

# Camden Climate Fund: Business Terms & Conditions

## 1. Eligible applicants

- Small-to-medium enterprises (SMEs)\* including third-sector organisations and sole traders that:
  - Employ less than 250 full-time equivalent employees
  - Have an turnover of <£25m per annum (gross assets less than £12.5m)
  - Are no more than 25% owned by a parent company that does not meet above criteria
- The property where measures will be installed must be located within the borough of Camden.
- Member of the [Camden Climate Change Alliance](#) (basic membership is free)

\*As defined in the Companies Act

## 2. Eligible measures

The measures potentially eligible for this funding are:

- Solar Photovoltaics (Solar PV)
- Solar Thermal
- Low-carbon heating upgrade, including:
  - an air source heat pump
  - a ground source heat pump
  - solar thermal
  - a connection to a heat network
- Energy efficiency measures e.g. lighting upgrade, insulation, etc.

Multiple measures can be applied for together.

If you would like to put forward an application for a renewable or energy efficiency measure not listed, please contact [camdenclimatefund@camden.gov.uk](mailto:camdenclimatefund@camden.gov.uk)

Please note double glazing is not eligible for funding due to the limited carbon saved. Replacement of gas boilers will not be considered for funding.

### 3. Pre-application

Please note, you cannot apply for a Camden Climate Fund grant retrospectively, for works that have already been installed.

You should notify the Council if receiving the fund may/is likely to breach [state aid](#) rules, i.e. if the grant funding, together with other public funding received from other sources, may exceed the 200€ de Minimis threshold, we will not be able to award the funding. Please note that in the event that it is subsequently deemed to be unapprovable state aid, then the Council will reclaim the entire grant funding.

*For renewables:*

- Read the [advice and guidance on renewable energy](#) provided by the Energy Saving Trust and decide which technology you would be interested in installing.
- Contact MCS certified installers to discuss potential measures suitable for your property. To search for a certified installer visit the [Microgeneration Certification Scheme](#) website.

*For energy efficiency measures:*

- Research information on energy efficiency measures, such as the resource section on the [Carbon Trust](#) website.
- For low-carbon heating contact approved installers i.e. a Microgeneration Certification Scheme (MCS) certified installer or equivalent, or a member of a competent person scheme (such as OFTEC or GSHPA).

*For all measures:*

- Check the permissions required, such as landlord [planning or listed building consent](#)
- If you have any questions that are not covered by these Terms and Conditions, please [contact us](#) and we will get in touch.
- Please note installations must not be retrospective.

### 4. Application

The following information is required to enable you to complete the form:

- Essential:
  - Contact details
  - Size of company/ organisation (number of full-time employees)
  - Status (e.g. sole trader, limited company)

- Annual turnover
- Property tenure (freeholder, leaseholder or tenant)
- Property floor size (in square metres)
- The renewable or energy efficiency measure/s you would like to install
- The estimated net cost of installing the measure/s (VAT will not be payable by the funding)
- Estimated energy savings from installing the measure/s
- Estimated reduction in carbon emissions from installing the measure/s
- Non-essential but preferable:
  - Last 12 months energy usage for the property in kilowatt hours. This can be found on your energy bills.

Additional information required:

*For renewables:*

- A valid outline from an MCS certified installer, which includes:
  - Size of the system (in kW)
  - Estimated heat/ energy to be generated per annum (in kWh)
  - Estimated carbon savings per annum (in tonnes of CO<sub>2</sub>)
  - Quote for the total cost of installation
    - Please be aware the funding does not pay the VAT element (currently charged at 5% for energy efficiency measures)
    - It is recommended you get quotes from at least two different installers.
- If applicable, written permission from the building owner stating they have read the property survey report provided by the named MCS certified installer and give permission for the works to go ahead.

*For energy efficiency measures:*

- A valid Energy Performance Certificate for the property, itemising each measure you wish to install and the estimated carbon reduction from each (you can ask your EPC assessor to do this when they provide your report). To search for an EPC assessor, visit the [EPC Register website](#).
- If applicable, written permission from the building owner stating they agree to installation of the each of the measures outlined in this application form.
- Installed by an 'approved installer' i.e. a Microgeneration Certification Scheme (MCS) certified installer or equivalent, or a member of a competent person scheme (such as OFTEC or GSHPA).

*General:*

- If applicable, a statement outlining any other permissions that need to be sought, from whom and the timescales of gaining approval. These may include:
  - [Planning and listed building consent](#)
  - Building Regulations
  - Property owner consent
- The maximum funding available is **£10,000** per company and applicants will be required to match-fund 50% of the cost up to (and any additional costs over) £20,000.
- The funding will cover the cost of materials and installation however will not cover preliminary costs such as feasibility studies, design or staffing costs or VAT for measures.
- Only one application is permitted every two years. Therefore if you are considering multiple measures, it is advised that you submit these as part of one application.

## 5. Approval

Applications will be assessed in terms of carbon reduction potential, cost in relation to benefit and feasibility of delivery. Please note that applications will be assessed on the baseline cost of £300 per tonne of carbon saved. Failure to meet this or fall within close proximity of this guide could provide grounds for your application to be rejected.

If successful, you must sign and return your funding agreement. Works must then commence within 3 months of the approval date unless prior agreement has been made with Camden Council. Beyond this time, the funding may be withdrawn.

Works covered by the funding should be carried out by the installer named on your application. If you are not able to comply with these requirements, you must notify the Council before you make alternative arrangements, or we may not pay any funding.

You must not start works until the funding agreement has been signed and are requested to notify the Council when works start and complete. Officers may make a site visit before and after installation.

## 6. Payment details

The funding will be paid after full completion of works. A valid invoice for all works and, if installing renewables, a copy of the MCS certificate from the installer must be provided to Camden Council to enable funds to be released. We do not normally make instalment payments for part completed works.

Funding will be paid directly to the company/ organisation named on this application, not installer.

On completion of the works we will specify a date (known as the "Certified Date") on which the Council is satisfied that the funding-assisted works have been completed.

We have a duty to protect funds from fraudulent activities and therefore any information you have provided may be cross-checked with other authorities to assist in the detection and prevention of fraud.

## **7. Important Conditions regarding approved applications**

It is you or your agent who employs the installing contractor, and not the Council. The contract for the works will be between yourself and your installer. The Council may monitor the progress of the works, but you, or your agent, are responsible for supervising your contractor. The Council cannot issue any direct instructions to the contractor and are not liable for any issues encountered during and after installation.

On completion of the works, the invoice issued by the installer must be addressed to you, or your agent, and not to the Council.

The Council cannot guarantee the work completed by your contractor, nor provide assistance for the ongoing maintenance of any works or equipment installed. Most contractors will guarantee their work for a period of 12 months for defective workmanship/ goods. Any issues with the works must be taken up with the contractor by either yourself or your agent.

If the funding, which has been approved, does not cover 50% of the total cost of the works (up to £10,000), you will have to pay the difference.

Approval will be based on the schedule of works and/or plans agreed with the Council. If for any reason the works and/or the plans that have been agreed need to be changed you must inform the Council lead officer (named on the application form) before you proceed. If we do not agree any changes before work is carried out, this will affect the amount of funding assistance that you may get or the funding may be refused.

The payment of the funding will be made once the Council lead officer is satisfied that the funding-assisted works have been completed to our satisfaction. Payment will not necessarily be held up just because you are not satisfied with the works completed, including works not receiving funding assistance.

The London Borough of Camden cannot be held responsible for any damage or loss caused by installers working on the property. Should you have any concerns regarding loss or damage you should raise the problem with the contractor immediately.

The funding does not include any provision for making good decorations to the property that is because of the works. Maintenance, repair and any other future costs related to the works installed is the responsibility of your company/organisation and not the Council.

If you are dissatisfied with your installer and/or agent, you should contact them to register a formal complaint under their complaints procedure.

You are responsible for ensuring you have all the necessary permissions to install funded works and that works are completed by the installer stated in your application. The Council will not be held responsible for any repercussions as a result of you not doing so. If you fail to do so and this results in removal of the system, the Council will seek repayment of the funding from the applicant to Camden Council.

For any queries regarding the fund, please contact:

[camdenclimatefund@camden.gov.uk](mailto:camdenclimatefund@camden.gov.uk)

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