

## Low Carbon Buildings Programme - Phase 2

### Grant Application Form

The Low Carbon Buildings Programme - Phase 2 (LCBP2) is a Department for Business, Enterprise & Regulatory Reform (BERR) scheme offering grants for small-scale microgeneration installations by public sector and charitable organisations.

Grants are available for installations of up to a maximum of 50kW electricity and 45kW heat. Qualifying organisations can apply for between 30% and 50% of the project cost of installing microgeneration technologies (depending on technology), which must be supplied and installed by LCBP2 Framework Suppliers.

Criteria and grant levels are specified in the LCBP2 Scheme Conditions and Guidance Notes, which are available in paper format from the Helpline, or from the scheme website as follows:

[www.lowcarbonbuildingsphase2.org.uk/filelibrary/LCBP2\\_Scheme\\_Conditions\\_v1.0.pdf](http://www.lowcarbonbuildingsphase2.org.uk/filelibrary/LCBP2_Scheme_Conditions_v1.0.pdf)  
[www.lowcarbonbuildingsphase2.org.uk/filelibrary/LCBP2\\_Guidance\\_Notes\\_v1.0.pdf](http://www.lowcarbonbuildingsphase2.org.uk/filelibrary/LCBP2_Guidance_Notes_v1.0.pdf)

Supplier details can be found at: [www.lowcarbonbuildingsphase2.org.uk/page.jsp?id=6](http://www.lowcarbonbuildingsphase2.org.uk/page.jsp?id=6)  
Further information can be found at [www.lowcarbonbuildingsphase2.org.uk](http://www.lowcarbonbuildingsphase2.org.uk) or from the Helpline: 08704 23 23 13.

Organisations can apply for a maximum of up to £1.0 million in grant funds per site. A site may include more than one property and a maximum of three eligible technologies may be grant-assisted at each property. Multiple applications from one organisation for different sites will be accepted.

Maximum grant levels as % of total project costs are listed at:  
[www.lowcarbonbuildingsphase2.org.uk/page.jsp?id=2](http://www.lowcarbonbuildingsphase2.org.uk/page.jsp?id=2)

Applicants who intend to use non-Framework Suppliers and/or install microgeneration technologies not eligible under LCBP2, may qualify for grants under Phase 1 of the Low Carbon Buildings Programme.

For more details, see: [www.lowcarbonbuildings.org.uk](http://www.lowcarbonbuildings.org.uk)

Please read the section on the following page carefully before completing the application form.

Postal applications should be submitted to:

Low Carbon Buildings Programme - Phase 2  
BRE  
Building 17  
Garston  
Watford WD25 9XX

Please read the **Guidance Notes** and **Scheme Conditions** before completing this form. Grants are made subject to compliance with the Scheme Conditions and it is therefore important that you read and understand them.

**All details in sections A, B and C must be completed – missing information will cause your application to be delayed and possibly rejected. You should print out and complete section A10 for each property on the site if they are to include a different mix of technologies. Please also complete one or more of sections D1 to D6, as appropriate for the property. If you have not already downloaded the section D forms that you require, they are available from: [www.lowcarbonbuildingsphase2.org.uk/page.jsp?id=11](http://www.lowcarbonbuildingsphase2.org.uk/page.jsp?id=11)**

Please complete the form in **BLOCK CAPITALS** using **black ink** and post to the above address, with supporting documents provided on CD-ROM or floppy disk. *Please note: submitting these documents only as paper copies will render the application invalid.*

**Postal applications must be originals. Photocopies and faxes are not acceptable.**

**The Declaration must be completed by the Applicant. In doing so, you are confirming that the details provided on the form are accurate and truthful and that you agree to be bound by the Scheme Conditions.**

**Applications can also be made on-line at:**  
[www.lowcarbonbuildingsphase2.org.uk/page.jsp?id=7](http://www.lowcarbonbuildingsphase2.org.uk/page.jsp?id=7)

If you require further assistance completing this form, call the Helpline on: **08704 23 23 13** or access the scheme website: [www.lowcarbonbuildingsphase2.org.uk](http://www.lowcarbonbuildingsphase2.org.uk)

**Please note: this application form will be revised periodically. Call the Helpline or check the scheme website to ensure that you have the latest version.**



### **Data Protection Statement**

BRE, as data controller, and its agents, will store the information you provide on its database. Your information will be used for administering and analysing applications and the grant itself. It will also be circulated and discussed in confidence with any person or organisation helping to assess and monitor this application. BRE may also use your data to demonstrate market transformation trends. Your signature on this form is treated as confirmation that BRE and its agents may use the information you have supplied for the aforementioned purposes.

We may also wish to use your information for future PR and marketing purposes. Please tick boxes below, as appropriate, if you DO NOT want to be involved in any of the following activities:

- Using your successful application as a case study
- General public relations activity
- Addition of your details on website/literature
- Future market research (postal/phone questionnaires)

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# Application Form

(Please complete shaded areas and tick boxes where appropriate)

## Section A – Applicant Details

### A1. Organisation Details

Organisation Name:

Address:

Postcode:  Country or Region:   
(see Guidance Notes)

Main ( :  Website:

### A2. Main Contact Details

Title:  Forename:

Surname:  Position:

( : (if different)  Mobile:

Fax:  E-mail:

### A3. Type of Organisation

<input type="checkbox"/> Local community group with constitution	<input type="checkbox"/> Environmental Trust
<input type="checkbox"/> Housing Association or Trust	<input type="checkbox"/> Local Authority
<input type="checkbox"/> Hospital – Trust: <input type="text"/>	<input type="checkbox"/> University
<input type="checkbox"/> School – LEA: <input type="text"/>	
<input type="checkbox"/> Registered Charity	Reg No: <input type="text"/>
<input type="checkbox"/> Company limited by guarantee	Reg No: <input type="text"/>
<input type="checkbox"/> Other (please give brief details):	<input type="text"/>

### A4. Organisation Summary

Please describe briefly the main purpose of your organisation, and the services you provide:

(maximum 300 words)

**A5. Site Details**

Type of site:     Existing building(s)     New building(s)     Mixture

**Building type(s):**

- |  |   |
|--|---|
| <input type="checkbox"/> Community building                                      | <input type="checkbox"/> Public facility - school         |
| <input type="checkbox"/> Housing development                                     | <input type="checkbox"/> Public facility - leisure centre |
| <input type="checkbox"/> Not-for-profit farm                                     | <input type="checkbox"/> Public facility - library        |
| <input type="checkbox"/> University  | <input type="checkbox"/> Public facility - health centre  |
| <input type="checkbox"/> Hospital  | <input type="checkbox"/> Government offices               |
| <input type="checkbox"/> Other <i>e.g. mixed use development - please detail</i> | <input type="text"/>                                      |

Site address:     Tick here if this is the same as A1   

Postcode(s):     Country or Region:   
*(see Guidance Notes)*

Have you appointed an agent to manage the project or complete the application for/with you?

Yes – please provide details below     No – skip to A8

**A6. Agent Organisation Details**

Organisation Name:

Address:

Postcode:

Main ( :     Website:

**A7. Agent Main Contact Details**

Title:     Forename:

Surname:     Position:

( : *(if different)*     Mobile:

Fax:     E-mail:

## A8. Energy Efficiency

A8.1 Please detail the steps that have been taken or will be taking to reduce energy demand prior to the proposed installation:

*(maximum 300 words)*

A8.2 Please confirm any plans for energy monitoring before/after installation, energy output displays, and indicate in what format this data would be available to the public, including BERR:

*(maximum 300 words)*

## A9. Property

Please read the notes below before answering the questions. If in doubt call the helpline on 08704 232313 or email [info@lcbpphase2.org.uk](mailto:info@lcbpphase2.org.uk)

A9.1 Number of properties at that site:

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A9.2 Will each property have the same technology/ies installed or a different mix?

Same	q
Different	q

**A9.3 Please print out and complete section A10 – next section that requests further details of the installation. One A10 is required if there is only one property or the technology mix at each property is the same!**

**If the technology mix is different please complete one A10 for each different technology configuration.**

One A10 would be required for following examples:

- 3 different eligible technologies installed at the same community centre;
- identical solar PV products installed at several houses on a newbuild estate (with negligible variations in orientation);

Two A10 forms would be required for following examples:

- PV and solar thermal installed at community centre; wind turbine and heat pump installed at adjoining library building;
- 40kW biomass boiler installed to supply student accommodation block; 45kW biomass boiler installed to supply department building, at same university site;

Please remember that where installations are proposed on geographically separate sites, a separate application will be required for each site.

**A10. Installation details** (Please note only one A10 is required if there is only one property or the technology mix at each property is the same! If the technology mix is different please complete one A10 for each different technology configuration.)

Site address/es:  Please tick here if this is the same as A5 q

OR specify the property details  
*e.g. house number, street name, building name, postcode!*  
*Please note if the address is not available yet provide the location/development name!*

In general, a maximum of three eligible technologies may be grant-assisted at each single property – e.g. one property at a site may have a mix of up to 3 technologies installed; another property at the same site may have a different mix of up to 3 technologies installed.

If you wish to install more than 3 technologies at a single property, please contact the helpline before proceeding further.

- |   |                          |                              |  |
|---|--------------------------|------------------------------|--|
| Technologies to be installed:<br><i>(tick max. 3 boxes)</i> | <input type="checkbox"/> | Solar Photovoltaics          | – <i>print &amp; complete Section D1</i> |
|   | <input type="checkbox"/> | Solar Thermal Hot Water      | – <i>print &amp; complete Section D2</i> |
|   | <input type="checkbox"/> | Wind Turbines                | – <i>print &amp; complete Section D3</i> |
|   | <input type="checkbox"/> | Ground Source Heat Pumps     | – <i>print &amp; complete Section D4</i> |
|   | <input type="checkbox"/> | Automated Wood Pellet Stoves | – <i>print &amp; complete Section D5</i> |
|   | <input type="checkbox"/> | Wood Fuelled Boiler Systems  | – <i>print &amp; complete Section D6</i> |

Please describe:

A10.1 The role of the building(s) to be served by the proposed microgeneration installation:  
*(maximum 300 words)*

A10.2 How you have identified which microgeneration technologies are most suitable for the property:  
*(maximum 300 words)*



### **B7. Framework Supplier Details**

To qualify for a grant, you must use technologies that are supplied and installed by one or more Framework Suppliers. Please select the supplier(s) providing goods and services for this application:

#### **Framework Supplier Project Reference**

British Gas

Dimplex

E.On UK

Solar Microgeneration Limited (SML)

The Low Carbon Partnership (TLCP)

RES Heat & Power

Solarcentury


**In line with achieving good value for money, you should obtain quotes from all framework suppliers which can supply the technologies you intend to install.**

## Section C – Compliance & Declaration

(Please tick every box to confirm grant eligibility **p**)

- The applicant has read the Scheme Guidance Notes and Terms & Conditions and completed all sections of the application form relevant to the project and organisation.
- The grant is to be used to support the capital and installation costs of a renewable energy scheme in either England, Scotland, Wales or Northern Ireland, (excluding Isle of Man and Channel Islands), that will operate at the installation address for a minimum of 5 years from the date of commissioning.
- The applicant confirms that the installation has **NOT** commenced. Note: planning permission may have been applied for and received.
- The applicant confirms that this project has not been offered nor received funding from the Major PV Demonstration Programme, Clear Skies, Low Carbon Buildings Programme Phase 1, Scottish Community and Householder Renewables Initiative, Bioenergy Capital Grants Scheme, Defra Biomass Support Scheme for the proposed property/ies.
- The applicant confirms that the organisation or public body is not an “**undertaking**” as set out in Article 87(1) ES Treaty – see Scheme Guidance Notes for further details.
- Electronic copies of quotations from all installers are enclosed on CD-ROM or floppy disk (paper copies only will not be accepted).
- Proof of not-for-profit organisation status/type/legal entity is enclosed on CD-ROM or floppy disk (paper copies only will not be accepted). *Acceptable documents include: constitution, set of rules, trust deed, memorandum, articles of association.*
- The applicant agrees to give pre-arranged access to the installation to BERR or its representatives for inspection purposes.
- The applicant agrees to cooperate with BERR or its representatives if the installation is selected for monitoring purposes, including publicising of live monitoring data.
- The applicant agrees to participate in government case study material if the installation is selected.

### TO BE COMPLETED BY THE CONTACT NAMED IN SECTION A2:

**I, the Applicant, confirm that I have read and understood the Guidance Notes and Terms & Conditions for the Low Carbon Buildings Programme Phase 2, and agree to be bound by them.**

**I confirm that the application complies with these Terms & Conditions in all respects.**

**I certify that the information entered on this Application Form is true, accurate and complete.**

**Contact Name:**  
(BLOCK CAPITALS PLEASE)

**Signed:**

**Date:**

***If you have not already done so, you should also now complete one or more of sections D1 to D6, as appropriate for each of your proposed properties. These separate forms may be ordered from the Helpline: 08704 23 23 13 or downloaded from:***

***[www.lowcarbonbuildingsphase2.org.uk/page.jsp?id=11](http://www.lowcarbonbuildingsphase2.org.uk/page.jsp?id=11)***