

How to apply for an interest free Energy-Efficiency Loan

Introduction

This document will help you to correctly complete the online Carbon Trust loan application.

When to make a Loan application

You should make your loan application after you have identified the energy saving equipment or renewable technology you wish to invest in and have chosen your equipment supplier.

It is up to you, as the loan applicant, to choose the equipment supplier that can implement the project to your satisfaction. The Carbon Trust Interest Free Loan Scheme does not endorse any equipment suppliers.

Before you make a Loan application

Before you commence the online loan application process please ensure you have the following information.

- **Company Details:** For incorporated businesses the details should be entered as they appear at Companies House. For sole traders or partnerships, owners / partners names will also be required.
- **Primary Contact Details:** This should be the primary contact for the Carbon Trust and the person able to answer questions about the project.
- **Organisation Details:** Number of full time employees, annual turnover, total value of assets, trading period, and knowledge of whether a large enterprise has more than 25% controlling interest in your business.
- **Project Details:** the application form asks for brief details about the equipment being replaced and installed. It will be necessary to provide evidence of existing energy consumption, operational hours or proof of new contracts if the equipment is being purchased to provide extra capacity.
- **Payment Instalment dates:** We will ask you how many instalments you would like your loan to be paid (1 or 2) and the payment amounts at each stage. This should correspond with the dates you are expecting your supplier to invoice you. There may be up to 2 invoices: Deposit and Commissioning.
- **Equipment Supplier Details:** To enable us to seek further clarification of a project from your supplier(s) if necessary.
- **Energy Saving:** We will ask you to complete an Energy Saving Assessment Template to capture information about the projected energy savings for the project. Equipment suppliers are often able to help provide this information.

- **Electronic copy of your suppliers quote:** We will need you to electronically attach a copy of your suppliers quote. You may scan documents to upload if this is more convenient.
- **State Aid:** We will need to know if your business has received any de minimis state aid in the past three years. This must be for your entire business.
- **Existing Energy-Efficiency Loans:** You will need to add brief details of any existing loan(s) your company has with the Carbon Trust.
- **Bank Details:** Your business bank details to include in a Loan Agreement.

Completing the on-line application

How to apply

Follow these 5 steps to apply for a loan

- Step 1** Check if your organisation is eligible to apply
- Step 2** Check if your project qualifies
- Step 3** Read these guides
 - [Carbon Trust Loan Application Guide \(PDF\)](#)
 - [What we need - checklist of supporting documents \(PDF\)](#)
 - [How to tick all the boxes - supplier documentation guide \(PDF\)](#)
- Step 4** Complete the [beneficial owners declaration \(.docx\)](#)
- Step 5** Collate all the documentation referred to in the guides to support your application. This includes completing the [Energy Saving Assessment \(.xls\) Template](#) (ask your supplier for assistance). If you are requesting a loan to fund a power factor correction, spraybooth, voltage management, air compressor, or plastic injection moulding project, please also complete the relevant template below
- Step 6** [Click here to apply online](#)

To make a new application, select 'Step 5 - Click here to apply online' on our website.

Select 'New Customer' if this is a new application, then 'Apply for a loan now'



Select 'Returning Users' if you are returning to complete a saved application. Enter the CTL reference number shown on the email you received after saving the application, and the



Interest free
Energy
Efficiency Loan
Scheme

Need a question answered:
 028 9073 4396

Returning Users

Please enter your customer reference and postcode to continue

Role

Reference *

Postcode *

Client ▼

Login

postcode of your registered address as you entered it on the initial application, ensuring that you include the space e.g. XX10 3XX. Here you can also track the progress of your application as it moves through the processing stages.

1. About your enterprise

The online application form has a built-in search functionality that enables applicants to update their address details rather than manually entering them. Add Company Name and click 'Search'.

Loan Application Form

Fields marked with a red asterisk (*) are mandatory

Fields marked with a green asterisk (*) are conditionally mandatory, at least one of the fields requires a value to be provided

1. About your enterprise

Company Details

Company Name * ?

Registered Number

Postcode *

Search

Your organisation should appear as one of a number of choices on the returned search. Follow the on screen instructions and highlight your company from the returned list and then click Select.

If the Trading Address is the same as the registered address please tick the blue box which will



then copy across the address details.

2. About you – The loan applicant

Please enter details of the contact at your business who will be responsible for the loan application.

2. About you - The loan applicant

Title *	<input type="text"/>
Forename *	<input type="text"/>
Surname *	<input type="text"/>
Job Title *	<input type="text"/>
Telephone *	<input type="text"/>
Mobile	<input type="text"/>
Fax	<input type="text"/>
Email *	<input type="text"/>

3. What does your enterprise do?

There are a number of pieces of business information that the Carbon Trust needs in order to assess your eligibility for an interest free Energy-efficiency loan. Loans are available to SME's in Wales and to all size businesses in Northern Ireland. We therefore need to be able to define the size of your organisation.

An SME business is defined as the category of micro, small and medium-sized enterprises (SMEs) and is made up of enterprises which employ fewer than 250 full time equivalent employees, have an annual turnover not exceeding €50 m (£35m), and/or an annual balance sheet total not exceeding €43m (£30m).

Number of full-time employees:

Staff headcount needs to be expressed as full time equivalent (FTE) employees. Anyone who worked full-time within your business, or on its behalf, during the entire reference year (last complete financial year) counts as one FTE employee. Please enter a whole number - round up if required. You should treat part-time staff, seasonal workers and those who did not work the full year as fractions of one unit. Those with apprenticeship or vocational training contracts are **not** included in the headcount. Equally, do not include staff on maternity or parental leave.

Annual Turnover and Total Value of Assets

Please enter the turnover and total value of assets for the business for the last complete financial year. Whole figures need to be entered, so for example, a business with a £3m turnover would be entered as 3000000.

Length of time trading

You need to confirm that you have been trading for the minimum period required (12 months for incorporated business, 36 months for unincorporated business)

Percentage of Business Owned or Controlled by a Non SME

Select 'true' if more than 25% of your business is owned or controlled by a non SME.

Industry Sector and Sub Sector

From the drop down lists please choose the **industry sector** and **sub sector** that most closely fits your business activity.

Legal Structure

This allows you to define the type of organisation that best describes your business. Choose from the list of options available.

Enter Other Party Details

Please enter the details of another director/partner/senior staff member that we could contact in your absence.

4. Your energy saving project

Loans are provided to businesses to invest in energy-efficient capital equipment or renewable technologies. In this part of the application form we ask you to provide the address the project is to be installed at, and to give succinct overviews of the energy-saving project and existing equipment that is to be replaced.

4. Your energy saving project

Site Address

Building Number *

Building Name *

Address 1 *

Address 2

Address 3

Address 4

Postcode

Country *

Describe your proposed project *

This should include information that allows us to make an assessment of the energy savings of your proposed project. It should include a calculation of energy savings with all assumptions on hours of operation, the type and size of your business site/building (whether commercial or industrial), energy rated output in kilowatts, the equipment's efficiency rating, and any available site survey data and data logging.

Describe your existing equipment *

Site Address

Select 'Copy Trading Address', 'Copy Registered Address', or manually enter the site address.

Please provide a description of proposed project

This free form text area is for you to provide a detailed description of the proposed project. Calculations and quotes that include additional technical information may be uploaded at the end of the application form.

Describe your existing equipment

Describe the equipment to be replaced as part of the project. If there is no existing equipment, for example the addition of insulation, please describe the energy loss and financial drivers that led to the project.

Calculate Your Energy Savings

In this section of the application form you enter the projected energy savings which the proposed project will deliver.

Calculate your energy savings

Fuel Type	Current Unit Price	Cost Per Unit	Unit Type	Existing Annual Usage	Post Project Annual Usage
Grid Electricity	0	pence / kWh	kWh	0	0

[Calculate Savings](#)

Annual Saving (£)	0.00
Annual Saving (CO ₂ Tonnes)	0.00
Maximum Loan Amount	0.00

Select the energy type and enter energy unit price (in pence per kWh) and energy consumptions (kWh) for the current and proposed equipment. The price per kWh and current usage can be sourced from your fuel bill, or provider.

If your project proposes a move to a different fuel type then enter the current energy consumption for the existing annual usage and zero for the post project annual usage. Having clicked **Accept** you may then **Add** another entry. For the second entry choose the new fuel, enter the unit price, and enter zero for the **existing annual usage** and the estimated energy consumption for **projected annual usage**.

Click 'Calculate Savings' and the calculator will return the project's annual financial and CO₂ savings and the maximum loan available based upon these un-verified figures.

Requested Loan Amount

Enter the amount you would like to borrow to complete the project. If the supplier's quote for the work is £36,567.22 (ex VAT) enter 36567.22. Please note the requested loan amount cannot be greater than the Project Cost, and VAT will not be included in the loan amount offered.

Project Cost

Enter the amount the project will cost. The project cost may be larger than the requested loan amount. This may be because the total project cost exceeds the maximum we are able to lend, or the maximum loan based on energy savings is less than the project cost. The project cost may include professional design fees and installation costs. Enter the amount exclusive of VAT, for example £36,567.22 (ex VAT) should be entered as 36567.22.

Number of Staged Payments

You may choose 1 or 2 project payment options. With each option there are certain maximum and minimum payment values:

2 payments	Deposit payment	30% of the loan value
	Commissioning payment	70% of the loan value

or

1 payment	Commissioning value	100% of the loan value
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Type of Staged Payments

If you select the “Number of Instalments” to be 2, please choose “Deposit & Commissioning”.

Expected date and value of staged payments

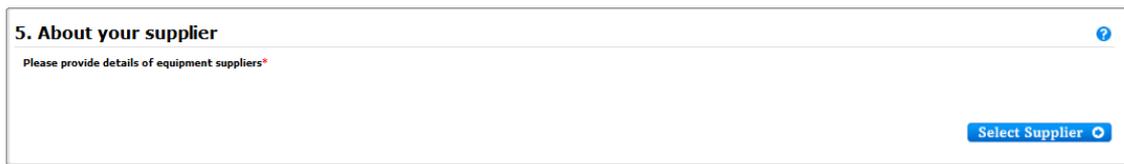
Please indicate the value and date you would like to receive your Deposit and Commissioning payments. Note that the commissioning date is when both the supplier and customer have approved that the project has been installed and is operational. Clicking into any of the date fields causes a calendar to open, which you can use to choose the desired date.

Do you currently have any active loans with the Carbon Trust?

Your organisation may already have an Energy-Efficiency loan(s) from the Carbon Trust. If this is the case, please choose **Yes** and enter the original loan value(s). You do not need take into consideration any repayments you have made against these loans.

5. About Your Supplier

Use the **Select Supplier** button to see if your chosen supplier details are already in our system. You can search on Company Name, Postcode, or telephone number. If the supplier’s details are found, please **Select** them from the list. Please check the **Primary Supplier** button for one supplier. Where there are multiple entries for a particular supplier they will be the various branch offices, so please choose the branch involved with the application.



If the search for your chosen supplier does not return a selection from which to choose, click on the **Not Found** button and complete the supplier entry form.

6. Supporting Documents

Please upload a quotation from your chosen supplier in the first upload box, ensuring it meets the guidelines shown in our leaflet on sample documentation ‘How to tick all the boxes’, which can be downloaded [here](#). In the second box, you will need to upload other supporting documentation, and each application will require

- A completed Energy Saving Assessment template
 - This can be downloaded [here](#) (ask your supplier for assistance in completing this)

- A 12 month summary of the business' energy use showing the cost and kWh's used

Limited companies will also need to provide

- a copy of their business bank statement, dated within the last 3 months.
- A completed Beneficial Owners Declaration Form

If you are an **unincorporated business** (partnership, society, club, sole trader etc.) you will also need to provide the following:

For the business:

- A utility bill in the name of the applicant dated within the last 3 months (this must be a certified copy* or the originals can be posted to Carbon Trust Belfast office)
- A bank statement in the name of the applicant dated within the last 3 months (either original or certified copy*)
- A letter from your accountant confirming that the company has been trading for more than 3 years, and the name of the owner/partners

For each partner:

- Photographic identification (passport or photo driving license), either certified copy* or an original can be presented at our Belfast office.
- Personal bank statement or utility bill dated within the last 3 months (either original or certified copy*)

** The certification must be done by an independent external accountant, auditor, registered tax adviser or solicitor. This person must sign their name, print their full name and date their signature. If the certifier has a number issued by their professional body this should also be included (e.g. solicitors will have number issued by the Solicitors Regulatory Authority). This enables an online search to be conducted to check the identity of the certifier. An acceptable form of wording for the certifying of identity documents is: "I certify that this is a true copy of the original of this document which I have seen".*

7. State Aid

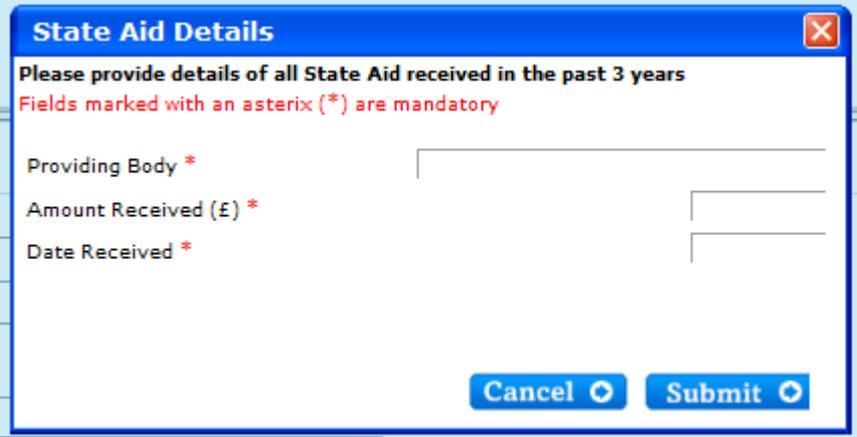
If your business has received any de minimis state aid within the past three years this must be declared on the application. De minimis state aid rules apply to the granting of Energy-Efficiency loans. The state aid value of the loan is equivalent to the interest you would have paid, had the loan been provided at a commercial interest rate, rather than interest free. Any undertaking⁽ⁱ⁾ eligible for de minimis state aid may benefit up to €200,000* over a three year rolling period. (*correct at time of writing.)

If your business has received any de minimis state aid please select **Yes**. Please note that you need to include all state aid received by your "undertaking". For the purpose of state aid, you must take account of any *de minimis* aid received by entities which control your undertaking or are controlled by your undertaking.

(i) undertaking includes, for the purposes of this Regulation, all enterprises having at least one of the following relationships with each other:

- (a) one enterprise has a majority of the shareholders' or members' voting rights in another enterprise; or
- (b) one enterprise has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of another enterprise; or
- (c) one enterprise has the right to exercise a dominant influence over another enterprise pursuant to a contract entered into with that enterprise or to a provision in its memorandum or articles of association; or
- (d) one enterprise, which is a shareholder in or member of another enterprise, controls alone, pursuant to an agreement with other shareholders in or members of that enterprise, a majority of shareholders' or members' voting rights in that enterprise.

On pressing the **Enter State Aid Details** button you will see the following choices:



State Aid Details

Please provide details of all State Aid received in the past 3 years

Fields marked with an asterix (*) are mandatory

Providing Body *

Amount Received (£) *

Date Received *

Cancel Submit

You may add more than one de minimis state aid benefit and edit an existing entry using the **Select** button.

8. Bank Details

In this section you will be asked to provide details of your company's Bank Account into which you would like loan funds to be paid and from where loan repayments will be drawn by Direct Debit.

You may not use the Bank details of any other business or a personal account.

You will be asked to select a preferred collection day of either 7th or 21st of the month

9. ...and finally

You have the opportunity to let us know about the application process to date and what you would like to happen in the future.



Please specify your role in the application

Choose 'Applicant' from the drop down list.

How did you hear about the scheme?

To help us market the scheme effectively we need to know which channels work well. This section will help us achieve that aim.

Would you be happy to participate in a case study?

If your loan application is successful, please indicate if you would be willing to participate in a case study produced by the Carbon Trust to help us promote the scheme to a wider business audience. By ticking this box you are not committed to being part of a case study, rather just indicating that would be willing to discuss the opportunity with us.

Supplier Communication

Please indicate if you are happy for us to communicate directly with your supplier to seek clarification on any information they have supplied.

Additionality

In the absence of support from the interest free loan scheme, please indicate from the drop down menu how likely the business would be to undertake the project.

Please ensure you read the terms and conditions, and tick the box when you have done so.

Click 'Submit Application'

Please note: if you are submitting or saving an application, only click the button once, as each time it is pressed a duplicate of the application is created. Only press 'Save Changes' if you need time to gather further information.

Contact Us

If you require any assistance please do not hesitate to contact the Loans Team.

Call	028 9073 4398
email	loans@carbontrust.com

For full details on the interest free loan scheme please visit our website.

www.carbontrust.com/ni
www.carbontrust.com/walesloans