**Winchester City Council Grant Scheme**

**Green Business Grants Application Form**

**Section One**

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| **Eligibility**  ***If you have answered ‘No’ to any questions, please do not proceed with this application.*** | |
| Are you a business based in and operating from within the Winchester District?  *Please see our* [*Ward Map*](https://www.winchester.gov.uk/councillors-committees/ward-map) *for more information.* | Yes / No |
| Are you a small business that does not employ more than 50 people? | Yes / No |
| Were you actively trading on 30 April 2024 not in administration, insolvent or has had a striking off notice made? | Yes / No |
| Do you have an independent energy or carbon assessment by a qualified assessor that recommends the project that you are applying for a grant for. Please refer to the Winchester City Council supported carbon audit service if you would like to arrange an assessment of your business? | Yes / No |
| Are you able to provide at least 50% match funding for your project? | Yes / No |
| Do you have all necessary insurances, polices and permissions in place, including planning permission, to enable you to deliver this project? | Yes / No |
| Do you have a project that can be delivered by 31 December 2024? | Yes / No |

**Section Two**

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| **Contact and payment details** | |
| Business name |  |
| Telephone number *(of the person we need to speak to if we have any queries about the application)* |  |
| Email address |  |
| Website address |  |
| Business address |  |

**Section Three: Project Details**

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| **1. Which Carbon Neutrality Action Pathway(s) will your project contribute towards? *Please select at least one option from the list below.*** | |
| Reduce energy consumption |  |
| Reduce transport carbon emissions |  |
| Increase renewable energy generation / purchase |  |
| Carbon sequestration through nature-based solutions |  |
| Support creation of local carbon credits |  |

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| **2. Please outline the project that you are applying for funding for and give details on how you expect it to contribute towards the Council’s Winchester District Carbon Neutrality Action Plan.**  [***Click here to view the Winchester Districts Carbon Neutrality Action Plan.***](https://www.winchester.gov.uk/climate-change-and-energy/carbon-neutrality-action-plan) |
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| **3. Please describe the expected outcomes/impact for your project.**  ***Where possible, please quantify your expected outcomes such as energy savings, reduction in emissions or increases in recycling.*** |
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| **4. How will you monitor and evidence that these outcomes have been achieved?** |
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| **5. What is the proposed start and completion date for your project?** |
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| **6. Please list the key project milestones along with expected delivery dates.** |
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| **7. Are the premises owned or leased?**  ***If leased please confirm the date that the tenancy expires, along with confirmation that you have landlord permission for the project.*** |
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| **8. Licencing and permissions** | |
| Is your facility a listed building? | Yes / No |
| Is planning permission required for this project? | Yes / No |
| If planning permission is required, has it been granted? | Yes / No |
| Have all other necessary licenses and permissions been obtained? | Yes / No |

**Section Four: Finance**

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| **1a. Please provide a breakdown for the full cost of your project.**  ***For each item, please indicate where you intend to obtain the item from and enclose estimates/quotes. We do need to see evidence for the costs you are outlining so please do not just submit a list of costs - you could submit a previous invoice, website links or quotations as evidence. Applicants should obtain three quotes for items of expenditure above £2,500.*** | | |
| **Item** | **Cost** | **Evidence** |
|  |  | Yes / No |
|  |  | Yes / No |
|  |  | Yes / No |
|  |  | Yes / No |
|  |  | Yes / No |
|  |  | Yes / No |
|  |  | Yes / No |

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| **1b. Additional information** | |
| Is your business VAT registered? | Yes / No |
| If yes, please provide your VAT registration number |  |
| Please confirm the total value of your project | £ |
| Please confirm the total value of grant requested from Winchester City Council. This must be no more than 50% of your total project cost. | £ |

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| **2a. Please detail the other sources of funding for the project.**  ***Please include in this section where your match funding is coming from.*** | |
| Confirmed grants |  |
| Grants awaiting decision |  |
| Fundraising and other income |  |
| Any remaining shortfall |  |

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| **2b. If a shortfall is indicated, please explain how this will be met.** |
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| **3. What would happen if we partially awarded the grant or if you were unsuccessful?** |
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**Section Five**

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| **Declarations** | |
| I confirm that I have all the necessary policies in place, including planning permission. |  |
| I declare that to the best of my knowledge and belief the information supplied on this application and in any supporting material whether supplied now or subsequently is correct or will be correct. |  |
| I confirm that I have the authority to sign on behalf of the organisation making this application. |  |
| Date:  Name of signatory:  Job title of signatory:  Signature: | |
| **If completing this form electronically:** I confirm that checking this box is the legal equivalent of my handwritten signature on this form. |  |

**Data Protection Statement**

Any personal data you supply on this application form will only be used for purposes in connection with the Winchester City Council Grant Scheme.

In line with our transparency reporting procedures, we would however, publish a list on our website ([www.winchester.gov.uk/business](http://www.winchester.gov.uk/business)) of businesses we have awarded grants to.

The Council's data protection and privacy policy was detailed upon registration of this system. Should you require a refresh of this information please see links below:

* [Winchester City Council - Privacy Policy](http://www.winchester.gov.uk/about/privacy-policy)
* [Winchester City Council - Data Protection and Privacy protocol](http://www.winchester.gov.uk/about/data-protection-privacy)

**Subsidy control**

In accepting funding the business shall comply with all [Subsidy Control](https://www.gov.uk/government/collections/subsidy-control-regime) rules and shall ensure that all requirements for all such rules shall we met.

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