**Renewable Energy Grant Scheme (MarRE)**

**Expression of Interest Form for Organisations in**

**Herefordshire, Shropshire and Telford and Wrekin**

Supported technologies for installations from 4 to 200kWp

* Wind
* Solar
* Aerothermal including air source heat pumps
* Geothermal including ground source heat pumps
* Hydrothermal
* Hydropower (must comply with Directive 2000/60/EC)
* Biomass
* Biogas

We will use the information you provide in this form to assess if you are eligible to proceed to the full application stage of the MarRE scheme. Please call/email if you are unsure regarding your eligibility for support:

**Adrian Marshall**

**MarRE Project Manager**

**Telephone: 01432 260064**

**Email:** adrian.marshall@herefordshire.gov.uk

**Please complete and return the form**, either by email to: delegatedgrants@herefordshire.gov.uk

**Or** post to:

Delegated Grants and Programmes Team,

Herefordshire Council,

Plough Lane Offices,

Plough Lane,

Hereford,

HR4 0LE.

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| **Applicant Details**  |
| Organisation Name  |  | Contact Name  |  |
| Address & Postcode |  | Tel. Number  |  |
| VAT Registered? |  YES [ ]  NO [ ]  | Email |  |
| Proposed installation location name and address |  | Local Authority for this address |  |

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| **Project Details** |
| In order to receive support from the European Union you must meet certain requirements, please confirm the following about your organisation: |
| Which of the following eligible organisations are you? Please indicate as appropriate:Local Authority [ ] Statutory and non-statutory public funded organisations/bodies [ ]  Higher and Further Education Institution [ ]  Voluntary/community organisation [ ] Private sector company (Must be an SME, see note 1) [ ] Registered charity [ ] Not for Profit organisation [ ]   |
| If you are a business do you meet the definition of a Small to Medium Enterprise (SME) (See note 1) | YES [ ]  NO [ ]   |
| Are you the owner of the installation premises?  | YES [ ]  NO [ ]  |
| Is ownership intended for more than 5 years? (See note 2) | YES [ ]  NO [ ]  |
| Does the premises have a life expectancy of more than 5 years? | YES [ ]  NO [ ]  |
| If you are not the owner of the premises, do you have the owner’s permission to install the technology? | YES [ ]  NO [ ]  |
| If you are not the owner of the premises do you have a minimum of 5 years remaining on your lease? Please state how many years. | YES [ ]  NO [ ]  |
| Are you as the applicant able to pay for the full cost of installation before a grant is awarded for 50% of the cost? (See note 3) | YES [ ]  NO [ ]  |
| What is the premises used for? |  |
| Are you responsible for paying your energy bills? | YES [ ]  NO [ ]  |
| What is the current annual electricity usage of the premises in kilowatt hours (kWh)  |  |
| Which of the eligible renewable technology(ies) are you looking to install? The technology must be supplied by an MSC certified installer. See website :-<https://www.microgenerationcertification.org/consumers/installer-search/>  |  |
| What is the anticipated size of the installation in kWp?  |  |
| Is your organisation going to directly consume all the renewable energy the installation will generate?  | YES [ ]  NO [ ]  |
| What is the anticipated cost of the installation? |  |
| Is the premises listed or within a Conservation Area? |  |

**Before you complete this Expression of Interest please note the following important notices and tick to confirm that you have read and understand these before proceeding**

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| **Important notice – Feed in Tariffs / RHI** |
| Should you be successful in receiving grant funding for the installation of an eligible renewable technology you must confirm you will not apply for or be in receipt of the Renewable Heat Incentive: [ ]  Confirm  |

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| **Important notice – State Aid Declaration – GENERAL BLOCK EXEMPTION REGULATIONS (GBER)** |
| The Marches Renewable Energy project falls within the General Block Exemption Regulations (GBER), MarRE is unable to award grant funding to organisations meeting the condition known as “undertakings in difficulty”. Applicants will need to demonstrate that they are eligible and accept the terms of this grant. (For more information see. [‘undertaking in difficulty’ is defined by GBER](https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:52014XC0808(02)&from=EN)’).: [ ]  Confirm  |

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| **Important notice - Data protection** |
| Herefordshire Council is the Data Controller under data protection law for any personal data provided by you and we will only use the information you provide on this form to administer, process and assess your application for funding under the European Regional Development Fund for England and to administer any funding if your application is successful. The legal basis for processing this data is that it is necessary for the performance of a contract with you or to take steps preparatory to such a contract.Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner’s Office <https://ico.org.uk/>We will keep your data once an application is approved and funding released for the period defined by the funding body, as shown on our [retention schedule](https://www.herefordshire.gov.uk/downloads/file/8222/general_records_retention_schedule). [www.herefordshire.gov.uk/downloads/file/8222/general\_records\_retention\_schedule](http://www.herefordshire.gov.uk/downloads/file/8222/general_records_retention_schedule)It is expected we will hold your data until at least 31st December 2033, in line with ERDF document retention guidance for 2014-2020 ERDF projects.Information may be shared with other persons or organisations helping us with the assessment and monitoring of applications. Information you provide may also be shared with other government departments, agencies and third parties appointed in connection with the administration of the European Regional Development Fund Programme for England.We may also advise you of other council services, which may benefit you. Please tick here if you do consent to your details being kept on a database for this purpose. [ ]  |

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| **Terms and Conditions** |
| If you’re successful in applying for MarRE funding you’ll be required to purchase the technology from an MCS certified installer and produce your MCS Certificate post installation which will enable us to predict data on kWh generated and carbon reduction. For more information please see the website <https://www.microgenerationcertification.org> . A small number of organisations will be approached in order to provide data for monitoring purposes and the production of case studies. You may be required to provide this.The grant funding cannot be used to pay consultancy fees. |

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| Where did you hear about the MarRE Grant Scheme? |

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| **Declaration** *(Signed by a person with authority to sign on behalf of this organisation)* |
| **I declare that to the best of my knowledge the information contained within this form is true and accurate at the time of submission and I agree to the terms and conditions.**

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| **Name**  |  | **Signature** |  |
| **Position** |  | **Date** |  |

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| **For official use only** |
| The applicant passes the outline application criteria (tick one) Yes [ ]  No [ ]  |
| Authorised by: Date: |

**Notes**

1. Definition of an SME

Small to Medium sized businesses are enterprises that:

* Employ less the 250 full time equivalent employees and
* an annual turnover of less than €50M or,
* a balance sheet of less than €43M and be less than 25% owned by another company or combination of other companies
1. Disposal of any Asset within 5 years of the grant being awarded.
2. During the Useful Economic Life of an Asset, the Grant Recipient must not dispose of any interest in such Asset without the prior written consent of the Secretary of State. If the Secretary of State grants consent to a Disposal, such consent may be subject to satisfaction of certain conditions, to be determined by the Secretary of State.
3. Where the Grant Recipient disposes of any interest in any Asset without the prior written consent of the Secretary of State, then the proceeds of the Disposal (limited to the total amount paid by the Secretary of State to the Grant Recipient under this Funding Agreement) shall be held on trust by the Grant Recipient for the benefit of the Secretary of State.
4. How is the grant paid?

Subject to a successful full grant application the grant will only be released to you when you send the paid invoices related to your project together with your final report and evidence of achievements.  You should bear in mind that you will need to pay the invoices first, before you claim the grant money.  Invoices that are dated before the date of the offer letter will not be eligible, which is why your project should not start until you have accepted the offer.

**What happens next?**

1. We will assess whether your organisation is eligible and suitable for support under the European Regional Development Fund (ERDF), General Block Exemption Regulations (GBER) and programme criteria and how it helps to meet the programme objectives, and the availability of funding.
2. We will aim to contact you within 14 days of receipt, to confirm the completed Expression of Interest has been received and whether you are eligible to complete a Full Application Form.
3. If eligible we will then send you a Full Application Form.
4. As part of the full application you will be required to undertake a procurement exercise to obtain quotes. Details of this process will be detailed in the full application.