**Brent Energy Efficiency Grants for Buildings**

**Grant Application Guidance**

Applications are open from 2nd July 2025 and close 26th September 2025. Applications will be reviewed regularly during this period and funding will be awarded on a first come first served basis. **All applications must be submitted by 26th September, 2025.**

Applying does not guarantee that any funding will be awarded. All grant funding allocations are at the sole discretion of Brent Council.

Please be as accurate as you can. If you give information that is found to be incorrect, it could affect your ability to claim funding for your project.

Please ensure that you complete all sections of the application form before you submit it.

Applications must be made via Groundwork London’s online portal only, which you can find the link to on [Groundwork’s website](https://www.groundwork.org.uk/london/brent-energy-efficiency-grants-for-buildings/). This document is guidance only to assist you to apply. Any other form of application will not be accepted.

**Application Questions and Guidance**

**Section 1 - Organisation information**

*This section covers details about the organisation applying for funds.*

1. **Organisation’s trading name**

*Some organisations may have a different trading name (also known as business name) to their registered name on Companies House.*

1. **Organisation’s registered name**

*This is your registered name on Companies House. If your company is part of a group of companies, please give the registered name of the group as well.*

1. **Organisation’s Registration Number**

*Also provide your group registration number, if applicable.*

1. **Are you VAT registered?** *[Yes / No]*

**If yes, provide your organisation’s VAT Number**

***Please Note:*** *If your organisation* ***is*** *VAT registered, we will* ***NOT*** *pay VAT on the goods/services incurred as part of this grant. If your organisation* ***is NOT*** *VAT registered, we* ***WILL*** *pay VAT on the goods/services incurred as part of this grant.*

1. **Organisation’s Address**

**Primary Contact details -** *Please provide contact details of the main person leading on the project delivery. All successful grantees are required to keep Groundwork informed of any changes to their project and the main point of contact.*

1. **Full Name**
2. **Position**
3. **Phone Number**
4. **Email Address**

**Secondary Contact details -** *Please provide contact details for the person who will be contacted should we be unable to contact the primary contact in relation to this grant. This person must be different from the Primary Contact above.*

1. **Full Name**
2. **Position**
3. **Phone Number**
4. **Email Address**
5. **Is your business part of a group of companies?** *[Yes / No]*

**If yes, please provide details and explain how the businesses are linked.** *[max. 100 words]*

**Attach information that supports your answer above relating to links to other businesses.**

*If your company is part of a group of companies, please provide the following information for* ***the full group.*** *By a group of companies we mean:*

* *Where a company is a subsidiary of another company or part of a formal group of linked companies.*
* *Where two or more companies are under common control with shared activities and/or accounts.*
* *Where one individual (with a controlling interest) carries out activities at two (or more) companies in a related field e.g. a person is a Director at two companies delivering similar services.*
1. **What is your Company’s expected turnover for the current full financial year?**
2. **What is your expected balance sheet value for the current full financial year?**
3. **In the previous two financial years, has your balance sheet value for each year been more than £18 million?**
4. **Do you have more than 250 full time equivalent employees, excluding apprentices?**

*This should include full-time, part-time, temporary and seasonal staff. Don't include: employees on parental leave.*

***Please Note:*** *Having more than 250 full time equivalent employees does not make your application ineligible, but priority will be given to those that have fewer than 250.*

1. **Attach a copy of your most recent financial accounts, including balance sheet for the most recent complete financial year.**

*Please provide the full version and not abbreviated accounts.*

1. **Attach management accounts for the period since the last set of completed annual accounts.**
2. **Attach information that supports your answer above relating to the number of full time equivalent employees.**
3. **Upload any additional information you want to support your application, such as a diagram of the structure of the group.** *[Optional]*

**Section 3 - Proposed Works**

*This section covers details regarding the activities of the organisation and the energy efficiency intervention/s that are planned.*

1. **Provide a brief summary of your organisation’s activities.** *[max.100 words]*

*This should be an account of what your organisation does on a day to day basis.*

1. **Have you received an energy efficiency audit carried out by a Certified Energy Auditor?** *[Yes / No]*

**If yes, please upload the audit report to your application on the online portal.**

1. **Is your organisation signed up to the** [**Brent Climate Charter**](https://www.brent.gov.uk/business/business-advice-and-support/brent-business-climate-charter#climatecharter)**?** *[Yes / No]*
2. **Clearly explain what you intend to use this grant for.** *[max. 500 words]*

*Please give full details, including any equipment you intend to purchase and suppliers or subcontractors involved. If applicable, include any background information that affects the cost of the work (e.g. need for scaffolding, specific design features etc.)*

*If you have not received an energy efficiency audit from a Certified Energy Auditor, you must provide clear evidence of the intervention you are applying for and robust reasoning as to why you have chosen it.*

*Some suitable interventions include, but are not limited to:*

* *Solar panels*
* *Replacing single-glazed windows with double-glazed*
* *LED lights*
* *Smart/wireless thermostatic radiator valves (TRVs)*
* *Insulation*
* *Alternative refrigerants*
* *Smart metering*
* *Energy efficient equipment upgrades*
* *Low carbon heating systems*

*Things that are not eligible for funding under this grant include:*

* *Electric vehicles*
* *Fossil fuel heating systems*
1. **How would the grant help your organisation? What are the implications of not receiving a grant?** *[max. 200 words]*

*Please be as specific as you can, as this allows us to understand fully the impact of the works.*

1. **Is the proposed work reliant on any external factors, for example necessary steps before you can start? If yes, provide a summary of what these are and the likely timescales involved.** *[max. 200 words]*

*This may include landowner or planning permission, preliminary works not covered by this grant, securing additional funding etc.*

1. **Please provide any other relevant information that you wish to regarding this grant application that you feel will assist the awarding panel.** [max. 200 words] [Optional]

**Section 4 - Budget**

*This section asks for your proposed budget, how you have chosen suppliers, and evidence of other sources of funding (if required).*

***Please Note:*** *You need to consider VAT within your budget, alongside whether you are registered for VAT or not. For example:*

* *You should not include VAT on items that you will be claiming VAT back on.*
* *If you are not able to claim back VAT, you should include the full cost of any item, including VAT.*

*If you are unsure of how VAT affects you or your project, you will need to seek financial advice. Groundwork is not qualified to give advice on the impact of tax on your project.*

1. **How much grant money are you applying for?**

*You can apply for a grant of up to £9,000 or 100% of the works to be undertaken, whichever is less. You can apply for less than £9,000. If the total cost of the works is more than £9,000, you must fund the remaining amount.*

*However, if this is a barrier to you completing these works, we will consider applications for higher funding amounts if you provide robust reasoning, can evidence a need and have a comprehensive delivery plan. This will be discussed with the funder and be reviewed on a case-by-case basis.*

*\*\*Please note, we will need to see evidence of payment for services by bank account or credit card, cash payments for work will not be accepted.*

1. **Provide a breakdown of the total expenditure required to implement the entire intervention and clearly identify what costs this grant will cover.**

*[See example below]*

|  |  |  |
| --- | --- | --- |
| ***Description of budget item, including Supplier*** | ***Total Cost*** | ***Amount to be covered by Grant*** |
| *10 x solar panels* | *£10,000* | *£9,000* |
| *Installation labour* | *£2,000* | *£0* |

1. **Attach all quotes for the work covered by this grant**

*You are required to provide* ***at least two quotes****, unless you have very robust reasoning not to.*

1. **Which supplier have you chosen for each item and why?** *[max. 500 words]*

*You cannot use any supplier that is linked to your organisation. You are not obliged to accept the lowest quote, but a written explanation of the reasoning behind your decision is required. If it has not been possible to get two or more quotes, you must describe your reasonable efforts to get at least two quotes.*

1. **What other source(s) of funding (aside from this grant) will you use to fund your proposal, if applicable? Please set out the funding source, whether it is agreed, agreed-in-principle or applied for etc.** [max. 200 words]

*Sources of funding can come from a range of places, such as Company reserves, cash or equivalent, Business, bank or director loan, other grant funding etc.*

1. **Upload evidence of the other funding source(s) to be used for your proposal.**
2. **Grants will be paid 75% upfront and 25% paid in arrears upon completion of works and submission of satisfactory claim form and evidence. On exception, we may be able to facilitate alternative payment schedules if required. If this is necessary, please provide robust reasoning why.** *[max. 200 words]*

*This will need to be reviewed and approved by Brent council. We cannot pay 100% of the grant money upfront under any circumstances.*

1. **Has your business received any grants or other EU/UK government or local authority support (e.g. reliefs, state-funded support or grants) under the de minimis regulation in the past 3 years? Please give details.** *[max. 200 words]*

*Please contact the council if you have any queries on this at* *Business@brent.gov.uk*

1. **Are you currently seeking any other de minimis grants or other EU/UK government or local authority support – for example, grants? Give Details** *[max. 200 words]*

**Section 5 - Declarations**

1. **Read and confirm the following declarations:**
	1. **Are you knowingly related to any employee of Brent Council or Groundwork?** *[Y/N] If yes, please provide details on a separate sheet*
	2. **Have any of your owners or directors ever been involved in businesses that have been placed into administration or liquidation?** *[Y/N] If yes, please provide details on a separate sheet*
	3. **Have any of your owners or directors ever been bankrupt or established an IVA?** *[Y/N] If yes, please provide the court details and reference number(s) on a separate sheet*
	4. **Do any of your owners or directors have any County Court Judgements?** *[Y/N] If yes, please provide the court details and reference number(s) on a separate sheet*
	5. **Have any of your owners or directors ever been disqualified as a company director?** *[Y/N] If yes, please provide details on a separate sheet*
	6. **Do you have outstanding debts for VAT (if relevant) or local taxes (including Business Rates and PAYE) that are unpaid to date?** *[Y/N] If yes, please provide details on a separate sheet*
	7. **Are you presently in dispute with Brent Council?** *[Y/N] If yes, please provide details on a separate sheet*
2. **If you have answered yes to any of the above questions please provide further information here in order that we are able to understand fully your situation.** *[max. 500 words]*