

Crawley Borough Council

Desirable Criteria:

- Across both GBGF Grant Tiers, priority will be given to those businesses that are engaged in the earlier stages of the Value/Supply Chain – including research & development, design, and manufacture associated with an original product, service, or other IP – which demonstrate the technical credibility of a green tech product which requires scaling-up
- A small business with a strong track record of business growth and performance to date
- A clear grant project delivery plan, timeline, and demonstrable evidence of deliverability
- Level of return on the grant investment demonstrable in terms of numbers of jobs created/safeguarded and level of business growth
- Demonstrable evidence of professional expertise wi0 g.l6e Tf1 0 0 1 90.024 178.34 Tm0 g0 G(L)-3(ev)4(eI)8(o)-5(

- Evidence that the grant will be used within the Crawley area and a commitment to grow the business and jobs within Crawley to benefit local residents
- Evidence of the extent to which the grant investment will deliver a wider 'multiplier effect' in regard to catalysing jobs / business growth more broadly in the green tech sector in Crawley and the wider Gatwick Diamond sub-region
- Applications should present proposals for a genuinely original green tech product or technology with scope to deliver significant return on investment and growth through commercialisation
- Where relevant, evidence of genuine partnership and co-operation with other businesses / universities / research organisations will strengthen applications
- Where relevant, demonstrable ability to apply the green tech products, which are the subject of the grant investment, to end users engaged in the decarbonisation of building stock and infrastructure within Crawley to achieve one of the priorities of the programme

Out of Scope:

For clarity, businesses that meet the following criteria are considered 'out of scope' with regards to the GBGF grant scheme, and will not be eligible to submit an application:

- Small and medium-sized businesses and micro-enterprises from sectors other than the 'green tech' sector, unless they are developing a new Greentech product or service, even if they are looking for funding to help reduce emissions
- Established 'large' businesses even if they are in the green tech sector
- Green tech businesses who are already beneficiaries of public sector financial support and who have exceeded the thresholds prescribed by the UK Subsidy Control Regime⁵
- Non-Crawley based businesses, unless adequate evidence is provided that they are in the process of re-locating to Crawley⁶
- Businesses without a clear and demonstrable plan for expansion

The flowchart below provides a decision tree to help you identify whether your proposed project will be eligible.

Notes:

¹ 'Crawley-based' is defined as having either 1) a registered office address at which business activity is undertaken, i.e. not just a postal address, or 2) occupancy of an NDR/business rated property – within the boundaries of Crawley Borough.

or providing an innovative Greentech product or service. In marginal or complex cases, Crawley Borough

Businesses applying for funding under the GBGF grant programme are entitled to include a range of costs as part of their project proposals, providing that these are capital oriented and directly contribute to the overall objective of supporting business growth, in terms of both jobs created and increased turnover.

Listed below are broad categories of expenditures, including examples, that would generally be considered

All interim and final grant payments will be subject to progress monitoring and approval by Crawley Borough Council. Applicants will be required to demonstrate grant spend to-date, and adherence to the delivery of both their project proposals and the relevant GBGF Terms & Conditions.

Failure to do so will see interim/final grant payments suspended, and CBC retains the right to initiate claw-back / reclaimant proceedings.

- iii) Through the duration of the grant funding period, applicants will be required to comply with a monitoring / reporting process. Applicants will be contacted at regular intervals and asked to complete the 'GBGF Monitoring Form' and provide supporting evidence as appropriate. The monitoring form will at minimum ask applicants to detail grant spend to-date, jobs created/safeguarded, and progress against their delivery timeline, milestones, and deliverables as outlined in the application form.
- a. All expenditure undertaken as part of the project must be paid for by cheque or bank transfer so that a clear "paper trail" is produced, and eligible grant spend can be demonstrated.
 - b. All expenditure undertaken as part of the project must take place after the date that the GBGF Grant Award Agreement is signed. Any expenditure defrayed on a date before the signing of the agreement will not be considered an eligible cost for grant funding.
 - c. All expenditure undertaken as part of the project must take place within the grant funding period as outlined by the GBGF Grant Tiers. Any expenditure dated outside of the grant funding period will not be considered an eligible cost for grant funding.
 - d.

Please note that you must answer all of the questions. All of the questions apply to all projects and leaving them blank or stating "Not applicable" will result in a score of 0.

Mandatory Questions		
Field	Guidance Notes (i.e. The minimum that answers should cover)	Weighting
Please provide a brief history of and background to your business	3,500 characters max <ul style="list-style-type: none"> • Include: <ul style="list-style-type: none"> Date founded; growth/development to date; ownership; location(s); business values/policies; current headcount & financial summary • Brief overview of business activity – summarise the goods and/or services provided; the business model; and key performance metrics • 	

	<p>Why do you need to undertake the project? Describe the overall motivation for pursuing the project; why undertake it now? Why is grant funding required?</p>	
Project Timescales	<p>2,500 characters max What is the schedule for delivery? Provide an indicative but clear timetable for delivery of the project; what will be the start/end dates? What key events and milestones / deliverables will mark progress? What are the risks of delay?</p>	10%
Management Approach	<p>2,500 characters max How will the project be managed? Describe the systems in place to ensure delivery is successful; what are the skills and experience of the proposed management team? What will be the organisational structure and what oversight will be in place?</p>	5%
Risks & Mitigation	<p>2,500 characters max Identify known/possible risks to delivery and outline mitigating actions? Summarise risks and uncertainties associated with the project, such as delays, regulatory issues, internal financial pressures, price changes; and the impact these would have on delivery. Outline how the management team would address such challenges and achieve appropriate levels of risk mitigation</p>	5%
Opportunities for Growth	<p>2,500 characters max What new markets and opportunities will be facilitated by the project? What impact will these have on your business growth? Describe any strategic benefits resulting from the project - for example diversification or expansion of markets / customer base; enable the business to offer new or improved products/services?</p>	5%
Financial Impact	<p>2,500 characters max What impact will the project have on the applicant organisation's finances? Describe any forecasted impact on company profit and turnover; significant new contracts; other financial benefits</p>	5%
Employment Impact	<p>2,500 characters max What impact will the project have on your organisation's headcount? We are particularly interested in staff who would be Crawley-based. Describe how the project would generate new roles – what sector / skill level would these roles be? How many? Full-time / part-time? What would be training / regulatory requirements?</p>	5%
Environmental Impact	<p>2,500 characters max What direct / indirect impact will the project have on the low-carbon / net-zero imperative?</p>	5%

them for the purpose set out in the grant application until they have been fully depreciated. For the avoidance of doubt, an asset includes any individual item with a value of £5,000 or more.

For all proposed expenditure items, please refer to the information below to determine what is the relevant procurement process and evidence that you will be required to provide.

Please note: the

	<ul style="list-style-type: none"> • Information for Tenderers Concise background information; summary of evaluation criteria / weighting; procurement timetable • Specification Detailing requirements for bidders; the goods/services required • Price Schedule Clearly structured form enabling bidder to submit details of tender pricing • Method Statements Form containing questions in order to evaluate qualitative elements of the tender. Questions should require bidders to outline how the goods / services will be delivered; their relevant skills and experience <p>A clear and consistent evaluation process should be utilised to determine the suppliers – e.g. scoring matrix</p>	
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This table relates to works contracts.

Total Contract Value (exc. VAT)	Procurement Route	Evidence Required
£19,999	<p>Evidence of value for money</p> <p>This could be determined, for example, through the receipt of two relevant quotations, or evidence obtained by online research</p>	<ul style="list-style-type: none"> • Evidence used to establish value for money; quotes, online research data etc. • Written statement justifying selection
£20,000 - £99,999	<p>Three written quotations</p> <p>The quotation process must be transparent and fair; all suppliers invited to submit a quotation must be issued with the same information at the same time, and subject to the same conditions.</p> <p>A request for quotation should include, where appropriate:</p> <ul style="list-style-type: none"> • Background information and instructions to suppliers. • Specification/Requirements – full details of the goods and/or services required 	<ul style="list-style-type: none"> • Copies of the written quotations received (min. 3) • Written statement justifying selection

	<ul style="list-style-type: none"> • Price schedule enabling bidders to simply submit their pricing information 	
£100,000	<p>Open tender by advertisement</p> <p>Any open tender process should be publicly advertised for a minimum of 28 days; and up to 6 weeks is advised. Documentation should be finalised and available at the time the tender is launched</p> <p>All 'invitation to tender' documentation and requirements should be proportionate to the value of the proposals, but shall include the following:</p> <ul style="list-style-type: none"> • Information for Tenderers Concise background information; summary of evaluation criteria / weighting; procurement timetable • Specification Detailing requirements for bidders; the goods/services required • Price Schedule Clearly structured form enabling bidder to submit details of tender pricing • Method Statements Form containing questions in order to evaluate qualitative elements of the tender. Questions should require bidders to outline how the goods / services will be delivered; their relevant skills and experience <p>A clear and consistent evaluation process should be utilised to determine the suppliers – e.g. scoring matrix</p>	<ul style="list-style-type: none"> • Copies of final tender documentation • Copies of evaluation process materials e.g. final scoring matrix • Written statement justifying selection

6iii) Match-funding Requirement

Businesses are not required to provide match funding but if they choose to, they must commit to – and be able to demonstrate the financial capacity to achieve – the stated match-funding.

Match-funding cannot be sourced from other public funds or Hire-Purchase / similar arrangements as this does not provide full evidence of expenditure. Loans, overdrafts, savings, and company funds are considered

to be eligible match-funding sources. All eligible sources of funding must be secured and in place prior to the approval of GBGF grant.

In line with the above, eligible pieces of evidence could include business bank account statements, overdraft agreements, loan agreements, or details of other funding such as equity or non-bank finance. When submitting evidence, applicants must ensure that the total value presented in the evidence is equal to the minimum match-funding value (i.e. value (C) in section 1a of the Project Finances & Procurement Document).

6iv) Subsidy Control Requirements

The opinion of Crawley Borough Council is that grant payments awarded under the GBGF grants programme would likely constitute a subsidy, and that therefore the Minimum Financial Assistance (MFA) exemption represents a viable solution.

MFA allows public authorities to award low value subsidies without needing to comply with the majority of the subsidy control requirements. MFA has a financial threshold so no recipient can receive more than £315,000 over the applicable period. The applicable period is: 1) the elapsed part of the current financial year (i.e. from 1st April), and 2) the two financial years immediately preceding the current financial year.

As part of completing the GBGF Application e-form, applicants must provide details of any state aid / public funding that they have received in the applicable period – the current and two previous financial years. This should include the value of the aid received, the date it was granted, and the public body that defrayed the funding. You should also include a summary of why the aid was received and the effect funding had on business operations.

In line with the procedural requirements of providing MFA, Crawley Borough Council will require written confirmation from applicant businesses that the MFA threshold (£315,000) will not be exceeded by the recipient of assistance. Any grant awards made under the GBGF grant scheme will be accompanied with an 'MFA confirmation' written statement.

7. FURTHER INFORMATION

For further information or to submit an expression of interest statement, please contact the Greentech Business Grants Team using the following email address: GreentechBusinessGrants@crawley.gov.uk

Appendix A:

Definition of the 'Low Carbon Environmental Goods & Services' sector, as taken from the report 'Low Carbon Environmental Goods and Services', BIS (now Department for Business & Trade), 2013.

Environmental:

- Air Pollution
- Contaminated Land
- Environmental Consultancy
- Environmental Monitoring
- Marine Pollution Control
- Noise & Vibration Control
- Recovery & Recycling
- Waste Management
- Water Supply & Wastewater

Renewable Energy:

- Biomass
- Geothermal
- Hydro
- Photovoltaic
- Wave & Tidal
- Wind
- Renewable Consulting

Low Carbon:

- Additional Energy Sources
- Alternative Fuel / Vehicle
- Alternative Fuel
- Building Technologies
- Energy Management
- Carbon Capture & Storage
- Carbon Finance
- Nuclear Power