 is available per organisation, with a minimum loan value of £30,000. Loans are repayable over a maximum of 10 years. **The** **Energy Saving Trust can accept only one application per organisation.**

Applicants should ensure their installers are selected through a compliant procurement process and that all works comply with the relevant industry standards and are covered by appropriate guarantees. Completed work will also need to be inspected by an independent, qualified Clerk of Works. Further information on this can be found below in Section 1.5.

Successful applicants who go on to claim funding will be subject to an administrative fee which will be included in the monthly repayments. The administrative fee will be 0.8% of the total loan value, up to a maximum of £2,000.

Successful applicants will be required to sign up to the Conditions of Loan for the Scheme (**Loan Conditions**) if they wish to take up the offer of funding. Under the Loan Conditions organisations will be required (amongst other things) to:

* Ensure that the eligibility requirements are met for each property and installation (as summarised in Section 1.5 of this Application Form and set out in full in the Loan Conditions);
* Ensure that measures funded through the Scheme remain in place for a minimum period of 12 months from the date of installation;
* Provide information to the Energy Saving Trust and the Scottish Government in relation to the performance of the measures and end user experience on request. This may be shared with other public bodies and their agents;
* Confirm whether the measures installed would allow all properties to meet EESSH, and if not, whether the measures installed will help to progress towards EESSH;
* Provide the Energy Saving Trust with regular updates on progress of the project as and when requested, and within 5 working days of any request;
* Provide copies of receipted invoices for the installations; and
* Where requested provide copies of invoices relating to all properties in order to claim Scheme funding.

The final level of funding payable will depend on actual costs incurred but will never exceed the amount offered.

* 1. Scheme timeframes

Applications must be submitted by 30th November 2019 and will be reviewed on a first come, first served basis subject to a fully complete application being received. Applications that are incomplete or missing information will be kept on hold until the required detail is provided. Funding will not be guaranteed in these circumstances.

The Energy Saving Trust aims to process and issue a decision about completed applications within 15 working days. Having completed its assessment, the Energy Saving Trust will issue successful applicants with a formal loan offer letter, enclosing the relevant Loan Conditions. Funding under the Scheme will be conditional on applicants confirming their acceptance of the formal loan offer, including relevant Loan Conditions, within a timescale specified by the Energy Saving Trust in its loan offer letter.

Subject to the above, successful applicants should be ready to commence installations immediately following notification that their application for funding has been successful and they have accepted the offer. All installations must be complete and claims for funding received by the Energy Saving Trust no later than 30th June 2020.

* 1. The Application Process

Applicants should fully complete the Project Details Form at section 2 of this document and supply copies of their 2 most recent year end accounts and Property Details Spreadsheet.

The above documentation must then be emailedto [heepsloan.RSL@est.org.uk](mailto:heepsloan.RSL@est.org.uk). Note that a 10MB limit applies to all e-mails, so please ensure that your submission is either under the limit, in a zip file or sent in multiple submissions to ensure that it is delivered successfully.

* 1. Evaluation

Applications will be assessed on a first come, first served basis subject to available funding. Incomplete applications will be placed on hold until the required information is supplied and **funding will not be** guaranteed until a formal loan offer has been confirmed.

We aim to process fully complete applications within 15 working days.

Applicants should also note that in any event neither the Energy Saving Trust nor the Scottish Government is bound to accept any application, nor provide any particular amount of loan funding sought. Energy Saving Trust and the Scottish Government reserve the right to vary or amend the terms of the Scheme or the application process at any time. Submission of an application does not in any way guarantee that an offer of funding will be made.

All applicants must comply with the following eligibility requirements:

1. The organisation must be a Registered Social Landlord and must be a legally constituted entity with a registered address in Scotland and the buildings in which measures are to be installed must be located in Scotland.
2. The housing stock must be social housing owned by the applicant. **Privately owned properties are not eligible for funding under this scheme, including properties purchased under the ‘Right to Buy’**.
3. Whilst the overall project may have already commenced, installation work on the properties being applied for must not have been started prior to the date of issue of a Loan Offer.
4. The improvements to be funded by the Scheme can be found on the Property Details Spreadsheet and the HEEPS: Loan scheme for Registered Social Landlords [webpage](http://www.energysavingtrust.org.uk/scotland/grants-loans/heeps/heeps-loan-scheme-registered-social-landlords).
5. The project for which funds are sought must result in all properties meeting EESSH upon completion of works, or the measures installed must help progress towards EESSH.
6. The organisation may be required to provide information and/or allow access to the properties for Energy Saving Trust or Scottish Government representatives in order to prove that the installations carried out have resulted in the properties meeting the standard required under EESSH, or have progressed towards the EESSH standard.
7. The measure(s) purchased using the loan must be brand new equipment which will be used for the first time in the project.
8. The buildings in which measures are to be installed must be existing buildings in which measures are to be retrofitted and must not be buildings under construction.
9. The organisation can combine funding under the Scheme with other funding received however it must declare all sources of funding in Section D.
10. The receipt of the benefit of the foregone interest in receiving interest free loan funding must not result in the award of incompatible State aid for the purposes of Article 107 of the Treaty on the Functioning of the European Union. The organisation must ensure that funding provided under the Scheme does not result in any breach of European State aid rules.
11. All necessary permissions, licenses and consents must be in place prior to installations taking place.
12. The organisation must demonstrate a minimum level of economic and financial standing and pass an appropriate credit check.
13. The organisation should ensure their installers are selected through a compliant procurement process and are Green Deal certified for the measure being installed. In the case of renewables the installer should be Microgeneration Certification Scheme (MCS) certified and the product should be MCS or Solar-Keymark certified.
14. The organisation should also ensure that all improvements installed comply with the relevant industry standards and are covered by appropriate guarantees. All wall insulation improvements must be covered by an appropriate OFGEM-listed guarantee. Details of which can be found at: <https://www.ofgem.gov.uk/system/files/docs/2017/02/160630_eco2t_guaranteesdocument_v5.0.pdf>.
15. The organisation should ensure that work is inspected by an independent, qualified Clerk of Works. For more complex measures such as EWI it is recommended that at least 50% of works are inspected and records are kept.

If applicants do not satisfy all the eligibility criteria set out above, their applications will be rejected.

**1.6 Assessment by the Panel**

The initial assessment of applications in accordance with Section 1.5 above will be carried out by a panel of Energy Saving Trust personnel. Subject to the approval of the Scottish Government, Energy Saving Trust will then issue formal funding offers to the successful applicants.

**1.7**

* 1. **.7..777**
  2. Nominated officers

The following are the main contacts at the Energy Saving Trust with regard to this scheme:

|  |  |  |  |
| --- | --- | --- | --- |
| Project Manager, Energy Saving Trust | ***Paul Smithies*** | Tel: 0131 555 9158 | ***Paul.Smithies@est.org.uk*** |
| Programme Manager, Loans and Grants schemes | ***Annie Macrae*** | Tel: 0131 555 9147 | ***Annie.Macrae@est.org.uk*** |

1.8 Application Queries

All queries should be addressed to the nominated officers named above.

* 1. Application Documentation

The Energy Saving Trust may in its absolute discretion reject and/or refrain from considering any application if:

* the application is not submitted in accordance with the instructions set out in this application;
* without prejudice to the generality of the foregoing, the organisation makes or purports to make any amendment, variation or qualification to or in respect of any of the terms, conditions or requirements set out in this document, except to the extent (if at all) that any such amendment, variation or qualification is expressly permitted in writing by the Energy Saving Trust (either in another part of this document or in any subsequent document issued by the Energy Saving Trust).

Additional documentation in support of the application may be supplied as long as it is returned at the same time as and in conjunction with the other parts of the application. It should be noted that applicants may be asked to provide additional copies of their applications (either paper or electronic) to assist in the evaluation process.

All information contained in or provided by the Energy Saving Trust and the Scottish Government in support of this application is to be treated as the confidential information of the Energy Saving Trust or the Scottish Government as appropriate.

* 1. Freedom of Information Act

Pursuant to the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004 the Energy Saving Trust may be required to disclose certain information to third parties and/or the public. Organisations applying must notify the Energy Saving Trust in writing when submitting their applications which parts of the documents are considered to be commercially sensitive. Please note that it is not possible to classify the whole document as non-disclosable. Failure to notify the Energy Saving Trust indicates that no commercially sensitive information has been submitted. In any case, all information contained in applications will be shared with the Scottish Government.

* 1. State aid

Organisations must ensure that funding provided under the Scheme does not result in any breach of European State aid rules. The applicant is aware that if the European Commission decides that the funding is incompatible with State aid rules, then the applicant, as the recipient of the aid would be liable to pay it back together with interest at the applicable rate.

**HEEPS: Loan Scheme for Registered Social Landlords 2019/2020**

**2. Project Details**

**Please ensure you have read and understood the introduction to the document that accompanies this specification before completing the form below.**

**Print this form then complete and sign it. The form must be fully completed.**

**Instructions**

To submit your application for the HEEPS: Loan scheme for Registered Social Landlords 2019/2020 you need to complete this form and arrange for an authorised signatory to sign the Declaration in Section F.

You must then supply all of the following documentation:

* One copy of your signed and completed Project Details Form;
* One electronic version of your completed Property Details Spreadsheet

Application forms and supporting documents should be emailed to [**heepsloan.RSL@est.org.uk**](mailto:heepsloan.RSL@est.org.uk)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION A – Applicant details** | | | | | | | | | |
| Organisationname: | | | |  | | | | | |
|  | | | |  | | | | | |
| Company or registered society registration number: | | | |  | | | | | |
|  | | | |  | | | | | |
| Address: | | | |  | | | | | |
|  | | | |  | | | | | |
| Postcode: | | | |  | | | |  | |
|  | | | |  | | | | | |
| Local Authority area: | | | |  | | | |  | |
| Registration number for Registered Social Landlord | | | |  | | | |  | |
|  | |  | | | | | | | |
|  | | | | |  | | | | |
| **Primary contact:** | | | | | | | | | |
| Title: | | | |  | | | | |  |
|  | | | | |  | | | | |
| Forename: | | | |  | | | | | |
|  | | | |  | | | | | |
| Surname: | | | |  | | | | | |
|  | | | |  | | | | | |
| Position in organisation: | | | |  | | | | | |
|  | | | |  | | | | | |
| Telephone: | | | |  | | | | |  |
|  | | | |  | | | | | |
| Mobile: | | | |  | | | | |  |
|  | | | |  | | | | | |
| E-mail: | | | |  | | | | | |
|  | | |  | | | | | | |
| **Secondary contact:** | | | | |  | | | | |
| Title: | | | |  | | | | |  |
| Forename: | | | |  | | | | | |
|  | | | |  | | | | | |
| Surname: | | | |  | | | | | |
|  | | | |  | | | | | |
| Position in organisation: | | | |  | | | | | |
|  | | | |  | | | | | |
| Telephone: | | | |  | | | | |  |
|  | | | |  | | | | | |
| Mobile: | | | |  | | | | |  |
| E-mail: | | | |  | | | | |  |
| **Type of organisation:** | | | | |  | | | | |
|  | Housing Association or Trust | | | | |  | Housing Co-operative | | |
|  | Other *(please give brief details below):* | | | | |  |  | | |
| **Size of total housing stock:**   |  |  |  |  | | --- | --- | --- | --- | |  | 0-49 houses |  | 1,000-4,999 houses | |  | 50-249 houses |  | 5,000-9,999 houses | |  | 250-499 houses |  | 10,000-19,999 houses | |  | 500-999 houses |  | 20,000+ houses | | | | | | | | | | |

|  |  |  |
| --- | --- | --- |
| **About the organisation:** | | |
|  | |  |
| Please briefly explain the main purpose of your organisation, the activities and services you provide and the geographical area(s) that you operate in (100 words maximum): |  | |

**SECTION B – Installation details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Installation details:** | | | |
| Project name: | |  | |
|  | |  | |
| Project status | |  | Please confirm whether this application is to fund extensions to current projects, new retrofit schemes or both |
| EESSH status  (delete as applicable) | | Installations will meet EESSH  Installations will help progress towards meeting EESSH | Please confirm that all properties receiving funding will meet EESSH. If not all properties will meet EESSH please indicate here that the measures to be installed will help the properties to progress towards the EESSH standard. |
|  |  | | |

**SECTION C – Evaluation**

**Please complete the Property Details Spreadsheet available on the Energy Saving Trust website detailing the properties, the measure(s), amount of funding being applied for and the properties’ fuel type.**

**You must ensure you fully complete all necessary sections of this spreadsheet. We will not be able to offer funding to any projects where there is missing information.**

**SECTION D – Funding Application**

**Important –** you cannot apply for a measure that has already been installed, been fully paid for or which has previously received funding from any other government scheme.

Funds awarded to successful applicants must be claimed by **30th June 2020** at the latest. All work must be completed and your claim submitted by this date. Please bear this in mind when stating your planned completion date and drawdown profile.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Total funding application:  (Min £30,000, Max £1,000,000) | | £ | | | |
|  | |  | | | |
| Amount in words: | |  | | | |
|  | |  | | | |
| Total quoted cost  (**excluding** VAT): | | £ | | | |
|  | |  | | | |
| Application as % of total  quoted cost: | | % |  | | |
|  | |  | | | |
| Planned contract start date: | | Month |  | Year |  |
|  | |  | | | |
| Planned completion date: | | Month |  | Year |  |
| Drawdown profile: | | Month/Year |  | Value | £ |
| You may drawdown up to 4 times, if necessary | | Month/Year |  | Value | £ |
|  | | Month/Year |  | Value | £ |
|  | | Month/Year |  | Value | £ |
| Other sources of funding:  For example ECO, own funds |  | | | | |

|  |  |
| --- | --- |
| **SECTION E – Compliance questions** | |
| **Please tick boxes to confirm…**  **If you are unable to tick all boxes to confirm you have met all criteria your application will not be successful.** | |
|  | The funding is to be used to support the capital and installation costs of measures in Scotland that will allow properties to achieve, or progress towards, the EESSH standard. Measures will remain in place for a minimum of 12 months from the date of installation |
|  | The applicant confirms that installations will **NOT** commence prior to receipt and acceptance of a formal Loan Offer |
|  | The applicant agrees to supply the Energy Saving Trust with regular updates on the project as and when requested |
|  | All work will be completed by **30th June 2020** and all claims will be submitted by this date |
|  | The applicant complies with all the other eligibility criteria set out in Section 1.5 (Evaluation) of the application |
|  | If successful, the applicant agrees to provide detailed information about the works at the request of the Energy Saving Trust |
|  | The applicant has fully completed **Sections A, B, C** **and D and included a completed version of the Property Details Spreadsheet** to allow scoring of the application to be undertaken (failure to do this may result in the application being rejected) |
|  | The Declaration in **Section F** has been completed |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION F – Declaration** | | | |
| **Important: It is your responsibility to ensure that you meet the criteria for the HEEPS: Loan scheme for Registered Social Landlords 2019/2020 outlined in the document. It is important that the Declaration is completed correctly. If you make a false or incorrect declaration your organisation may be liable to pay back any funding received with interest. The Energy Saving Trust may request additional information from the applicant for the purposes of assessing the applicant's declaration.** | | | |
| By signing this form, you will be confirming that: | | |
| The information provided in this form is accurate and complete and that the applicant meets all of the eligibility criteria set out in section 1.5 of the HEEPS: Loan Scheme for Registered Social Landlords 2019/2020 application. | | |
| You understand and agree that: (i) as per section 1.5 of the application form, submission of this form does not guarantee that you will receive any offer of funding from the Energy Saving Trust or Scottish Government; and (ii) as per section 1.3 of the application form, any offer of funding will in any event be conditional on you accepting a formal loan offer, including relevant loan conditions, within a timescale specified by the Energy Saving Trust in its Loan Offer. | | | |
| You are authorised to sign this application form for and on behalf of the organisation referred to in this form | | | |
| Signed Date  *for and on behalf of the applicant*  Print name  Position | | |
| **How did you hear about us?** | | |
| Promotional literature  Newspaper  Radio  Email | Recommendation  Show / exhibition  Search engine  Website | Home Energy Scotland advice centre  Installer  Other |
| **Data Protection** | | |

The Energy Saving Trust will process your details provided on this form for the purpose of monitoring, processing, assessing and administering your application, and for the purposes set out in our Data Policy. We may need to re-contact you for further information to support your application. The Energy Saving Trust will retain your information for monitoring purposes (this shall include retaining your details in the event that your application is unsuccessful for the purposes of fraud prevention, notifying you of any future schemes that may be of benefit to you if you do not choose to opt out by ticking the box below, [and for the purposes of monitoring new applications [under any scheme] against those that have been unsuccessful]), and may need to contact you in the future to assess customer satisfaction. The Energy Saving Trust may pass your details provided on this form on to the Scottish Government who fund the scheme, any alternative service provider that assumes responsibilities for the services or part thereof provided by the Energy Saving Trust, and Audit Scotland which is responsible for checking that public money is spent properly, efficiently and effectively. The Energy Saving Trust will also share details provided on this form with other funding bodies to ensure that no double funding of installations occurs.

In the future the Energy Saving Trust would like to contact you with information including details of special promotions that can help reduce your energy bills and your impact on the environment, [or if you are unsuccessful in your application, the details of future schemes that may be of benefit to you (at our sole discretion)]. By submitting this form to the Energy Savings Trust, you agree to being contacted by these methods for these purposes.

If you do not want to receive this information, please tick here: 

The Energy Saving Trust’s Data Policy is available at <http://www.energysavingtrust.org.uk/domestic/content/privacy> or you can request a copy from the Data Protection Officer at The Energy Saving Trust’s registered office address.

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