

Green Business Grants Scheme

This application form is to be used when applying for the Green Business Grants Scheme, where eligibility criteria is met.

This grant is ONLY aimed at supporting businesses based in the Tonbridge and Malling Borough that are carrying out work on their premises to improve energy efficiency or moving towards net zero.

A serious misrepresentation in supplying the required information may have the following consequences for the signatory that made the misrepresentation:

- The Council may sue the signatory for damages under the Misrepresentation Act 1967
- If fraud, or fraudulent intent, can be proved, the signatory may be prosecuted and convicted of the offence or fraud by false representation under s.2 of the Fraud Act 2006, which can carry a sentence of up to 10 years or a fine (or both)
- The signatory may be excluded from bidding for Council contracts for three years, under regulation 57 (8) (h) (i) of the Public Contract Regulations 2015

Additional details

The Council will not accept deliberate manipulation and fraud. Any business caught falsifying their records to gain additional grant money will face prosecution and any funding issued will be subject to claw back.

Grant income received by a business is taxable therefore funding paid under this scheme will be subject to tax. Only businesses which make an overall profit once grant income is included will be subject to tax.

Companies that are in Liquidation, Administration, are Insolvent or subject to a Striking-Off Notice are **NOT** eligible for funding through the Green Business Grants Scheme.

Declaration

Name of person making declaration

Position in business

Please check each box below to confirm the following:

- I confirm that within the past 5 years my organisation or any person who has powers of representation, decision or control in the organisation has not been convicted anywhere in the world of any offence listed in the List of Mandatory and Discretionary Exclusions document.
- I confirm that in the last 5 years, my organisation has not been subject to formal investigation which resulted in a proven case of 'blacklisting'.
- I confirm that my organisation has relevant policies and procedures in place to prevent Tax Evasion to ensure the elimination of offences covered by the Criminal Finances Act 2017 from my organisation supply chains.
- I confirm that I have read the requirements for the Green Business Grants Scheme and am authorised to submit this application form on behalf of this business.
- I declare that my business meets the criteria for the grant I am applying for, and the information I have provided is complete and accurate. If any circumstances change, I will notify the Council of this change immediately.
- I confirm that, including the payment of this grant, my business will not breach State subsidy regulations. Please visit [Subsidy Control: a guide for beneficiaries](#) for more information.
- I confirm that I authorise the Economic Development Team at Tonbridge and Malling Borough Council to make any enquiries it considers necessary for the assessment of this application.

I confirm that this business is engaged in business activity and is not in Liquidation, Administration, Insolvent or has a Striking-Off Notice made against it.

How we use your information

We will use your information to assess your application for financial support. We will confirm information about you and your account from credit referencing agencies and information held by Tonbridge and Malling Borough Council to confirm account validity and your identity. If you provide false or inaccurate information, we will record this.

The data you provide in your application will be shared with the Cabinet Office for the National Fraud Initiative, other Local Authorities and Law Enforcement Agencies for fraud prevention and detection.

Applicant and business details

Contact name

Contact address

Name of business

Type of business – choose an item from the drop-down list below

Choose an item.

Business address

Company Registration Number (CRN) (where applicable)

Business Rates number (where applicable)

Telephone number

Email address

Business sector

Total number of employees

Turnover per annum

Is your business VAT registered?

Yes

Enter VAT number here:

No

Category of business:

Please choose one of the following options by checking the relevant box below:

- Business in the Green Economy
- Business in the Food Production Sector
- Business in the Tourism and Hospitality Sector
- Business in the Distribution and Logistics Sector
- Business in the Construction Sector

Business in the Independent Retail Sector

Other (please specify)

Please provide an overview of the nature of your business:

What is your interest in the commercial premises from which your business operates?

Owner

Tenant

Other (please specify)

If you are a tenant, please give the number of years left on your lease:

If you are a tenant, please provide the contact details of the landlord:

Proposal outline

Please provide a detailed description of the initiative(s) you are proposing for which you require Green Business Grant support.

Statement of works

Please describe the changes that you propose to make including:

1. Forecast outcome of Research and Development
2. Alterations/improvements/extensions to existing infrastructure
3. Whether any energy efficiency measures are included in the works (either internally or externally) and anticipated percentage improvement

Description of work	Quoted costs
	£
	£
	£
	£
	£
Total	£

Please attach any sketches or plans of your proposed works. For infrastructure works, provide photographs of the existing building (maximum of 3 documents).

Please evidence that you have sourced at least three quotes for your proposed works. State which contractor is preferred and why.

Please attach three quotes and any other supporting documentation.

What is your expected start date for the work?

When do you expect to complete the work?

Business Permissions

Do you require any of the following permissions? You need to consider whether your proposals require consent before submitting your application.

Planning permission

Yes

No

Planning permission comment

Building control approval

Yes

No

Building control approval comment

Listed building consent

Yes

No

Listed building consent comment

Advertising consentYes No **Advertising consent comment****What environmental and economic outcomes do you expect directly from the delivery of your proposals? Include expected drop in greenhouse emissions as a percentage.****Will this project lead to the creation of any jobs in your organisation?**Yes No

If yes, specify the number of jobs created:

Will this project lead to the safeguarding of any jobs in your organisation?Yes No

If yes, specify the number of jobs safeguarded:

Will this project lead to your organisation adopting any new technologies or processes?Yes No

If yes, describe the new technologies or processes:

Have you or the applicant business applied for or received any public sector funds within the last three years?

Yes

No

If yes, please provide details of the source and amount of funding:

Bank details

Name of bank or building society

Account holder's name

Account number

Sort code

Please attach your latest bank statements showing account details and transactions.

Any payments will be paid into this bank account.

If you do not have a Company Registration Number (CRN) via Companies House or a VAT number, please provide an Individual Identifier from the list below:

Please highlight: Self-Assessment/Partnership Number; National Insurance Number; Unique Taxpayer Reference; Registered Charity Number

Enter number here:

General Business Support Questions

Would you like to be notified about the release of future grant opportunities and further business support by the Council?

Yes

No

Have you heard of the Lower Carbon Across the South East (LoCASE) initiative which could help to match-fund your project?

Yes

No

Would you like to be put in touch with LoCASE to find out more?

Yes

No

To submit your application, please email this document to economic_regeneration@tmbc.gov.uk along with the following attachments:

- Your latest bank statements showing account details and transactions
- Three quotes and any other supporting documentation
- Any sketches or plans of your proposed works. For infrastructure works, provide photographs of the existing building (maximum of 3 documents)

Privacy policy

We collect and store your data in accordance with the [UK General Data Protection Regulation \(UK GDPR\) and the Data Protection Act 2018](#).

To see what we store and how we use and share your information please refer to our [privacy notices](#).