

London Borough of Merton

Business Energy Efficiency Support Scheme

Prospectus 2025/26



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1. Programme Purpose

The Merton Business Energy Efficiency Support Scheme will provide energy audits and match-funded grants for local businesses¹. Once an eligible business has submitted an Expression of Interest they may receive an energy audit which recommends measures to improve their energy efficiency. After receiving their energy audit report businesses will be able to apply for match-funded grants (providing at least 50% of funding themselves). The match-funded grants will fund energy efficiency improvements to buildings and / or plant to support local businesses in Merton in reducing their operational costs (e.g. energy bills) and emissions. The audit and grants will be funded by the London Borough of Merton.

Following the Council's declaration of a Climate Emergency in 2019, [Merton's Climate Strategy and Action Plan](#) set out a pathway to net zero emissions for the borough by 2050. Some of the core objectives within this strategy are built around supporting the transition to a low-carbon and circular economy and supporting businesses to become more energy efficient and reduce their carbon footprints. In 2021, 26% of emissions in the borough stemmed from energy use in commercial buildings and so constitute a significant portion of overall borough emissions. Improving the energy efficiency of these buildings will contribute towards meeting the London Borough of Merton's 2050 borough-wide net-zero target whilst also helping businesses manage their energy usage more efficiently and save money on their energy bills and running costs.

Merton businesses face barriers when reducing carbon emissions such as lack of time and resource, costs, and a lack of guidance or in-house expertise; these barriers are particularly acute in small and micro businesses. In Merton, 99% of businesses are categorised as small or micro enterprises. This programme aims to provide a pathway for such businesses to receive technical advice, funding and support to improve the energy efficiency of their premises and / or plant.

The London Borough of Merton has partnered with Groundwork to deliver advice and support for energy audits and grants. Groundwork works with communities and businesses throughout London supporting carbon reduction and improving environmental awareness whilst considering the economic benefits that can come with such work. They have over 25 years of experience supporting

¹ A business is defined as an organisation or enterprising entity engaged in commercial, industrial, or professional activities. It can be for-profit or nonprofit, and it aims to provide goods or services with the intention of making a profit or fulfilling a specific purpose.



communities in a range of ways and are eager to support businesses in Merton to benefit from this programme.



The key objectives and outcomes of the scheme are to:

- Engage and educate businesses on the benefits of making energy efficiency improvements.
- Undertake detailed energy audits of the premises and plant of engaged businesses and provide them with a tailored energy savings plan.
- Align business support with a match-funded grant programme that helps businesses overcome cost barriers to energy efficiency improvements.
- Enable a reduction in operational running costs for businesses in Merton.
- Enable a reduction in carbon emissions from commercial properties to support Merton's borough-wide 2050 net-zero target.

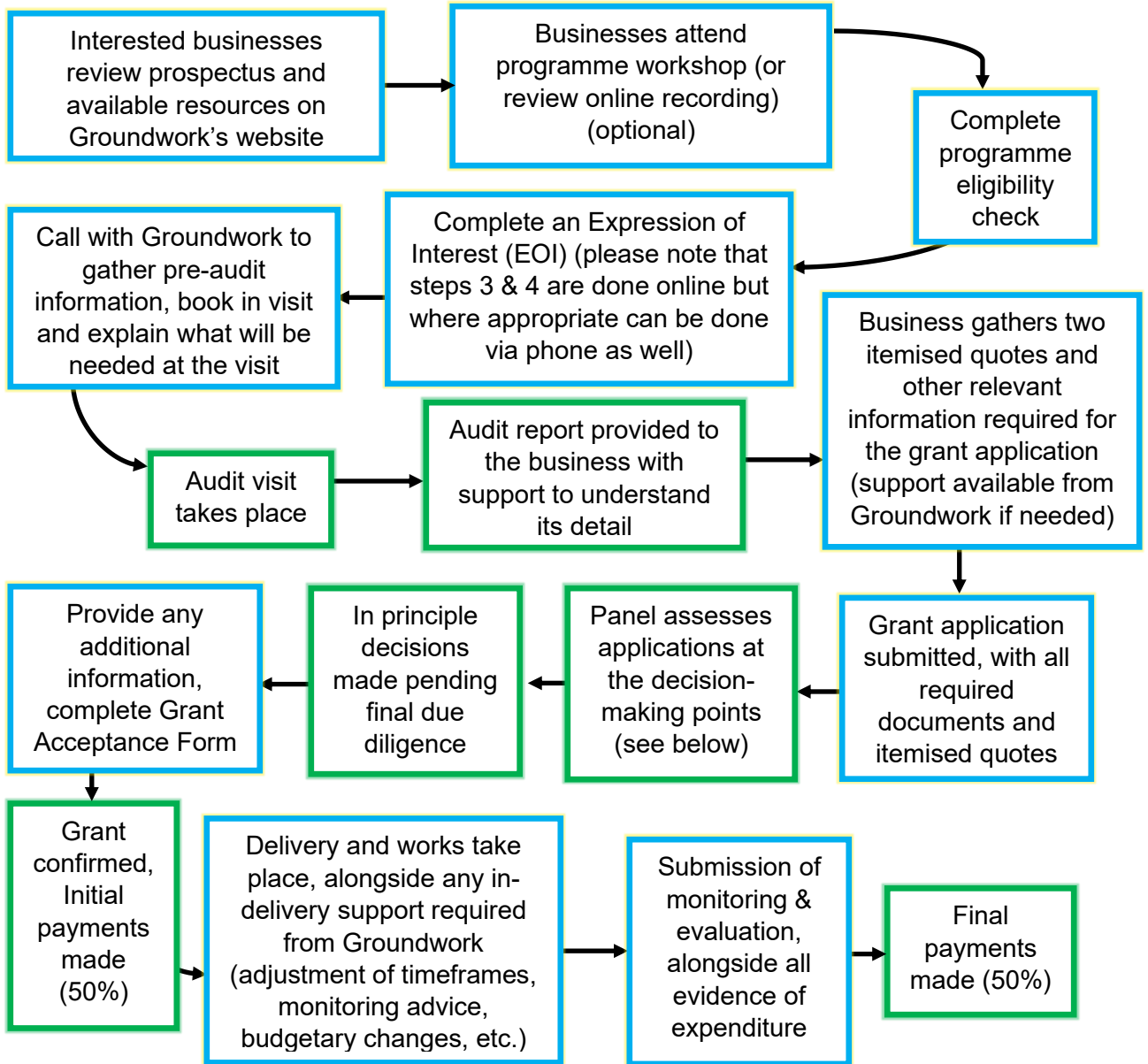
2. The programme journey for businesses

Businesses will engage with one continuous process creating a clear and understandable journey through the programme. They will be supported at all



times by the Groundwork grant team, supported by our energy audits specialists. Below sets out the journey that will be followed (with steps taken by businesses in blue and Groundwork in green):

Figure 2: Full Programme Journey for Business



For a simplified version of the application process, please view the **four-step application process** table, which is available on the webpage.

3. Who does the programme support?

To qualify for support through the programme (for both audits and grants), businesses must be:

- A business with a trading address / that operates from commercial premises in the London Borough of Merton
- A business that employs less than 250 employees and has an annual turnover of less than £36m
- A business that is not owned by a larger company or group that employs more than 250 employees or has an annual turnover of more than £36m
- A business that is investment ready, willing and able to cover 50% of the costs of any works agreed as part of the grant application
- A business that can make changes to their business premises (because they own the premises, have a lease with at least 5 years left or have support from their landlord to make changes to the premises)
- The business is responsible for paying their own energy bills
- A business that has not received more than £315,000 in reliefs, state-funded support or grants in the last 3 years. You can find more guidance on UK Subsidy controls [here](#).

Businesses must meet all elements of the criteria above to be eligible.

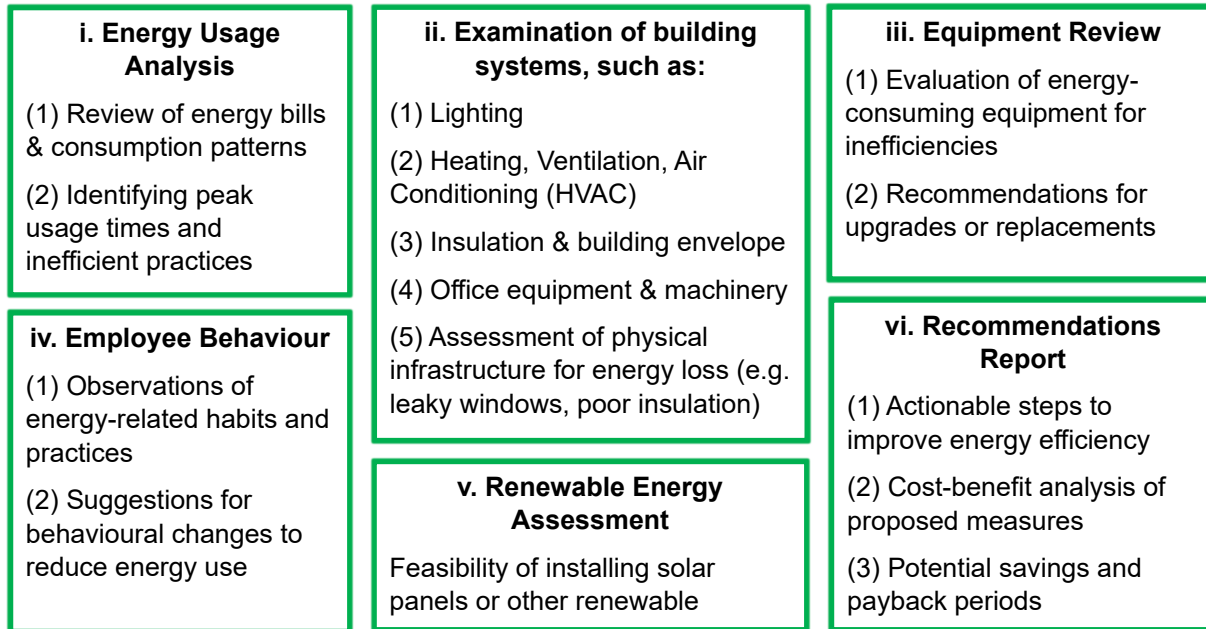
4. What support is on offer?

The programme provides two types of key support for eligible businesses. These are receiving an Energy Efficiency Audit and receiving grant match-funding to carry out Energy Efficiency interventions. Below sets out more detail on these two types of support:

- a. Energy Efficiency Audit
A business energy efficiency audit provides a detailed assessment of how your business consumes energy and identifies opportunities to reduce waste, cut costs, and improve sustainability. Here's what such an audit typically includes:



Figure 2: Audit Information



The report produced from the audit provides support and information enabling your business to understand ways in which it can save energy and money. You can find a **template energy audit report** to explain what information this includes at Appendix 1.

Whilst not all of these recommendations would need funding to enact, such as changing employee behaviours, some may require financial support and that is where the grant funding comes in.

b. Energy Efficiency Grants

Businesses which have had an energy efficiency audit will be able to apply for between £3,000 and £15,000 in match-funding for interventions which have been set out in the audit report. Businesses will need to fund at least 50% of the overall cost of the works and meet other eligibility criteria. Prospective grantees will be supported through the application process with our guidance, including recorded programme workshops, and also through email and phone communication from Groundwork’s grants team.

If you have not received an energy efficiency audit from a Certified Energy Auditor, you may be able to apply for a grant but you must first contact Groundwork to discuss evidence for your proposal. Applications for grant



funding where there is no audit will not be eligible unless there is robust reasoning which has been previously discussed with and accepted by Groundwork.

Please note that you will need to provide **at least two itemised quotes for all grant funded works proposed in your grant application**, unless you have very robust reasoning not to. If you do not have this, your application may not be considered for funding.

The grants can cover a range of interventions, such as:

- i. Solar panels
- ii. Replacing single-glazed windows with double-glazed or triple-glazed windows
- iii. LED lights
- iv. Smart/wireless thermostatic radiator valves (TRVs)
- v. Smart metering
- vi. Insulation
- vii. Energy efficient refrigeration
- viii. Energy efficient equipment upgrades
- ix. Low carbon heating systems

Items that are not eligible for funding under this grant include:

- i. Electric vehicles
- ii. Fossil fuel heating systems

If you have already identified potential energy efficiency interventions for your business, you may want to seek itemised quotes for the proposed works ahead of receiving an audit report, in order to speed up your application submission.

If, when you are applying, you are unsure whether a particular intervention would be eligible then please do get in contact to discuss this (see section 8 for contact details).





5. How do I book an audit?

Section 2 above sets out your journey through the programme, with steps 1 to 7 covering the audit elements of the programme. Here we provide a little bit more information on that aspect.

Before booking an audit, it is important that you read through the entirety of this prospectus to understand fully what is on offer, and more importantly, that your business is eligible to apply. We would also recommend you read through the grant [Application Questions and Guidance](#) at this point, so you are aware of the information you will need to provide later in the process.

You may also want to attend one of our programme workshops or at least watch the recordings which will be made available shortly after our first session. The dates for these are set out in section 7 below. These will help to explain the information provided in this prospectus and provide another way to find out about the programme.

Once you have read and watched the information, you will need to complete the eligibility checker. This is just to ensure your business can benefit from the programme and avoid wasting your time if you are not eligible. After completing this you will be able to access the Expression of Interest form, which asks some very basic questions about your business and its size. You can access the

Eligibility Checker and Expression of Interest form [here](#), though we advise you read the whole of this prospectus before starting.

Once you have submitted your Expression of Interest, we will be in contact with you to book a pre-audit call, in which we will gather any necessary information from you and explain what will be needed when the audit is carried out (i.e. what access might be needed and who should be present). There may be some questions you don't know the answer to during that pre-audit call – that may be fine as we can answer those during the visit. We will also book in the time of your visit.

Whilst you may not need to contact us prior to submitting your Expression of Interest, we understand you may have questions you wish to discuss. We are keen to have a process which is efficient for businesses, and so, if you do call us to discuss any questions, where possible and appropriate we may be able to work through the eligibility checker, Expression of Interest and pre-audit stages with you on the call.

Section 7 below sets out timeframes of when you can expect an audit and a report when booking a visit. Section 8 provides our contact details if you would like to give us a call.

6. How do I apply for a grant?

Once you have an audit report you will be able to apply for a grant. You will be provided with a link to the application form on our portal, which is where you must complete your application (we are not able to take emailed or other versions of applications). You will be able to look through these questions prior to starting the application, as our [Application Questions and Guidance](#) document on the website will allow you to review what will be needed to complete the online form.

Please note: If your business has previously undertaken an energy audit and received a report outlining recommended energy efficiency improvements that may be eligible for funding via this scheme, you may be able to apply directly for a grant. To confirm your eligibility and discuss next steps, please contact Groundwork directly (see section 8 for contact details).

Please ensure you do answer all the questions with as much detail and as accurately as possible.



At Appendix 2 you can find the Online Application User Guide, which is also on our website [here](#).



7. Project timetable and timescales

This section of the prospectus sets out the date of events throughout the programme, but also timeframes you can expect between certain events. Please note that these timeframes may change depending on the number of Expressions of Interest and grant applications received, but we will aim to give you accurate estimates at relevant points.

a. Programme timetable

Programme launch	30 October 2025
Programme Workshop 1	17 November 2025, 2pm
Programme Workshop 2 (exact date TBC, please see webpage for updates)	17 November – 1 December 2025
First Deadline for grant applications	15 December 2025*
Second Deadline for grant applications	2 February 2026
Third Deadline for grant applications (if required)**	2 March 2026
Fourth Deadline for grant applications (if required)**	25 May 2026
All grant supported works completed	16 November 2026

All monitoring submitted by grantees	30 November 2026
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* This date has been extended by a week from 8 December 2025

** Please note that grant funding for Merton businesses is limited and allocated to eligible applications on a first come, first served basis.

This may result in all monies being allocated prior to the later grant application deadlines. Where this happens, this will be made clear on the webpages. We therefore suggest that grant applications are made as promptly as possible after receiving audit reports.

b. Expected timescales

This section provides some indicative timescales by which you can expect events to happen in relation to the programme journey. Please do note that some of these may vary depending on the number/level of Expressions of Interest and Grant Applications received, as well as your availability and/ or response times. Where possible we will keep you updated on any variation we foresee from the expected timescales below.

Response to query by email	3 working days
Pre-audit call held after Expression of Interest	1-2 working weeks
Audit visit after pre-audit call	1-2 working weeks
Audit report after audit visit	1-2 working weeks
Time needed to complete grant application form	1 working week
In principle decision after relevant deadline	2 working weeks
Payment after grant acceptance form completed with any clarifications	2 working weeks

8. Contact Details

If you have any queries about the programme, please contact the grants team at Groundwork on:

Phone: **0207 237 1390**

Email: **MertonBEESS@groundwork.org.uk**



Appendix 1 – Example of Energy Efficiency Audit Report

GROUNDWORK
 CHANGING PLACES
 CHANGING LIVES



Business Energy Efficiency Audit Report

Contact & Client Information

Registered Company Name	
Company Trading Name	
Site Address	
Organisation Representative	
Date of Site Visit	
Date data received	
Date of Report	

Action Plan Summary

Recommended Measure	Cost (£)	Saving (£)	kWh Savings	CO2e Saving (tCO2e)	Capital Cost (£)	Payback Period (years)



Background and Site Details

BLANK is a small business situated in Merton. The owner of the property has been there for approximately **BLANK** years. The unit accommodates three spaces. The shop floor and two offices. These spaces are single glazed and contain older in-efficient radiators.

Resource Consumption

The table below indicates resource consumption rates for the last year.

Resource	Annual Consumption	Unit Price	Total Annual Cost (£)
Electric*			
Gas*			

*Estimation based on the overall total annual cost provided by Company

Electricity Usage - Electricity is used on-site for various operations, including the provision of lighting, and all equipment in the office spaces. The lighting system is a combination of downlight slim LED lights and fluorescent tubes. The LEDs are energy efficient but the fluorescents in the other areas should be replaced with more energy-efficient ones. There is also no good practice of turning the lights off during the day, which contributes to increased energy consumption. Therefore, the easiest way to save energy is to continue to make use of the natural light available and to switch off the lights when people go out or when there is enough natural light.

Gas Usage - The gas usage on the premises is for heating and hot water, This is set on a timer which reflects the usage by the business

Recommended Measures

RECOMMENDED MEASURE 1

Action 1	Cost Savings (£/year)	kWh Savings	CO2e savings (tCO2e/year)	Capital Cost (£)	Payback Period (years)

LED lights	£500	1,440	0.6	£300	0.6
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Current situation - Fluorescent lights on-site

Recommended Solution - Replacement of LED lights

Further Information and Guidance

-<https://www.thecalculatorsite.com/energy/led-savings-calculator.php>

-Type of lights

Assumptions

- An LED light bulb typically uses up to 90% less energy than regular incandescent or halogen light bulbs

and lasts far longer. This opens savings in two ways:

- On your electricity bill
- On having to change your light bulbs less often
- In addition to saving, your money, LED light bulbs also help you reduce waste because they use less energy and are often recyclable

RECOMMENDED MEASURE 2

Action 2	Cost Savings (£/year)	kWh Savings	CO2e savings (tCO2e/year)	Capital Cost (£)	Payback Period (years)
Efficient Radiators	£300	1,470	0.5	£3,000	10.0

Current situation - Poor energy-efficient radiators

Recommended Solution - Suggesting more energy-efficient radiators to the tenants

Further information and guidance

- Type of smart radiators

Assumptions

- Latest ceramic core technology – up to 40% more efficient than old electric heating
- Smart controls- heat different rooms at different temperatures and at different times

RECOMMENDED MEASURE 3



Action 1	Cost Savings (£/year)	kWh Savings	CO2e savings (tCO2e/year)	Capital Cost (£)	Payback Period (years)
Double glazed windows	£1,080	3,000	0.6	£7,000	6.5

Current situation – There are 6 single-glazed windows on the premises

Recommended Solution – Upgrade to double glazing

Further information and guidance

- <https://www.doubleglazingnetwork.com/blog/window-energy-ratings-complete-guide/>
- <https://householdquotes.co.uk/how-much-does-upvc-double-glazing-cost/>
- Prices of double-glazed windows vary depending on the style, material, and size. Other factors may also affect your final bill, for instance, the number of windows, type of glass, frame colour, the floor where you want to install the window (e.g., ground floor vs the second floor), installation and potential delivery costs.

Assumptions

- Double glazing can save you money on your energy bills
- Retaining 10% more of the heat in your property and having the double glazing installed means that the cost of running your central heating will be considerably less over time.
- Window manufacturers can show the energy efficiency of their products using an energy-rating scale from A++ to E. The entire window (the frame and the glass) is assessed to allow for heat loss, draughts and solar gain, giving a rating that indicates the overall impact of fitting that window in your home.

Further General Advice and Information

Utility Billing – During the audit visit you shared that your bills are based on estimated usage, providing accurate meter readings to the energy provider could led to other benefits including;



1. you are billed correctly – there are a lot of estimated bills in the electricity information provided.
2. you know what energy is being used when the business is closed, at night and over the weekend – this will help you to target unnecessary usage and ensure all equipment, that can be, does get switched off.

Notes and Disclaimer

This letter and audit report has been produced in good faith and within a limited time frame. In addition, it should be noted that the resource efficiency audit conducted on your company is not a technical compliance audit and no testing or sampling of polluting agents (land, air or water) has taken place. Groundwork and its advisors/consultants will make every effort to ensure the information provided through this report is appropriate and accurate, however, only the courts can authoritatively interpret the law and only acts, and regulations have the force of law. The final decision regarding any advice/information provided by Groundwork is the commercial responsibility of the participating business client. This report has been produced, checked and approved for issue under Groundwork's quality assurance system.

Groundwork cannot accept responsibility for errors/and or omissions within this document or loss occasioned by persons acting or refraining from action as a result of the material in this document. We have endeavoured, where appropriate, to provide background information and contacts, however, where required, further advice and information can be sought from Groundwork – Telephone 0207 239 1390



Online application user guide 2025/26



Introduction to this user guide

This guide takes you through the process of registration, logging in, site navigation, and completing and submitting your application. It should be read alongside other guidance documents including the Application Questions and Guidance.

You apply through a web portal called Blackboard Grantmaking (BBGM). This portal helps you to manage your application by providing a dashboard where you can view the status of your application and any supporting documents all in one place.

You will be able to save and come back as many times as you like to your application form before you submit it, and you can receive updates on the status of your application. BBGM will also allow us to provide you with support throughout the process.

1. Registration

You will be provided with a link by Groundwork to apply online. This will be either following your Audit report or following a conversation with Groundwork.

This link will take you to the Blackbaud Grantmaking (BBGM) portal where you may need to create a new account or login.

How do I create an account?

To create an account, follow the steps below:

1. Select to continue with your Email
2. Enter in a valid email address
3. Click send verification code to verify your email address
4. Enter the one-time passcode to confirm your email
5. Enter in a valid password

Tip: Password requirements: At least 12 or more characters, with at least one uppercase, lowercase, number, and special character.

7. Enter first and last name
8. Click the button Sign Up to create the account

You should receive the confirmation email within a few minutes of the request. If your confirmation or invitation emails are not delivering to your mail inbox, follow these troubleshooting steps:

1. Check your junk or spam folder.
2. Delete your cookies
3. Try using an email address associated with a person (e.g. jane@company.co.uk), rather than a generic business email address (e.g. admin@company.co.uk). These email addresses may get blocked for security reasons.
4. Navigate to app.blackbaud.com > Click continue with email > Enter your email address > Click the Forgot Password link to begin the password reset process.

To ensure that you receive all correspondence relating to your application, please save the following email address within your contacts: noreply@yourcause.com. Otherwise, some important emails may go to your junk/spam folder.

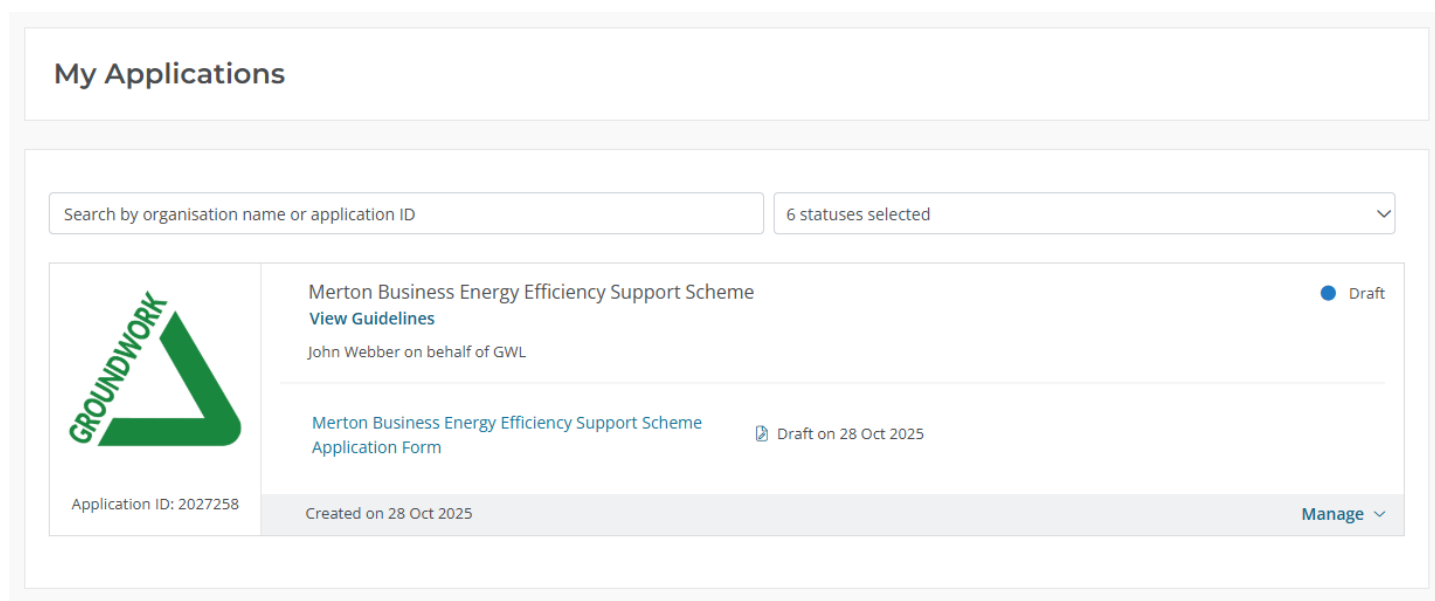
2. Logging in

Once registered, you can log in to your dashboard area by clicking on the link provided in your verification email. You will be asked to enter your email address and password. If you have forgotten your login information you can reset your password by clicking on the 'Forgot your password?' link.

Once logged in, you will be able to access your dashboard where you will find your in-progress application.

3. Dashboard

Your dashboard will display the application that you have started, and any that are in progress (on the basis that you may have applied for other grants through Groundwork). The image below is an example of what you will see once you have logged into your account.



4. Applying online

The online application form has seven sections:

1. Business Information
2. Proposed Works
3. Budget
4. Declarations
5. Confirmations
6. Privacy Information

You should complete each section in this order, moving onto the next section once you have completed the previous one. You can browse through all sections to see all the questions at any time.

The application saves automatically when you complete a question and move onto the next one.

If you select the 'Applications' button in the top left-hand corner of the page you will be taken to the dashboard.

The application form will highlight any missing information on each section with a red exclamation mark (!) if they are not completed. You will need to answer each highlighted question before you are able to submit the application form.

You can edit your responses in any completed sections by re-entering the details.

Once submitted, your application can no longer be edited. Its status will be changed to 'Submitted' with a date this was submitted on. You can log in to your account and view this application within your dashboard at any time.

5. Help

Guidance and supporting documents are available to download from the Merton Business Energy Efficiency Support Scheme webpage [here](#). We advise that you review these before starting your application,

especially the Prospectus and Application Questions and Guidance.

For some questions, additional explanations are provided.

If you need further guidance, email us on MertonBEES@groundwork.org.uk or call 0207 239 1390.

6. Logging out

To log out of your session, either click on 'Applications' or exit the website. **But remember – the answer you are editing will only be saved when you exit the box you have been editing.**

The first deadline to submit your grant application is 15th December 2025 (extended by a week from 8th December 2025).