



Low Carbon Buildings Programme - Phase 2

Grant Application Form

The Low Carbon Buildings Programme - Phase 2 (LCBP2) is a Department of Trade and Industry (DTI) scheme offering grants for small-scale microgeneration installations by public sector and charitable organisations.

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

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

Further information can be found at www.lowcarbonbuildingsphase2.org.uk or from the Helpline: 08704 23 23 13.

Organisations can receive up to £1.0 million in grant funds over the lifetime of the programme. This may be for multiple technologies at multiple sites. A separate application will be required for each site. A site may consist of more than one installation. A maximum of three eligible technologies may be grant-assisted at each installation.

Maximum grant levels as % of total project costs are listed at:

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

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

Registered in England and Wales No. 331 9324. Registered at BRE, Bucknalls Lane, 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 proposed installation on the site, and also complete one or more of sections D1 to D6, as appropriate for the installation. 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

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

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

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)

© Copyright 2006 – applications for reproduction should be made to HMSO

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> | |

Site address:

Postcode(s):

Country or Region:
(see Guidance Notes)

Have you appointed an agent to manage the project?

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:

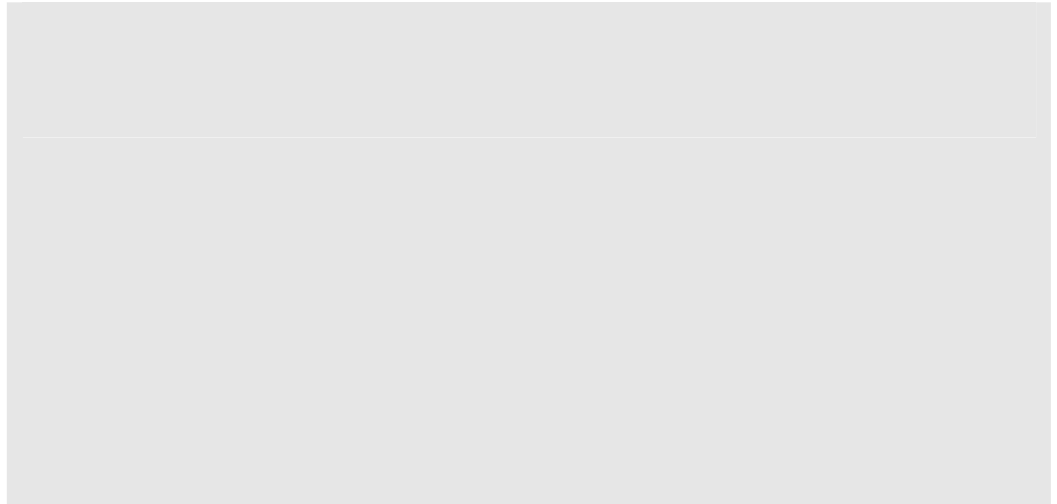
Fax:

E-mail:

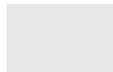
A8. Energy Efficiency

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 DTI:

(maximum 300 words)



A9. Number of installations:



Please print out and complete a copy of the following section A10 for each proposed installation on your site.

The following examples would be considered as a single installation:

- 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 identical wind turbines installed at same hospital site.

The following examples would be considered as two installations at the same site:

- 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;
- two wind turbines of different sizes installed at same hospital site;

If you are in doubt, please contact the helpline for clarification: 08704 23 23 13. Please remember that where installations are proposed on geographically separate sites, a separate application will be required for each site.

A10. Installation Details – Installation No.

Installation identifier:

e.g. house number, street name, building name, postcode

In general, a maximum of three eligible technologies may be grant-assisted at each single installation – e.g. one building at a site may have a mix of up to 3 technologies installed; another building 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 installation, please contact the helpline before proceeding further.

Technologies to be installed:

(tick max. 3 boxes)

- | | | |
|--------------------------|------------------------------|--|
| <input type="checkbox"/> | Solar Photovoltaics | – <i>print & complete Section D1</i> |
| <input type="checkbox"/> | Solar Thermal Hot Water | – <i>print & complete Section D2</i> |
| <input type="checkbox"/> | Wind Turbines | – <i>print & complete Section D3</i> |
| <input type="checkbox"/> | Ground Source Heat Pumps | – <i>print & complete Section D4</i> |
| <input type="checkbox"/> | Automated Wood Pellet Stoves | – <i>print & complete Section D5</i> |
| <input type="checkbox"/> | Wood Fuelled Boiler Systems | – <i>print & complete Section D6</i> |

Please describe:

A10.1 The role of the building(s) to be served by the proposed installation:

(maximum 300 words)

A10.2 How you have identified which microgeneration technologies are most suitable for the installation:

(maximum 300 words)

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.
- 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 DTI or its representatives for inspection purposes.
- The applicant agrees to cooperate with DTI 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 installations. These separate forms may be ordered from the Helpline: 08704 23 23 13 or downloaded from: www.lowcarbonbuildingsphase2.org.uk/page.jsp?id=11