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**Business Energy Efficiency Scheme: Expression of Interest Form**

**What can the BEES fund?**

* The costs of purchasing, delivering and installing Business Energy Management Systems (BEMS) and/or Renewable Energy Solutions (RES) in the business premises.
* Additional Renewable Energy Solutions installed in the business premises with a direct impact on improvement to energy efficiency/production.

**What can’t the Scheme fund?**

* ‘Business-as-usual’ operations or maintenance costs
* Projects that demonstrate no potential for increased energy efficiency or productivity as a result of the investment
* Retrospective investment (work already done or started)
* Working capital, supporting wages, stock or training (revenue) costs

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| **Programme** | | | **Business Energy Efficiency Scheme** | | | | |
| **SME Details** | | | | | | | |
| **Business Name** | |  | | | | **Contact Name** |  |
| **Address** | |  | | | | **Tel No** |  |
| **Year Business Started** |  |
| **Number of Employees** |  | **Post Code** | |  | | **Company Registration Number/ Unique Reference Number** |  |
| **Email** |  | | | | | **Business Sector** |  |
| **Is the business based at the address above? (If not, please give the address of the business premises).** | | | | |  | | |

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| **Business details** | |
| In order to receive support from the Growth Deal (BEES) you must meet certain requirements, please confirm the following about your organisation: (mark box as appropriate) | |
| What is the size of the business?  Is your business based on the Isles of Scilly?  What is the status of the business? | Micro (0-10 employees)  Small (11-50 employees)  Medium (51-250 employees)  Yes  No  Sole trader  Limited company  Partnership  Other : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Project details** | |
| Has your business undertaken a Smart Energy Islands Survey?  If not, has your business researched the possible energy efficiency solutions you wish to be implemented through this scheme?  Which areas are you hoping to receive funding support for?  (Mark as many boxes as apply)  Estimated total cost of project (including; installation, equipment and delivery) | Yes  No  Yes  No  Solar/ PVs  Air Source Heat Pump  LED lighting  Battery Storage  Business Energy Management System (BEMS)  Other (please detail below)  £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **Additional questions** | |
| Are you responsible for paying your energy bills? | Yes  No |
| Please estimate your annual energy costs (include electricity, gas, other) |  |
| Are there any areas where you are already aware that you could reduce your energy usage? (i.e. lighting, heating) |  |
| Where did you hear about the programme? |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Company declaration**  *(Signed by person with authority to sign for this organisation)* | | | | | |
| I certify that the information contained within the expression of interest declaration is true and accurate at this time. | | | | | |
| **Name:** |  | **Signature:** |  | | |
| **Position:** |  | | | **Date:** |  |

**What you need to do next?**

**Please submit your expression of interest by email to:** [**BEES@scilly.gov.uk**](mailto:BEES@scilly.gov.uk) **or return the signed original hard copy to:**

**Council of the Isles of Scilly**

**St Mary’s**

**Isles of Scilly**

**TR21 0LW**

**Guidance Notes**

**Are you eligible?**

To qualify, your business must:

1. Be situated in and trading from the Isles of Scilly
2. Employ fewer than 250 employees

Priority will be given to businesses that help meet the projects aims. Support is subject to the availability of funding.

**What happens next?**

1. We will assess whether your organisation is eligible and suitable for support under the programme criteria and how it help meets the programmes’ objectives, and the availability of funding.
2. If eligible, you will be contacted and asked to complete an application, providing further details for the business and the funding applied for with support from a member of the team.
3. The application will be appraised and the applicant will be asked for evidence that the match funding is in place.
4. Once the application has been appraised and approved, a funding agreement between the applicant and the managing authority (the Council of the Isles of Scilly) will be prepared, outlining the applicant’s obligations to the programme.
5. Once contracted, purchasing and installation can begin for the project. Quarterly claims will be required by the business to obtain the funding and report on the progress of the project. The delivery team will support the applicant through these processes.

**Funders**

The BEES programme is funded by the Cornwall and Isles of Scilly Local Enterprise Partnership’s Growth Deal 3 through HM Government.

The Data Protection Act 2018: Freedom of Information Act 2000

The General Data Protection Regulation puts obligations on users of personal information and lays down principles for its use. One principle states that the information has to be processed fairly and lawfully. This means you are entitled to know how we intend to use any information you provide. You can then decide whether to proceed with your application and to give your information to us.

The IoSBT undertakes to use its best endeavours to hold confidential any information provided in any application form submitted, subject to our contracting obligations under law, including the Freedom of Information Act 2000. If you consider that any of the information submitted in the application form should not be disclosed because of its sensitivity then this should be stated with the reason for considering it sensitive. The Business Energy Efficiency Support (BEES) Team will then consult with you in considering any request received under the Freedom of Information Act 2000 before replying to such a request.

General Data Protection Regulation (‘GDPR’) and the Data Protection Act 2018 (‘ DPA 18’) together referred to as the Data Protection Legislation

Your Personal data

The Business Energy Efficiency Support (BEES) is a Growth Deal Funded project to deliver financial support to businesses to install and implement energy saving solutions. Businesses apply to IOSBT for funding support and through the process they enter personal and financial information to allow assessment and appraisal of the application.

You may also be required to supply some sensitive personal information further in BEES Monitoring Phase. The Data Protection Act defines sensitive personal information as “*racial or ethnic origin, political opinions, religious beliefs, Trade Union membership, physical or mental health, criminal offences and proceedings*”. We will only use this information for the purpose for which you have provided your explicit consent.

What we do with it-Use of Your Personal Information

Our main use for your personal information is to process and assess your Expression of Interest for funding and capacity to administer that funding.

It is Government Policy to share information with relevant agencies for the purposes of Fraud prevention. By signing this Application you are giving your consent to the information contained within to be used for such purposes.

We may use your information for the purposes of statistical analysis and may share anonymised information with other government departments, agencies or third parties for statistical analysis and reporting purposes.

**Why we need it**

The information that you provide will be used for assessing and where appropriate monitoring your project and evaluating the scheme. It will also be shared with Cornwall Council who are administering the funds and the Smart Islands’ Partnership to ensure your project fits within the scope of existing programmes. It will not be released outside of the scheme and the Cornwall and Isles of Scilly Councils other than where required by the terms of the CIOS LEP grant.

Our policies and procedures in relation to the application and evaluation of grants are subject to audit and review by both internal and external auditors. Your information may be subject to such audit and review.

Sometimes you will be required to supply personal information relating to third parties i.e. delivery partners. In these circumstances you must ensure that you inform the delivery partner how you use their information and that this information will be passed to us.

**How long we will hold it for?**

We will not hold your information for longer than is necessary. Your data will be held within the Council of the Isles of Scilly’s secure network and premises and will not be processed outside of [the UK, the EEA]. Access to your information will only be made to authorised members of staff who are required to process it for the purposes outlined in this privacy notice.

**Who we may share it with?**

We will hold the information that you provide to us confidentially. The information will be collected and processed and held securely in accordance with the principles of the Data Protection Act. We will not disclose the substance of our conversations/dealings with you unless you authorise us to do so.

If you believe that any information that we hold about you is inaccurate or incorrect, please tell us and we will correct it.

**What are my data rights?**

Your personal information belongs to you and you have the right to:

• be informed of how we will process it

• request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)

• have it amended if it’s incorrect or incomplete

• have it deleted (where we do not have a legal requirement to retain it)

• withdraw your consent if you no longer wish us to process it

• restrict how we process it

• object to us using it for marketing or research purposes

• object to us using it in relation to a legal task or in the exercise of an official authority

• request that a person reviews an automated decision where it has had an adverse effect on you

**How do I exercise these rights?**

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact:

Data Protection Officer

Council of the Isles of Scilly

Town Hall

St Mary’s

Isles of Scilly

TR21 0LW Tel: 0300 1234 105