

# Programme Specification for Decarbonisation Plans

## 1. Overview

The West Midlands has the ambitious target to reach Net Zero carbon emissions by 2041, and Birmingham City Council has a target to achieve the same by 2030 or as soon as a just transition allows. To achieve these carbon targets and minimise exposure to increasing energy costs, immediate action is required.

The Decarbonisation Plans delivered by GBSLEP forms part of a pilot project designed to engage SMEs (with between 11 and 249 employees) operating in the GBSLEP geography that want to understand the energy performance of their premises, and the actions that can be taken to reduce costs and emissions.

During the project, applicants will receive a visit from an SBEM (Simplified Building Energy Management) qualified Energy Assessor at their premises to carry out an energy survey on the main business building. This will include assessing building fabric and the heating, hot water, cooling, ventilation and lighting systems in place at the location. The Assessor will model the building's energy profile to assess its current performance, the potential improvements that could be made (in terms of cost and carbon savings achievable), and then provide a detailed Decarbonisation Plan which summarises the findings and key recommendations for investments.

The Clean Growth Programme has sufficient resources available to help support the production of up to 176 Decarbonisation Plans. Businesses will be required to provide time-in-kind match funding to support the production of these plans and further evaluations upon completion, as required.

Applications will be processed by the GBSLEP on a first-come, first-served basis.

## 2. Scope

The support programme for Decarbonisation Plans is for SMEs with between 11 and 249 employees, and that have premises in the GBSLEP region. Businesses looking to receive support in the Programme should:

- Want to understand the energy performance of the building they are based in. Please note only one building per application.
- Want to identify and define key investments that can be made to reduce their energy bills and carbon emissions.
- Have the full support of the business owners and will take the Decarbonisation Plan and its findings seriously.
- Would like to fully engage with GBSLEP in the process and are willing to provide the feedback requested below as a minimum.

## 3. Service Delivery

When the application is submitted, it will be reviewed by GBSLEP staff to check the application is eligible (see Eligibility Criteria, below). If additional information is required, a representative of GBSLEP will be in touch.

Once a decision is made on the eligibility of the application, applicants will be informed of the decision. If successful, they will be contacted by representatives of GBSLEP to accept the offer letter and arrange for the building survey to be undertaken.

Once the survey is undertaken, the Energy Assessor will complete the Decarbonisation Plan and send it to the main contact in the application process.

The Decarbonisation Plan is the main output of the project.

## 4. Performance and Quality Measures

As part of the project and realising the outcomes, applicants will be required to present the Decarbonisation Plan to their Directors/ Board within three months, and again after 12 months. The reporting will provide feedback to the GBSLEP on progress relating to the recommendations of the Decarbonisation Plans.

These requirements will also enable GBSLEP to continually improve on its processes, understand how useful the reports are to the business community, evaluate any reduction in costs and emissions and establish how best to direct future GBSLEP funding and resources. This 12-month evaluation will support the LEP with its evaluation of the overall impact of the programme, and explore if any further support can be offered to the business in future phases of the Clean Growth Programme.

## 5. Costs and Timescales

In terms of costs and timescales, the Decarbonisation Plan must:

- Have all energy assessment works complete and Decarbonisation Plans submitted to the recipient business by March 2023
- GBSLEP will carry out the audit and provide the Decarbonisation Plan, with time in-kind match funding required by the SMEs.

The time in-kind will be required as part of this programme to commit resources to facilitate the audit and provide accurate and up-to-date supporting information to ensure the best results are obtained. As well as to deliver on the commitment from businesses to present the decarbonisation plan to directors, owners and/or the Board within three months and 12-months of its completion.

## 6. Implementation / Mobilisation Requirements

If successful, applicants will be required to provide:

- Drawings of the Building (floor plans, etc) where possible.
- Annual Energy Bill Statements as well as other information requested by GBSLEP staff.
- Additional information to the Energy Assessor, prior to the survey visit of any specific Health & Safety requirements, special access, etc.
- A car parking space must be provided for the Energy Assessor to use upon their visit, where these are available on site.
- Someone to meet and accompany the Energy Assessor on their survey. The accompanying individual must be able to access all areas of the premise and especially the Monitoring and Evaluation (M&E) systems and preferably someone who has some knowledge of the M&E systems used for heating, hot water, cooling and ventilation.

- A safe working environment for the Energy Assessor to carry out their site audit.
- The Energy Assessor with any additional Health & Safety Equipment (along with any training needed to use it) beyond standard PPE equipment, where required.

Projects will be expected to run for no more than 2 months. The project will begin when grant agreements are signed between the GBSLEP and the recipient business. The end of the project will be when the Decarbonisation Plan is finalised and submitted to the recipient business.

## 7. How to Apply

First round applications open: 8<sup>th</sup> December to 31<sup>st</sup> December 2021.

The GBSLEP reserves the right to close this first round earlier depending on the volume of applications received.

To reflect the wide array of business leaders across the West Midlands, the GBSLEP welcomes business leaders from a diverse range of backgrounds to apply for the Fund.

Further rounds will be open during 2022 and the website will be updated with dates. Please register your interest in this programme outside of open application dates by providing your details here by emailing [sustainabilityhub@gslep.co.uk](mailto:sustainabilityhub@gslep.co.uk) for further details.

Applications will be reviewed for their scope and eligibility. Successful projects will be contacted by the GBSLEP Sustainability Hub when their applications are reviewed for clarifications.

## 8. Eligibility Criteria

### Applicants

The business must:

- Employ between 11 and 249 employees (full-time equivalent on payroll) and have a turnover of less than the equivalent of £43 million per year.
- Be a registered business trading and operating in the GBSLEP geography. This covers the local authority areas of:
  - Birmingham
  - Solihull
  - East Staffordshire
  - Cannock Chase
  - Lichfield
  - Tamworth
  - Redditch
  - Bromsgrove
  - Wyre Forest
- Have been trading for at least three years prior to the date of applying to this programme.
- The business must be operating from a non-domestic premise.
- Be able to provide staff time in-kind as match funding to facilitate the decarbonisation plan works.
- Sign an agreement stipulating the conditions of receiving the Decarbonisation Plan which will include the in-kind match requirements

- Applicants may only apply for one building under one application. If applicants want other buildings assessed under the Decarbonisation Plans programme, then they need to submit further applications for each one. The GBSLEP reserves the right to limit the number of applications from a single business.

### **State Aid and Subsidy Control**

In order for the GBSLEP to ensure compliance with State Aid and Subsidy Rules in its grant funding activity you will be required to agree to a State Aid and Subsidy Control declaration as part of your application process, and you may be required to confirm this after receipt of the service delivery. In the event that your declaration is not received we will not be able to fund your proposed project.

Please note that GBSLEP reserves the right to withhold services for this project.

If you have any queries about this programme, please contact the GBSLEP at [sustainabilityhub@gslep.co.uk](mailto:sustainabilityhub@gslep.co.uk)