

Interest Free Energy Efficiency Loan Scheme



How to apply for an interest free Energy-Efficiency Loan

Introduction

The information contained within this document will assist you making an online application for a Carbon Trust interest free Energy-Efficiency Loan for your business.

When to make a Loan application

You should make your loan application after you have identified the energy saving equipment or renewable technology you wish to invest in and have chosen your equipment supplier.

The Carbon Trust does not require an equipment supplier to be known to the scheme. It is up to you, as the loan applicant, to choose the equipment supplier that can implement the project to your satisfaction. The Carbon Trust Interest Free Loan Scheme does not endorse any equipment suppliers.

Before you make a Loan application

Before you commence the online loan application process please ensure you have the following information.

- **Company Details:** For incorporated businesses the details should be entered as they appear at Companies House. For sole traders or partnerships Owners / Partners names will also be required.
- **Primary Contact Details:** Who will be primary contact for the Carbon Trust and be able to answer questions about the project?
- **Organisation Details:** Small or medium sized privately funded enterprises (SME) in Wales, and any sized privately funded organisations in Northern Ireland can apply for loans.
- **Project Details:** the application form asks for brief details about the equipment being replaced and installed. It will be necessary to provide evidence of existing energy consumption, operational hours or proof of new contracts if the equipment is being purchased to provide extra capacity.
- **Energy Saving:** We will ask you to complete an Energy Saving Assessment Template to capture information about the projected energy savings for the project. Equipment suppliers are often able to provide this information.
- **Project Invoice dates:** We will ask how many invoices will be provided for the purchase of the equipment and when they are likely to be received. There may be up to 2 invoices: Deposit and Commissioning.

- **Electronic copy of your suppliers quote:** We will need you to electronically attach a copy of your suppliers quote. You may scan documents to upload if this is more convenient.
- **Equipment Supplier Details:** To enable us to seek further clarification of a project from your supplier(s) if necessary.
- **State Aid:** We will need to know if your business has received any De- Minimis state aid in the past three years.
- **Existing Energy-Efficiency Loans:** You will need to add brief details of any existing loan(s) your company has with the Carbon Trust.
- **Bank Details:** Your business bank details to include in a Loan Agreement.

With this information to hand you will be able to complete the on-line application.

Completing the on-line application.

To make a new application click on "Apply for a loan".

If you are wishing to track progress on an existing application you will need to enter the "Reference" sent to you by Carbon Trust and the postcode of your registered address.

Please enter your customer reference and postcode to continue.

Role:	<input type="text" value="Client"/>
Reference:	<input type="text"/>
Postcode:	<input type="text"/>

1. About your enterprise

The Online Application form has built-in search functionality that will enable applicants or suppliers to search for details online rather than manually entering them.

The first step in making your application will be to enter the applicant's business name in the Company Name box and click 'Search'.

Company Name	<input type="text"/>
Registered Number	<input type="text"/>
Postcode	<input type="text"/>
	<input type="button" value="Search"/>

Your organisation should appear as one of a number of choices on the returned search. Follow the on screen instructions and highlight your company from the returned list and then click on **Select**.

If the Trading Address is the same as the registered address please tick the check box which will then copy across the address details.

Please manually choose the Country for both addresses.

2. About you – The loan applicant

Please enter details of the contact at your business that will be responsible for the loan application.

3. What does your enterprise do?

There are a number of pieces of business information that the Carbon Trust needs in order to assess your eligibility for an interest free Energy-efficiency loan. Loans are available to SME's in Wales and to larger businesses in Northern Ireland. We therefore need to be able to define the size of your organisation.

An SME business is defined as the category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 full time equivalent employees and which have an annual turnover not exceeding €50 m (£35m), and/or an annual balance sheet total not exceeding €43m (£30m).

Number of full-time employees:

Staff headcount needs to be expressed as full time equivalent (FTE) employees.



Anyone who worked full-time within your business, or on its behalf, during the entire reference year (last complete financial year) counts as one FTE employee. Please enter a whole number - round up if required.

You should treat part-time staff, seasonal workers and those who did not work the full year as fractions of one unit. Apprentices or students engaged in vocational training with apprenticeship or vocational training contracts are **not** included in the headcount. Equally, do not include staff on maternity or parental leave.

Annual Turnover and Total Value of Assets

Please enter the turnover and total value of assets for the applicants business for the last complete financial year. Whole figures need to be entered, so for example, a business with a £3m turnover would be entered as 3000000.

Length of time trading in months

You need to confirm you have the minimum trading term.

Percentage of Business Owned or Controlled by a Non SME

If more than 25% of your business is owned or controlled by a non SME, or if you own more than 25% of a non SME please tick the box.

Industry Sector and Sub Sector

From the drop down lists please choose the **industry sector** and **sub sector** that most closely fits your business activity.

Legal Structure

This allows you to define the type of organisation that best describes your business. Choose from the list of options available.

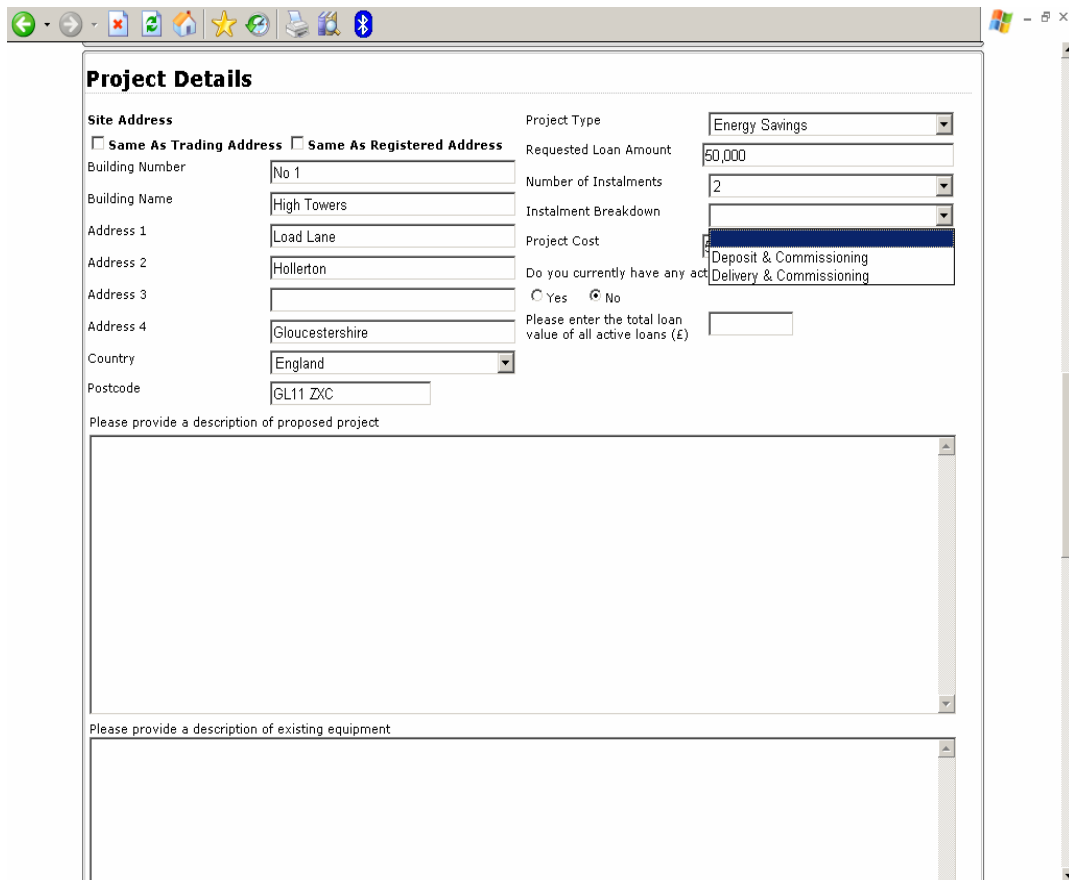
Enter Other Party Details

Please enter the details of another director/partner/senior staff member that we could contact in your absence.

4. Your energy saving project

Loans are provided to businesses to invest in energy-efficient capital equipment or renewable technologies. In this part of the application form we ask you to provide the address the equipment is to be installed at, and give succinct overviews of the energy-saving project and existing equipment that is to be replaced.





Project Details

Same As Trading Address Same As Registered Address

Project Type: Energy Savings

Requested Loan Amount: 50,000

Number of Instalments: 2

Instalment Breakdown: [Dropdown]

Project Cost: [Dropdown: Deposit & Commissioning, Delivery & Commissioning]

Do you currently have any active loans?
 Yes No

Please enter the total loan value of all active loans (£): [Text Box]

Building Number: No 1

Building Name: High Towers

Address 1: Load Lane

Address 2: Hollerton

Address 3: [Text Box]

Address 4: Gloucestershire

Country: England

Postcode: GL11 2XC

Please provide a description of proposed project

Please provide a description of existing equipment

Site Address

Click the **Check Box** if this project will be installed at the same address as the **Trading Address**. If not please manually enter the address including the country.

Please provide a description of proposed project

This free form text area is for you to provide a detailed description of the proposed project. Calculations and quotes that include additional technical information may be uploaded at the end of the application form.

Describe your existing equipment

Describe the equipment to be replaced as part of the project. If there is not any existing equipment, for example the addition of insulation, please describe the energy loss and financial drivers that led to the project.

Calculate Your Energy Savings

In this section of the application form you will have the opportunity to add the projected energy savings for the proposed project.

To complete the Energy Saving Assessment form click **Add**. Another form will pop up and

will allow you enter energy unit price (pence per kWh) and energy consumptions (kWh) for the current and proposed equipment.

If your project proposes a move to a different fuel type then enter the current energy consumption for the existing annual usage and zero for the post project annual usage. Having clicked **Accept** you may then **Add** another entry. For the second entry choose the new fuel, enter the unit price and enter zero for the **existing annual usage** and the estimated energy consumption for **projected annual usage**.

The calculator will return the projects annual financial and CO₂ savings and the maximum loan based upon these un-verified figurers.

Requested Loan Amount

Enter the amount the applicant would like to borrow to complete the project. If the supplier's quote for the work is £36,567.22 (ex VAT) enter 36567.22. Please note the requested loan amount cannot be greater than the Project Cost.

Project Cost

Enter the amount the project will cost. The project cost may be larger than the requested loan amount. This may be because the total project cost exceeds the maximum we are able to lend, or the maximum loan based on energy savings is less than the project cost. The project cost may include professional design fees and installation costs. Enter the amount exclusive of VAT, example £36,567.22 (ex VAT) will be entered as 36567.22.

Number of Instalments

The loan may be drawn down in up to 2 instalments of a Deposit and Commissioning payments

The maximum values we are able to offer at each stage are as follows:

Invoice	Maximum Value	Minimum Value
Deposit Payment	30% of loan offer	Nil
Commissioning Payment	100% of loan offer	70% of the loan value

If you select the "Number of Instalments" to be 2, please choose "Deposit & Commissioning".

Project Invoices

Here you have the opportunity to let us know when the Deposit, and Commissioning dates for your project will be. You can also indicate the value of payments at each stage. Clicking into any of the date fields causes a calendar to open, which you can use to choose the desired date.



You may choose 1, or 2 project payment options. With each option there are certain maximum and minimum payment values:

Deposit	30% of the loan value
Commissioning value	70% of the loan value

or

Commissioning value	100% of the loan value
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Do you currently have any active loans with the Carbon Trust

Your organisation may already have an Energy-Efficiency loan(s) from Carbon Trust? If this is the case, please choose **Yes** and enter the original loan value(s). You do not need take into consideration any repayments you have made against these loans.

5. About Your Supplier

Use the **Add Supplier Details** button to search to see if a supplier is already in the system.

You can search on Company Name, Postcode or telephone number. If the supplier's details are found, please **Select** them from the list. Please check the **Primary Supplier** button for one supplier. Where there are multiple entries for a particular supplier they will be the various branch offices, so please choose the branch involved with the application.

If a supplier name does not return a selection from which to choose, click on the **Not Found** button and complete the supplier entry form.

6. Supporting Documents

Please upload a quotation from your chosen supplier in the first upload box, ensuring it meets the guidelines shown in our leaflet on sample documentation 'How to tick all the boxes' which can be downloaded [here](#).

In the second upload box you will need to upload other supporting documentation, each application will require

- An Energy Saving Assessment template
 - This can be downloaded [here](#), ask your supplier for assistance.
- A summary of the last 12 months fuel usage showing kWh's and cost

Limited companies will also need to provide a copy of their business bank statement, dated within the last 3 months.

If you are an **unincorporated business** (partnership, society, club, sole trader etc.) you will also need to provide the following:

For the business:

- A utility bill in the application name dated within 3 months (either original or certified copy*)
- A bank statement in the application name dated within 3 months (either original or certified copy*)
- A letter from your accountant confirming you have been trading for longer than 3 years

For each partner:

- Photographic identification (passport or photo driving licence), either certified* copy you may present the original to our office.
- Personal bank statement or utility bill dated within 3 months (either original or certified* copy)

7. State Aid


If your business has received any De-Minimis state aid within the past three years this must be declared on the application. De-Minimis state aid rules apply to the granting of Energy-Efficiency loans. The value of unpaid interest on the loan is De-Minimis state aid. Any business eligible for De-Minimis state aid may benefit up to €200,000* over a three year rolling period. (*correct at time of writing.)

If your business has received any De-Minimis state aid please select **Yes**. On pressing the **Enter State Aid Details** button you will see the following choices:

State Aid Declaration Form

Amount Received (£)	<input type="text"/>
Name of body providing aid	<input type="text"/>
Date Received	<input type="text"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

You may add more than one De-Minimis state aid benefit and edit an existing entry using the **Select** button.



8. Bank Details

In this section you will be asked to provide details of your company's Bank Account to which you would like loan funds to be paid and from where loan repayments will be drawn by Direct Debit.

You may not use the Bank details of any other business or a personal account.

9. And finally

You have the opportunity to let us know about the application process to date and what you would like to happen in the future.

Please specify your role in the application

Choose 'Applicant' from the drop down list.

How did you hear about the scheme?

To help us market the scheme effectively we need to know which channels work well. This section will help us achieve that aim.

Check Boxes

Do you wish to allow Suppliers to track your loan application?

The interest free loan scheme does not have any preferential suppliers, our relationship is with you as the applicant. If you would like your supplier to be able to provide proactive support during the loan application process then check the box. This will enable your supplier to make contact with you in a timely manner on issues such as equipment delivery. For many suppliers who have been named on a number of Loan Applications this functionality allows them to schedule work, supported by the interest free Energy-Efficiency loan scheme, more effectively. Your supplier will not be able to view any personal or financial details. If you chose not to tick this box then you will have to contact your supplier each time you require information.

Do you wish to receive statements by email?

If you would like to receive Annual Loan Statements outlining the Direct Debit payments you have made by email then please check this box. If you do not check this box then statements will be posted to you.

Would you be happy to participate in a case study?

If your loan application is successful, would you be willing to participate in a case study by Carbon Trust to help us promote the scheme to a wider business audience? By ticking this box you are not committed to completing a case study, rather just willing for us to discuss it with you.





Additionality

In the absence of support from the interest free loan scheme, please choose from the drop down menu what the likely outcome for your project will be.

Please ensure you read the term and conditions and tick the box when you have done so.

Contact Us

If you require any assistance, or have a query please do not hesitate to contact the Loans Team;

Call	028 9073 4398
email	loans@carbontrust.com

For full details on the interest free loan scheme please visit our website.

www.carbontrust.com/ni

www.carbontrust.com/wales

