

# Domestic Building Envelope Energy Efficiency Grant

## 1. Grant Purpose, Eligibility Criteria, and Terms and Conditions

- 1.1. The Domestic Building Envelope Energy Efficiency Grant (**the Grant**), and the administration of the Grant, is funded by the UK Shared Prosperity Fund (a central government funding source channelled towards delivering the UK's levelling up objectives), which helps deliver community measures to reduce the cost of living.

### Eligibility

- 1.2. The Grant can only fund energy efficiency works that meet all of the following eligibility criteria:
- a. The Grant applicant owns and lives in the property in which works funded by the Grant will occur **AND** that property is the applicant's only or main residence
  - b. The Grant applicant's household has:
    - i. an income of £36,000 or less (before tax), **OR**
    - ii. is in receipt of means tested benefits such as Universal Credit and Council Tax Support, **OR**
    - iii. a member of the applicant's household receives a disability related benefit;
  - c. The property in which works funded by the Grant will occur is used primarily for residential purposes;
  - d. The property in which works funded by the Grant will occur:
    - i. has an energy performance certificate (EPC) rating of D, E, F or G **OR**
    - ii. does not legally require an EPC;
  - e. The works funded by the Grant will reduce building envelope heat loss via implementation of the following retrofit measures (hereafter referred to as Retrofit Measures):
    - i. Roof insulation
    - ii. Cavity wall insulation
    - iii. External wall insulation
    - iv. Loft insulation
    - v. Window replacement
    - vi. Secondary glazing
    - vii. Door replacement and/or
    - viii. Other works where exceptional circumstances apply.
  - f. The works funded by the Grant must be carried out in accordance with Building Regulations, appropriate British Standards and to the satisfaction of the Local Authority.
- 1.3. The maximum Grant value per domestic property is £30,000.
- 1.4. The Grant cannot be used in conjunction with other funding streams for the same works funded by this Grant.
- 1.5. To make a Grant application, Grant applicants will need to provide:

- a. Occupancy-related evidence that:
  - i. The Grant applicant owns and lives in the property in which works funded by the Grant will occur by providing a copy of the title deeds or Land Registry record of title, to confirm that the applicant owns the property **AND** a copy of a utility bill (e.g., for telephone, gas, electricity etc.) dated within three months prior to the date of submission to the Council.
  
- b. Status-related evidence that:
  - i. The applicant's household has an income of £36,000 or less (before tax) by providing a copy of Tax Calculations (e.g. forms SA302, or P800 from HMRC) for all income earners in the household (one of which must be in the applicant's name),  
**OR**
  - ii. The applicant is in receipt of means tested benefits such as Universal Credit and Council Tax Support,  
**OR**
  - iii. a member of the applicant's household receives a disability related benefit e.g. Attendance Allowance, Carer's Allowance, Personal Independence Payment or Employment and Support Allowance.
  
- c. Energy Performance Certificate-related evidence that the domestic property in which works funded by the Grant will occur:
  - i. has an energy performance certificate (EPC) rating of D, E, F or G by providing a copy of an EPC certificate for the domestic property (**NOTE:** EPC certificates can be obtained via the following weblink: <https://www.gov.uk/find-energy-certificate>)  
**OR**
  - ii. does not legally require an EPC, and where that is the case then the applicant shall also provide an explanation in the Grant application as to why the property does not legally require an EPC.
  
- d. A proposal (**including a written quote that is valid for a period of 6 months from the month in which the application is submitted**) from an eligible contractor (an **Eligible Proposal**). The Eligible Proposal must include:
  - i. Quantities, dimensions, materials/composition, makes and models, certifications/energy ratings, and energy performance characteristics (including U-values) of the items to be installed;
  - ii. In the case of door and window replacements only, the quantities, dimensions, materials/composition, makes and models, certifications/energy ratings, and energy performance characteristics (including U-values) of the items being replaced; and
  - iii. A robust calculation of the annual energy savings from the retrofit measures including the calculation methodology.

1.6. An eligible contractor is defined as follows:

- a. For the installation of roof insulation, the contractor must be a TrustMark Registered Business and must adhere to the most recent versions of PAS 2030 and PAS2035 standards.
- b. For the installation of cavity wall insulation, the contractor must be a TrustMark Registered Business and must adhere to the most recent versions of PAS 2030 and PAS2035 standards.
- c. For the installation of external wall insulation, the contractor must be a TrustMark Registered Business and must adhere to the most recent versions of PAS 2030 and PAS2035 standards.

- d. For the installation of loft insulation, the contractor must be a TrustMark Registered Business and must adhere to the most recent versions of PAS 2030 and PAS2035 standards.
  - e. For the replacement of windows, the contractor must be a TrustMark Registered Business and must adhere to the most recent versions of PAS 2030 and PAS2035 standards.
  - f. For the installation of secondary glazing, the contractor must be a TrustMark Registered Business and must adhere to the most recent versions of PAS 2030 and PAS2035 standards.
- 1.7. The selection of an eligible contractor is the responsibility of the Grant applicant. The Council makes no recommendation to the applicant of a particular contractor to undertake the relevant works, has no obligation to monitor or manage the chosen contractor's carrying out of those works; and has no liability to the applicant in relation to that contractor's non or poor performance in respect of those works.

### **Grant Application Submission and Evaluation**

- 1.8. The grant application form must be completed and submitted using the web Grant Application Form **OR** posted to Buckinghamshire Council, Domestic Resource Efficiency Service, Energy and Climate Change, Walton Street Offices, Walton Street, Aylesbury, HP20 1UA. All evidence that must be submitted with the Grant Application Form, as detailed in section 1.5, and an Eligible Proposal, can be attached either to the grant application web form (**NOTE:** files cannot exceed 50mb) **OR** emailed to [energydoctor@buckinghamshire.gov.uk](mailto:energydoctor@buckinghamshire.gov.uk) **OR** posted to Buckinghamshire Council, Domestic Resource Efficiency Service, Energy and Climate Change, Walton Street Offices, Walton Street, Aylesbury, HP20 1UA.
- 1.9. If Grant applications are considered by the Council in its discretion to be non-compliant and/or incomplete, applicants will be asked to resubmit an application.
- 1.10. Complete and compliant Grant applications will be evaluated by a Grant Evaluation Panel against the eligibility criteria in sections 1.2 to 1.7. The Grant Evaluation Panel reserves the right at its discretion to make Grant awards otherwise than in accordance with the eligibility criteria in sections 1.2 to 1.7 in exceptional circumstances. If the application is approved, a Grant Offer Letter will be issued setting out the Council's grant offer.
- 1.11. If any Grant application is not approved by the Grant Evaluation Panel, a Grant Determination Letter will be issued.

### **Grant Confirmation**

- 1.12. Grant applicants will need to complete (sign and return) a Grant Offer Letter (GOLC) and receive email confirmation of receipt of that GOLC from the Council, to secure the Grant.

The Council will provide a Grant Claim Form Template with this email confirmation. This will be used by the applicant to make a Grant claim (see sections 1.17 to 1.20).

- 1.13. Works funded by the Grant must not begin until the Grant applicant has received an email from the Council confirming receipt of the applicant's GOLC.
- 1.14. Until a Grant applicant has received email confirmation of receipt of a GOLC from the Council, they are recommended not to sign or commit to any contract with an eligible contractor for the Grant works. If an applicant does so before receiving email confirmation of receipt of a GOLC from the Council then the applicant may be committed to going ahead with the works without any means to pay for them. Once the applicant receives email confirmation of receipt of a GOLC

from the Council, however, they can instruct the contractor to commence and complete the Grant works.

### Grant Variations

- 1.15. Grant applicants may complete and submit a Grant Variation Request (GVR) by using the web Grant Variation Request Form **OR** by posting the completed GVR to Buckinghamshire Council, Domestic Resource Efficiency Service, Energy and Climate Change, Walton Street Offices, Walton Street, Aylesbury, HP20 1UA if there is any need to vary the project detailed in the GOLC. A GVR must be approved by the Council before the varied works are undertaken. If a GVR is considered by the Council to be non-compliant and/or incomplete, applicants will be asked to resubmit the GVR. Only complete and compliant GVRs will be evaluated by a Grant Evaluation Panel. The applicant will be informed of the decision of the Grant Evaluation Panel, and if the GVR is approved, a new Grant Offer Letter will be issued to the applicant. If a GVR is submitted after the varied works have commenced the Council may issue to the applicant a Grant Withdrawal Notice confirming that the Grant offer has been withdrawn.

### The Grant Evaluation Panel

- 1.16. The decisions made by the Grant Evaluation Panel are final and cannot be appealed.

### Grant Claims

- 1.17. To make a Grant claim, a Grant applicant will need to complete the web Grant Claim Form **OR** post the completed Grant Claim Form to Buckinghamshire Council, Domestic Resource Efficiency Service, Energy and Climate Change, Walton Street Offices, Walton Street, Aylesbury, HP20 1UA. It needs to be supported by the following information which can be submitted with the web form (**NOTE:** files cannot exceed 50mb) **OR** emailed to [energydoctor@buckinghamshire.gov.uk](mailto:energydoctor@buckinghamshire.gov.uk) **OR** posted to Buckinghamshire Council, Domestic Resource Efficiency Service, Energy and Climate Change, Walton Street Offices, Walton Street, Aylesbury, HP20 1UA:
- a. Photographic evidence of the Grant works being completed; **AND**
  - b. Invoice(s) from the eligible contractor for the completed works (on a document with that contractor's letterhead, their contact details, address, and bank details (including bank name; account name; account number; and sort code); **AND**
  - c. A completed Grant Claim Form (using the template provided at section 1.12).
- 1.18. If a Grant Claim Form is considered by the Council in its discretion to be non-compliant and/or incomplete, the Grant applicant will be asked to resubmit a Grant Claim Form. A Grant Withdrawal Notice may be issued by the Council to any applicant submitting a Grant Claim Form or Forms that are persistently non-compliant and/or incomplete, which shall confirm that the Grant offer has been withdrawn.
- 1.19. If a Grant Claim Form is compliant and complete the Council will provide email confirmation to the Grant applicant that the Grant claim has been accepted.
- 1.20. All Grant claims must be submitted by 31<sup>st</sup> December 2024. **Grant claims received after this date will not be accepted.**

### Grant Payments

- 1.21. Following any acceptance of a Grant claim, the Council will make Grant payment directly to the eligible contractor using the details provided on the Grant Claim Form, referencing the contractor's invoice number.
- 1.22. Payments to the eligible contractor will be made within 60 days following email confirmation from the Council to the Grant applicant that a Grant Claim Form has been accepted. **The applicant should inform the contractor of these payment terms before agreeing the eligible contractor's quotation for the works.**
- 1.23. **All Grant claims must be settled by 31<sup>st</sup> March 2025.** There is no Grant available after this date.

### **Inspections**

- 1.24. To provide assistance to Grant applicants and determine whether Grant terms and conditions are being met, the Council's representatives may, after provision of email confirmation of receipt of a GOLC, and by arrangement with the applicant, visit and undertake an inspection at the domestic property in which works funded by the Grant will occur/have occurred.
- 1.25. Grant applicants must ensure the Council's representatives are not unreasonably denied or refused access to undertaking the inspection.
- 1.26. Should a Council inspection be unreasonably denied or refused, or should the inspection reveal that the terms and conditions of the Grant have been breached, a Grant Withdrawal Notice may be issued to the applicant confirming that the Grant offer has been withdrawn by the Council.

### **Reserved Matters**

- 1.27. The Council reserves the right to change the Grant eligibility criteria and terms and conditions at any time, although it will respect any commitments a Grant applicant has made to an eligible contractor based on the applicant having received an email confirmation of receipt of a GOLC from the Council in respect of those works.