

Low Carbon Buildings Programme – Phase 2

Frequently Asked Questions – Grant Claim

How do I proceed with my Grant Offer Letter?

All you need to do to acknowledge and accept your Grant Offer is sign and date the Grant Acceptance Letter and return it by the date specified. We do not need any other documentation at this stage.

How long will the grant offer be valid for?

The grant offer letter will specify a deadline, usually within 12 months from the date of the letter, by which time the installation of the technology must have been completed.

When is the grant paid?

The applicant will be able to make an Interim Claim of up to 50% of the total grant for ongoing work and /or capital costs based on providing the following:-

- Original **receipted** supplier and/or installer invoices (it is a requirement that half of the total installation cost is paid in full before making an interim claim)
- Completed and signed Interim Grant claim form

The applicant will be able to make a Final Claim for the total grant amount on completion of the installation and based on providing the following:-

- Original **receipted** supplier and/or installer invoices (it is a requirement that the total installation cost is paid in full before making a final claim)
- Signed and dated Commissioning Certificate
- Installation Photographs
- Completed and signed Final Grant claim form
- Completed Feedback form

The Interim and Final Grant Claim forms, along with the Feedback form are attached to the Grant Offer letter, please keep these safe until you are ready to apply for your grant.

Please Note : We cannot accept a grant claim without receipts of payment along with all of the above documentation.

All incomplete grant claims will be returned.