Crawley Borough Council
Greentech Business Growth Fund (GBGF)

PROCESS GUIDANCE NOTES

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1. GREENTECH BUSINESS GROWTH FUND – OVERVIEW

Crawley was successful in securing £21.1 million from the Towns Fund, following the submission of a Town Investment Plan in July 2020. Across a suite of projects, the core aims of the Towns Fund for Crawley is to create jobs, support business growth, and boost economic recovery from the Covid-19 pandemic.

This project, the *'Greentech Business Growth Fund*', forms one pillar of project '1C: Green Technology Infrastructure & Business Grants'. The project aims to respond to the strategic priority need of 'greening' Crawley's economy and the overarching rationale for the grants programme is for funding to support the continued growth of the green technology and green construction sector in Crawley.

A more developed green tech sector in Crawley would increase the local capacity to support significant reductions in CO2 emissions through business activity which yields more sustainable homes and business premises. The development of Crawley's nascent green tech sector would result in an expanded business base, creating new high value green tech jobs to benefit Crawley residents. Ultimately, this could act as a catalyst, attracting further business investment into the Borough and bolstering the local green technology cluster.

A total of £450,000 will be allocated to the Greentech Business Growth Fund grants programme, to which green tech SMEs can apply. Grant funding is capital rather than revenue and is therefore expected to be utilised by businesses to invest in new business premises, facilities, or equipment in order to develop or roll out innovative green tech products or services, extend their commercial footprint, and grow their turnover and job base. This in turn will drive expansion of the Crawley green tech cluster, generate high-value highly skilled roles for local residents, and increase the capacity of the private sector to deliver services that help

reduce overall CO2 emissions. One priority for the funding is to support products and services that will help to decarbonise the Borough's building stock.

2. ELIGIBILITY CRITERIA

The Eligibility Criteria for the 'Greentech Business Growth Fund' (GBGF) are separated into two tiers – 'Essential Eligibility Criteria' and 'Desirable Eligibility Criteria'.

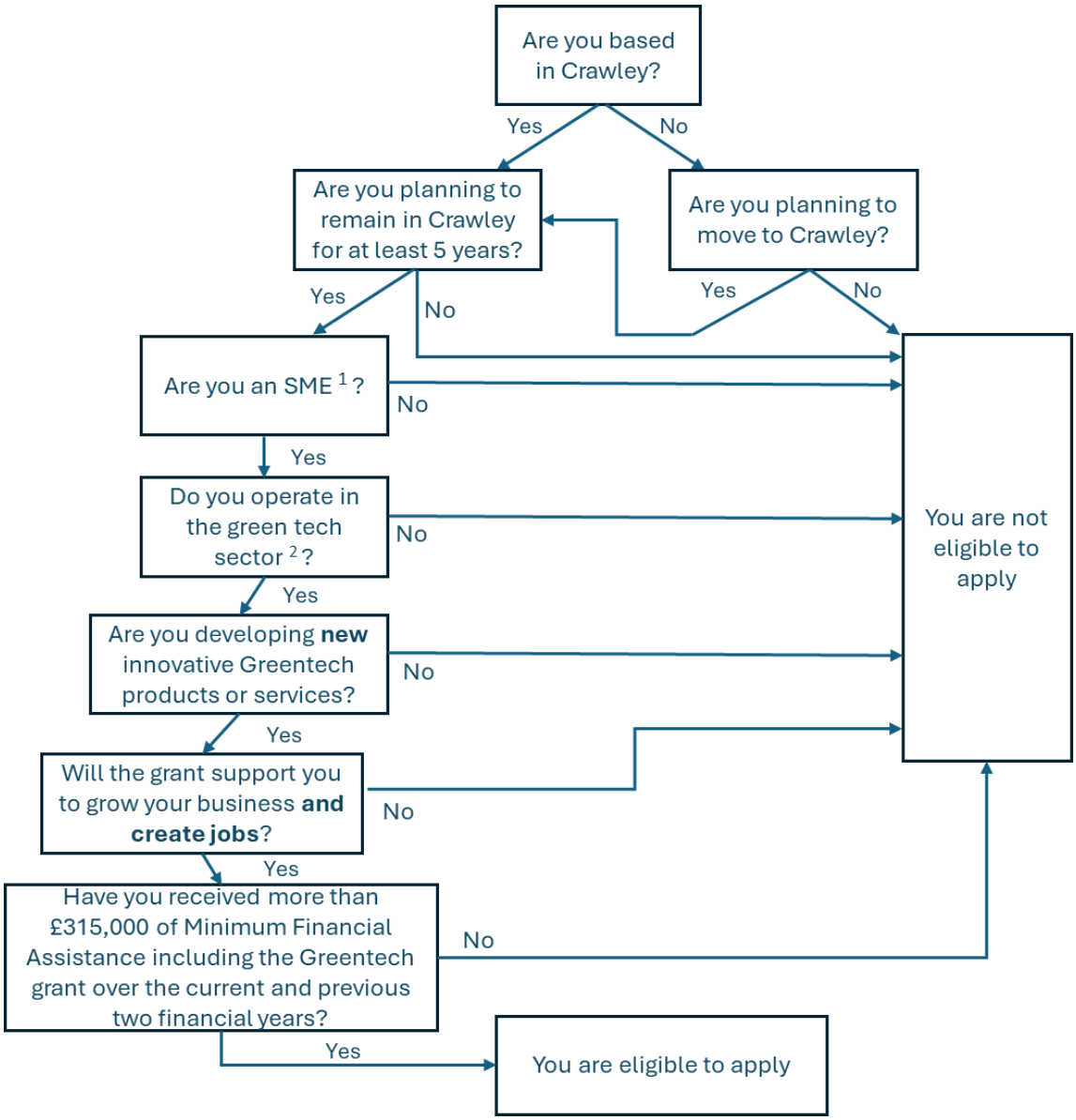
'Essential Eligibility Criteria' are those which applicant businesses *must* satisfy in order to qualify for the GBGF grant scheme. 'Desirable Eligibility Criteria' are those specifications which applicant business are *expected* to satisfy in developing a GBGF application of a high standard. Applicants that do not meet these criteria will not be prohibited from applying. However, the extent to which applications satisfy the *Desirable* criteria will be a core consideration when grant applications are assessed, and outcomes are decided.

The *Essential* and *Desirable* eligibility criteria are as follows:

Essential Eligibility Criteria:

- Crawley-based and intend to remain in Crawley for at least 5 years [1]
- Operate in the 'green tech' sector and be able to demonstrate how the proposed project and grant funding would deliver business growth, in terms of jobs created and increased turnover[2]
- Businesses must be developing innovative green tech products or services
- Businesses are to be SMEs – including micro-enterprises and start-ups [3]
- Any grant funding awarded under the GBGF grant scheme cannot result in a breach of the conditions of the UK Subsidy Control Regime on the part of applicant businesses [4]
- Projects must be completed and claimed by 31st March 2026

The flowchart below sets out a decision tree to help you identify whether you are eligible to apply.



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 within the business
- Demonstrable track record in business innovation and growth / tech development
- For '*Business Development Grants'*, a clear business plan which shows how the proposed grant investment is a clear strategic fit with the growth plans of the business, and which presents compelling prospects for successful growth thanks to the grant investment

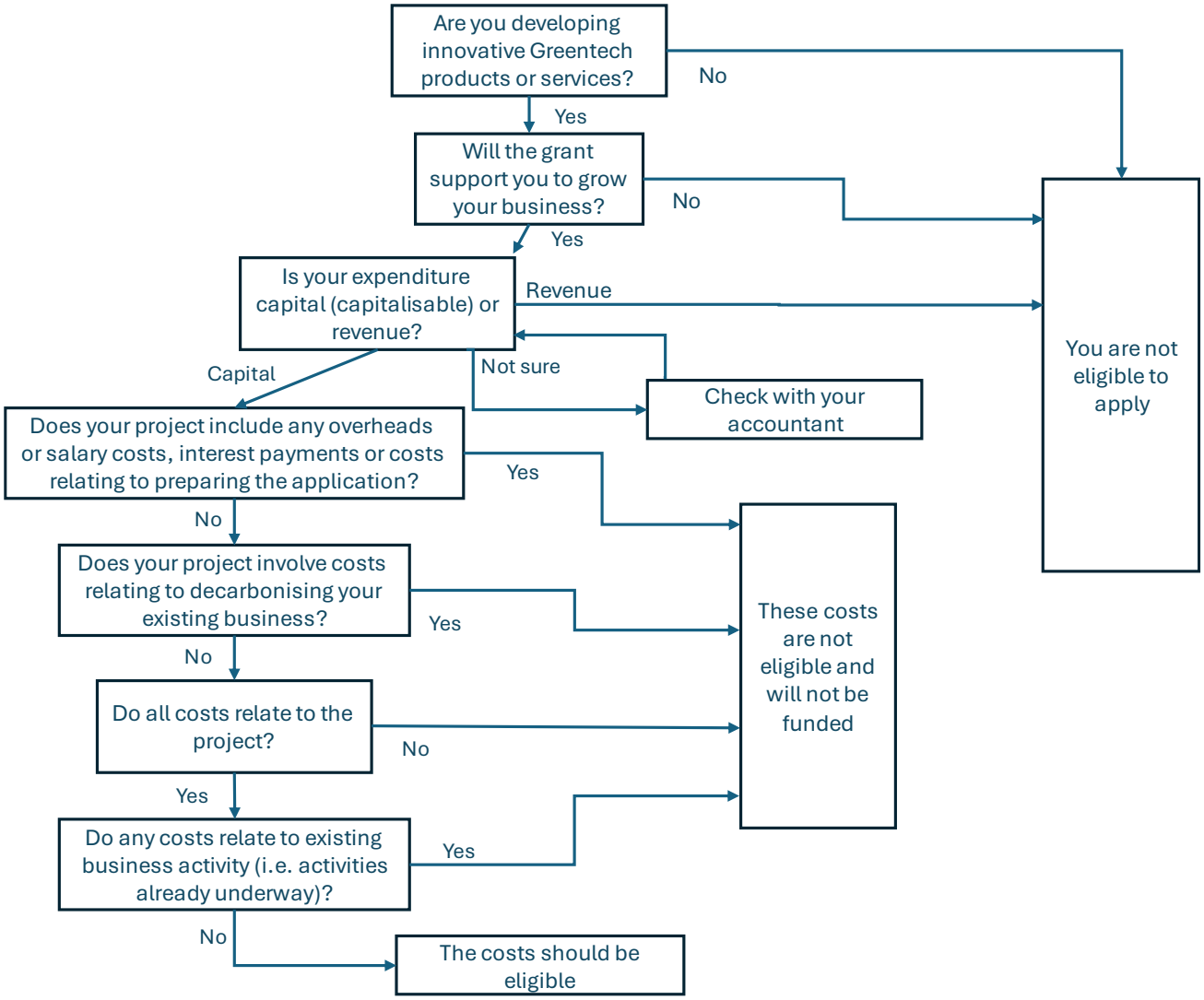
- Evidence that the grant will be used within the Crawley area and a commitment to grow the business and jobs within Crawley to benefit local residents
- Evidence of the extent to which the grant investment will deliver a wider 'multiplier effect' in regard to catalysing jobs / business growth more broadly 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 Regime[5]
- Non-Crawley based businesses, unless adequate evidence is provided that they are in the process of re-locating to Crawley [6]
- Businesses without a clear and demonstrable plan for expansion

The flowchart below provides a decision tree to help you identify whether you 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.
Details of the LPA boundary can be found on the Open Geography Portal from the ONS (https://geoportal.statistics.gov.uk/)

Applicants should be aware that breaching the commitment to remain in the Crawley area for at least 5 years would be grounds for clawback of the grant.

[2] The 'green tech' sector, in line with The Department for Business, Energy & Industrial Strategy's definition of 'Low Carbon Environmental Goods and Services' (LCEGS), is considered to include 24 sub-sectors of activity across the three categories of 'environmental', 'renewable energy', and 'low carbon'. A complete list of the sub-sectors is included in Appendix A.

Applicants will be given the opportunity to explain how their business and application is part of the 'green tech' sector within the application form. To qualify for a Greentech Business Grant, you must be developing

or providing an innovative Greentech product or service. In marginal or complex cases, Crawley Borough Council has final discretion in terms of determining which businesses constitute 'green tech sector' activity for the purposes of the GBGF grant scheme.

[3] Please refer to section 6i) 'SME' Definitions

[4] Please refer to section 6iv) Subsidy Control Requirements

[5] Evidence will be required before the grant can be awarded to demonstrate that you are already planning a move to Crawley. This could include a Heads of Terms signed with a landlord; a signed tenancy agreement or agreement in principle relating to premises within the Crawley area, etc. Failure by an applicant to meet this requirement and move to Crawley will lead to termination of the grant and clawback. N.B. Applicants planning to move to Crawley but who have yet to agree Heads of Terms or similar may still apply, but final decisions on their application will be deferred until a signed Heads of Terms, or similar, is in place.

3. GRANT TIERS & ELIGIBLE PROJECTS

The Greentech Business Growth Fund (GBGF) grant programme is divided into two tiers. The maximum grant award available under each tier varies and is proportionate to the maturity of the applicant businesses and the stage of development of their products/services and growth trajectory.

3i) GBGF Grant Tiers

1. Business Start-up Grants
   Maximum Grant Award: £10,000
   Duration of grant project: up to 1 year – must end by 31st March 2026
   Match required: No
   - For business start-ups in the low carbon / green technology sector – must have been trading for a maximum of 1 year.
   - Small-scale grants available for entrepreneurs ready to launch a business, with evidence of a clear business model.

2. Business Development Grants
   Maximum Grant Award: £50,000
   Duration of grant project: up to 31st March 2026
   Match required: No
   - For existing micro-enterprises and SMEs in the low carbon / green technology sector
   - Grants to assist businesses to grow quickly; typically smaller businesses with lesser technology readiness who require investment to innovate and refine their tech prototype

Applicants can consider relocating to the Crawley Innovation Centre to 'scale-up' technology and business activity using the Greentech grant.

3ii) Eligible Projects

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 'in scope' and 'out of scope' for the purposes of the GBGF grant programme. Please note that these lists are indicative and not exhaustive. Final discretion in determining what qualifies as eligible project expenditure rests with the Council's technical officers and the GBGF Grant Panel.

In-Scope:

- Product Development
  Investment in the design and development of innovative products/services, for example:
  - Specialist research, guidance & consultancy services
  - Specialist training & accreditation
  - Inputs involved in testing and prototyping
  - Inputs involved in preparing for product launch
- Capital Expenditure
  Investment in acquiring or upgrading company assets, for example:
  - Land & buildings
  - Premises fit out or refurbishment
  - Plant, machinery & equipment – including digital / software
  - Improvements to systems and processes
- Market Development
  Investment in better understanding and targeting products towards intended markets, for example:
  - Specialist research, guidance & consultancy services
  - Product branding and marketing design
  - Development of digital marketing assets; website, SEO, campaigns etc.
  - Attendance at industry & networking events; conferences, exhibitions, trade fairs etc.

Out of Scope:

- Revenue Expenditure
- Overhead Expenses
  The general and ongoing costs involved in operating the business, for example:
  - Premises costs; rent & rates
  - Utilities
  - Employee salaries and/or time
  - Stock
  - Other professional fees
  - Subsistence
  - Maintenance & repairs
- Existing Business Activity
  Continued funding for business operations and activities already in place at the time any GBGF grant agreement is signed and where no material change is anticipated, for example the continuation of:
  - Current marketing / promotional activity
  - Current specialist research, guidance & consultancy
  - Current specialist training & accreditation
  - Current capital expenditure programmes

- Business costs unrelated to developing green tech products or services
- Costs which do not relate to the development of new or improved green tech products or services or which are aimed at reducing the existing business operation's carbon footprint, for example the following will not be funded:
    - Sales tools for pre-existing products or services which are already commercialised
    - Decarbonisation of the business, e.g. replacement of fixtures and fittings or equipment with more efficient / lower carbon alternatives
- Interest payments
  Any costs incurred as a result of loans or debt, for example:
    - Commercial loan being used as match funding
    - Hire Purchase costs
- Costs incidental to preparing a GBGF grant submission
  Any expenditure committed as part of developing an application to the GBGF grant programme is not eligible for funding post-submission, for example:
    - Consultancy fees
    - Employee salaries and/or time

4. APPLICATION PROCESS

This section presents a summary of the application process for the GBGF grant programme and identifies the steps prospective applicants must complete in order to make a submission. Crawley Borough Council have procured Carbon Limiting Technologies (CLT) to support the delivery of the grant programme.

4i) Application Process Summary

Pre-Application:

i) Applicants can find information for the GBGF grants programme on the Crawley Borough Council website. This includes all relevant documentation, directions to access the application e-form, and contact details

ii) Applicants should then contact Crawley Borough Council by completing a short expression of interest form on the Crawley Borough Council website **here**. Any questions should be sent to the following email address: GreentechBusinessGrants@crawley.gov.uk. Following receipt of the expression of interest form, applicants will be contacted by a programme business advisor so that eligibility can be established, and next steps determined

iii) Once eligibility has been established, business advisors assigned to applicants will support businesses in developing their GBGF grant application, and advise on the process

Application Development & Submission:

i) Applicants, with advice from the programme business advisor team, will draft an outline GBGF grant application and prepare for final submission.

ii) Once the GBGF grant application has been prepared, applicants will finalise their submission by completing the GBGF grant application 'e-form' on the website 'Grant Approval', which will then be subject to checks by the programme business advisors

iii) Applicants will need to complete the online e-form on Grant Approval and submit all necessary supporting documents, as outlined

iv) Once your application has been received by CBC, applicants will receive an email notifying them of the receipt of their submission and an indicative timetable for its assessment.

Post-Application:

- At this stage, programme business advisors will assess and appraise GBGF grant applications. If it is identified that any sections require clarification or that any supporting documentation is missing, applicants will be contacted at this point to supply this.
- Following the initial assessment by programme business advisors, and receipt of clarification responses, where relevant, applications which score over 50% will undergo a final assessment at a meeting of the GBGF Grants Panel. Applications which do not achieve a score of 50% will not be presented to the Panel and applicants will need to reapply.
- Approval at the GBGF Grants Panel stage is by no means guaranteed and depends on the extent to which a grant application meets the Fund's eligibility criteria. The panel will issue one of three decisions:
  a. Application recommended for approval
  b. Application recommended for deferral
     In this case, applicants will be contacted and asked to provide clarification / additional evidence.
     The revised submission will then be returned to the panel for a second assessment.
  c. Application recommended for refusal
     In this case, you will be notified of the outcome and reasons for the refusal
- Applications which are not approved may be resubmitted, however you must ensure that you consider and address the feedback provided. The Grant Panel and Assessors reserve the right not to review a resubmission that is substantially unchanged in respect of addressing the feedback provided on the original submission.

Approved Applications:

i) For those applications which are approved by the GBGF Grants Panel, applicants will be notified of the outcome by e-mail and required to read and sign the following documents:
   a. Grant Funding Agreement
   b. Terms & Conditions

ii) Subject to the above documentation having been signed by the applicant businesses and confirmed in writing by Crawley Borough Council, funding defrayment will begin. The structure of funding payments will depend on the GBGF Grant Tier which applicants have applied for, in line with the following:
   a. Business Start-up Grants (≤ £10,000)
      CBC will provide an immediate advanced grant payment; 50% of the requested grant value.
      CBC will provide the remaining sum upon completion of the grant funding period (max 1 year but before 31st March 2026)
   b. Business Development Grants (≤ £50,000)
      CBC will provide an immediate advanced grant payment; 50% of the requested grant value.
      CBC will provide a further interim grant payment; 25% of the requested grant value.
      CBC will provide the remaining sum upon completion of the grant funding period (before 31st March 2026)

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. Grant payments will be defrayed directly to the applicant business bank account in accordance with details provided in the application process. Payments will not be made to any third parties.
e. As part of the monitoring procedure, applicants are required to demonstrate – by use of payroll documents or equivalent HR evidence – the number of FTE jobs created and/or safeguarded as a result of approved projects.

iv) On completion of proposed projects, applicants will be invited to complete a final project evaluation and will receive a GBGF Project Closure Notice from CBC. This will confirm in writing the total grant funding awarded to applicants and mark project completion

v) Successful applicants to the GBGF, and the projects they undertake, may be involved in the production of certain promotional materials such as case studies – subject to their approval.

4ii) Application Process Timetable

Prospective applicants for the GBGF grants may express their interest in applying and begin preparing application documents at any time .

The application round will remain open, with applications reviewed and assessed as they are received, until the available funding is fully allocated. However, applicants are advised not to delay their application too long as applications received after all of the funding has been allocated cannot be funded.

5. APPLICATION FORM GUIDANCE NOTES AND SCORING MATRIX

This section presents a breakdown of the GBGF application e-form and provides guidance notes on specific questions, advising applicants on the information and evidence that is expected.

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 • Include: 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 • Describe primary markets; b2b / b2c; target sectors; list any key existing customers • Describe the current approach marketing / promotion; outline existing campaigns and methods; appraise effectiveness	For info – not scored
Project Summary	2,500 characters max What will grant funding be used for and what will it achieve? Describe how grant and/or match-funding will be allocated to eligible capital expenditure, product development, or market development. List the key proposed costs, present a clear overall strategy, and explain why these costs are necessary to achieve the project goals	15%
Low carbon / net-zero imperative	2,500 characters max Describe how the product(s) and/or service(s) offered support final customers in reducing their carbon emissions and quantify this impact, where possible; outline how the business operations contribute to the low carbon / net-zero imperative; how is the product/service innovative; and what is the scale of the environmental benefit over alternatives?	10%
Project Delivery	2,500 characters max What market research / business planning has been undertaken? Explain how and why it demonstrates project deliverability (Submit relevant business plan if available) Describe any evidence – either internal or external – used to inform the proposal	15%
Target Market	2,500 characters max What markets / sectors is the project aimed at? Describe the key customers targeted by the proposal; businesses or individuals? What sectors? What is existing demand for the good/service?	5%
Rationale	2,500 characters max	5%

	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?	
Project Timescales	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?	10%
Management Approach	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?	5%
Risks & Mitigation	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	5%
Opportunities for Growth	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?	5%
Financial Impact	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	5%
Employment Impact	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?	5%
Environmental Impact	2,500 characters max What direct / indirect impact will the project have on the low-carbon / net-zero imperative?	5%

	Describe how any business growth or development resulting from the proposal would contribute to the low carbon imperative – link increases in the output and/or quality of products/services to material reductions in carbon emissions more broadly; quantify where possible	
Wider Benefits	2,500 characters max What wider socio-economic benefits will your project bring to the local area? Describe any wider benefits: will local residents benefit from employment opportunities, and associated training/education? Will local SMEs be incorporated into the businesses supply chain? How do your hiring and procurement practices consider issues of diversity and social value?	5%

Document Upload	
Field	**Guidance Notes**
Company Incorporation Certificate	A copy of the Company Incorporation Certificate provided when the business was registered (or alternative: HMRC self-employment registration for sole traders; Partnership Agreement for a Partnership)
Proof of registered office / trading address within Crawley Borough	Documentary evidence to prove occupancy of the business within the boundaries of Crawley Borough If applicable, must include a business rates account and/or property reference number (i.e. Business Rates / NNDR bill, utility bill, rent statement)
Current business plan	Copy of your current business plan
Current Business Bank Account Statement	Most recent available and minimum within the previous 3 months (to include bank name, business name & address, account name, account number, sort code)
Evidence of existing staff numbers	Evidence to demonstrate the total number of existing staff – be these full-time or part-time and the number of these which are based in Crawley
Last 2 years full company accounts	Abridged / filleted versions will not be accepted
Financial projections for minimum 12 months	To include P&L, cash flow, and balance sheet forecasts
Complete 'Project Finances' Document (Access Document Here)	A completed and signed version of the 'Project Finances' Document, provided on the CBC website *Please refer to the table below for further detail*
Complete 'Subsidy Control' Document (Access Document Here)	A completed and signed version of the 'Subsidy Control' Document, provided on the CBC website *Please refer to the table below for further detail*
Match-funding (if applicable)	Evidence that demonstrates that the match-funding requirement can be met (i.e. business bank account statements, loan/financing documentation)

Project Finances & Procurement Document

Field	Guidance Notes
1a) Overall Project Costs	A) Total Project Value The overall cost of your proposed project; include all eligible capital expenditure to be undertaken. B) Grant Requested The total grant value requested as part of your proposal. This may at maximum equal to A) Total Project Value C) Match-funding The total value of any funding that can be committed by applicants D) Grant Intervention Rate The proportion of A) Total Project Value to be funded by grant support – as opposed to match-funding; is calculated as B/A*100
1b) Project Costs per Item	This table should be populated with *all* proposed eligible expenditure – across the categories of capital expenditure, product development, and market development. All expenditure items should be listed excluding VAT and applicants should ensure that: 1) The total of all listed expenditure items is equal to A) Total Project Value 2) The preferred suppliers listed should align with those identified in section 5ii) Procurement
2a) Procurement Evidence	*Please refer to section 6ii) Procurement*
3a) Match-Funding Sources	*Please refer to section 6iii) Match-funding, if relevant*
3b) Match-Funding Evidence	*Please refer to section 6iii) Match-funding, if relevant*

Subsidy Control Document	
Field	**Guidance Notes**
2) Public Sector Funding	*Please refer to section 6iv) Subsidy Control*

Scored questions in the application form will be scored on the basis of the following matrix:

Score	Classification	Definition
0	Unacceptable	No response - or totally unacceptable; is not relevant and/or does not address the question in any way.
1	Inadequate	Substantially inadequate, does not meet expectations in some significant areas. Lacks detail and/or is inconsistent. No examples or evidence provided
2	Weak	Weak response that does not fully meet expectations in many areas. Answer may lack detail or little evidence provided
3	Satisfactory	Response largely meets expectations, and evidence is given to support answers. There may be one or two minor omissions, but overall able to demonstrate sufficiency / competency
4	Good	Good response where all requirements are met, and evidence is provided to support answers – demonstrating sufficiency and compliance
5	Excellent	Exceptional response that inspires confidence; question is fully addressed and is robustly/clearly demonstrated. Full evidence and deep

		understanding are presented. Response offers innovative solutions and a desire for continuous improvement

6. TECHNICAL CRITERIA

6i) 'SME' Definitions

Applicant businesses to the GBGF grants programme must meet the definition of an 'SME' in order to be eligible to apply. This also includes micro-enterprises and start-ups.

The definitions and thresholds used to classify SME's are based on the EU "Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprises", 2003 (https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32003H0361), and are as follows:

To apply for the '*Business Development Grants'*, businesses must be considered 'medium-sized' or smaller. This is further defined as:

- Staff Headcount: 249 employees or fewer
- Turnover: £44,274,500
  Or
  Balance sheet total: £38,076,070

To apply for the '*Business Start-up Grants'*, businesses must be considered 'small-sized' or smaller. This is further defined as:

- Staff Headcount: 49 employees or fewer
- Turnover: £8,854,900
  Or
  Balance sheet total: £8,854,900

The monetary thresholds used above to determine the criteria for 'SME' businesses are derived from EU standards and are thus converted from €(EUR) to £(GBP). These figures will be updated in line with the current exchange rates on the date that each application round opens and will be considered as fixed from that point for the duration of the application round (see Section 4 (ii)). Current figures are accurate as of January 2023.

Applicants will need to evidence the SME category they fall under, as follows:

- To demonstrate turnover / balance sheets, please provide your most recently submitted full company accounts. Abridged accounts will not be accepted
- To demonstrate company headcount, please provide a payroll printout or alternative HR records that details all full-time and part-time direct employees

6ii) Procurement

Applicant businesses, as part of their submission, will be required to demonstrate that for all eligible expenditure an appropriate procurement process will be undertaken as part of the project. This is to ensure value for money and reduce the likelihood of conflicts of interests. Grant recipients will be required to provide evidence of compliant procurement as part of the grant monitoring process. Alongside this, grant recipients will be required to provide details of any assets purchased with the grant and commit to using

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 thresholds below apply to the **total value** of whatever you are buying, regardless as to the source of the funds, i.e. if you are buying an item for £25,000 but are only receiving a grant of £19,000, you are still required to follow the three written quotations process.

This table relates to goods and service contracts.

Total Contract Value (exc. VAT)	**Procurement Route**	**Evidence Required**
≤ £19,999	Evidence of value for money This could be determined, for example, through the receipt of two relevant quotations, or evidence obtained by online research	• Evidence used to establish value for money; quotes, online research data etc. • Written statement justifying selection
£20,000 - £49,999	Three written quotations 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. A request for quotation should include, where appropriate: • Background information and instructions to suppliers. • Specification/Requirements – full details of the goods and/or services required • Price schedule enabling bidders to simply submit their pricing information	• Copies of the written quotations received (min. 3) • Written statement justifying selection
≥ £50,000	Open tender by advertisement 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 All 'invitation to tender' documentation and requirements should be proportionate to the value of the proposals, but shall include the following:	• Copies of final tender documentation • Copies of evaluation process materials e.g. final scoring matrix • Written statement justifying selection

	• 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 A clear and consistent evaluation process should be utilised to determine the suppliers – e.g. scoring matrix	

This table relates to works contracts.

Total Contract Value (exc. VAT)	**Procurement Route**	**Evidence Required**
≤ £19,999	Evidence of value for money This could be determined, for example, through the receipt of two relevant quotations, or evidence obtained by online research	• Evidence used to establish value for money; quotes, online research data etc. • Written statement justifying selection
£20,000 - £99,999	Three written quotations 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. A request for quotation should include, where appropriate: • Background information and instructions to suppliers. • Specification/Requirements – full details of the goods and/or services required	• Copies of the written quotations received (min. 3) • Written statement justifying selection

	• Price schedule enabling bidders to simply submit their pricing information	
≥ £100,000	Open tender by advertisement 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 All 'invitation to tender' documentation and requirements should be proportionate to the value of the proposals, but shall include the following: • 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 A clear and consistent evaluation process should be utilised to determine the suppliers – e.g. scoring matrix	• 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