

THE GREEN BUSINESS FUND CAPITAL CONTRIBUTION

DOCUMENTATION NEEDED TO COMPLETE A FULL APPLICATION

Limited Company

- A quotation from your chosen supplier(s) which meets the requirements shown in the Carbon Trust guidance document '*Supplier Documentation – Getting It Right First Time; sample documentation for the Green Business Fund Capital Contribution Scheme*'
- A completed Energy Saving Assessment Template
- A copy of your business bank statement, and a letter from your bank confirming your bank details.
- A completed Beneficial Owners Declaration form
- A 12 month summary of your energy use, showing kWhs and cost, evidenced by utility bills
- Individual utility bills from past 12 months

Unincorporated Business

- A quotation from your chosen supplier(s) which meets the requirements shown in the Carbon Trust guidance document '*Supplier Documentation – Getting It Right First Time; sample documentation for the Green Business Fund Capital Contribution Scheme*'
- A completed Energy Saving Assessment Template
- For the business
 - A utility bill in the application name dated within 3 months (either original or certified copy*)
 - A bank statement in the application name dated within 3 months (either original or certified copy*), and a letter from the bank confirming your bank details.
- A copy of the constitution for clubs/community groups etc.
- For each partner
 - Photographic identification (passport or photo driving licence) - certified copy
 - Personal bank statement or utility bill dated within 3 months (either original or certified copy*)
- A 12 month summary of your energy use, showing kWhs and cost, evidenced by utility bills
- Individual utility bills from past 12 months

We advise that you do not proceed with any project in reliance on receipt of a capital contribution until you receive your capital contribution offer letter from the Carbon Trust.

**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 a 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" Eligibility for a capital contribution award is subject to written confirmation of offer by the Carbon Trust.*

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