



# Programme Handbook

Version 6.0

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**European Union**

European Regional  
Development Fund



## Section 1:

### What is Low Carbon Dorset?

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#### 1.1 Introduction

Low Carbon Dorset is a new programme of activities funded by the European Regional Development Funds (ERDF) to help stimulate growth in Dorset's low carbon economy. The Programme is run by Dorset County Council & Dorset Area of Outstanding Natural Beauty (AONB).

The Programme provides free technical advice and financial support to local Business, Community and Public Sector organisations to deliver carbon reduction projects in Dorset<sup>1</sup>.

The Programme consists of -

- Free Workshops and Technical support to help organisations identifying, develop and deliver successful low carbon projects, products or processes.
- A **£2.15 Million Low Carbon Dorset Fund**, to provide grants towards project implementation.

This handbook provides an overview of Low Carbon Dorset, what support is available, what types of organisations and projects can be supported and how you can access grants and technical support.

#### 1.2 Overall Programme aims to -

- accelerate the deployment of energy efficiency, renewable energy and other technologies and approaches to reduce carbon emissions.
- stimulate and demonstrate innovation.
- support different types of low carbon projects and approaches within the Community, Public and Business Sectors.
- support Biomass technologies as a key renewable energy technology for Dorset with wider benefits and potential for economic growth.

#### 1.3 Our objectives - By September 2020 we would like to –

- support over 100 businesses to reduce energy and utilise renewable energy technologies,
- increase Dorset's renewable energy capacity by at least 3 Mega Watts
- reduce energy consumption in public sector buildings by over 2 Giga Watts hours/year,

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<sup>1</sup> Dorset includes the County of Dorset and Bournemouth and Poole.

- reduce Dorset's carbon footprint by over 2,650 tonnes Carbon Dioxide /year
- encourage development of at least 5 new low carbon products or applications,

### 1.4 Who is eligible for help under the Programme?

To receive support under the Low Carbon Dorset, your organisation **must** be located within Dorset (including Bournemouth and Poole) and **must** be one of the following -

- A Small or Medium Sized Enterprise (SME).
- A public funded organisation/body such as a local Authority, higher and further educational institution, housing association or other publically funded organisation.
- A legally constituted voluntary or community organisation or a registered charity.

### 1.5 How to check if you are an SME

Your organisation is classified as a Small or Medium Sized Enterprise (SME) if:

- You are an enterprise **and**
- Your staff headcount (full time equivalent) is less than 250  
**and**
- Either your annual turnover is less than 50 million Euros or your balance sheet is less than 43 million Euros

These ceilings apply to the figures for individual firms only. A firm that is part of larger group may need to include staff headcount/turnover/balance sheet data from that group too.

For more details, visit [the revised User Guide to the SME definition](#) (770 kB, available in all EU languages) or use the [SME self-assessment questionnaire](#) to determine whether your organisation qualifies as a small and medium sized enterprise.

### 1.6 Who is not eligible for help under the Programme?

Unfortunately, we are unable to help -

- Individuals and sole traders
- The primary agriculture sector i.e Farming and Forestry
- Secondary & Primary education
- Businesses in the banking and insurance sectors

## Section 2:

### How the Programme works?

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#### 2.1 Overview

The overall Programme will consist of:

##### A dedicated Programme Team

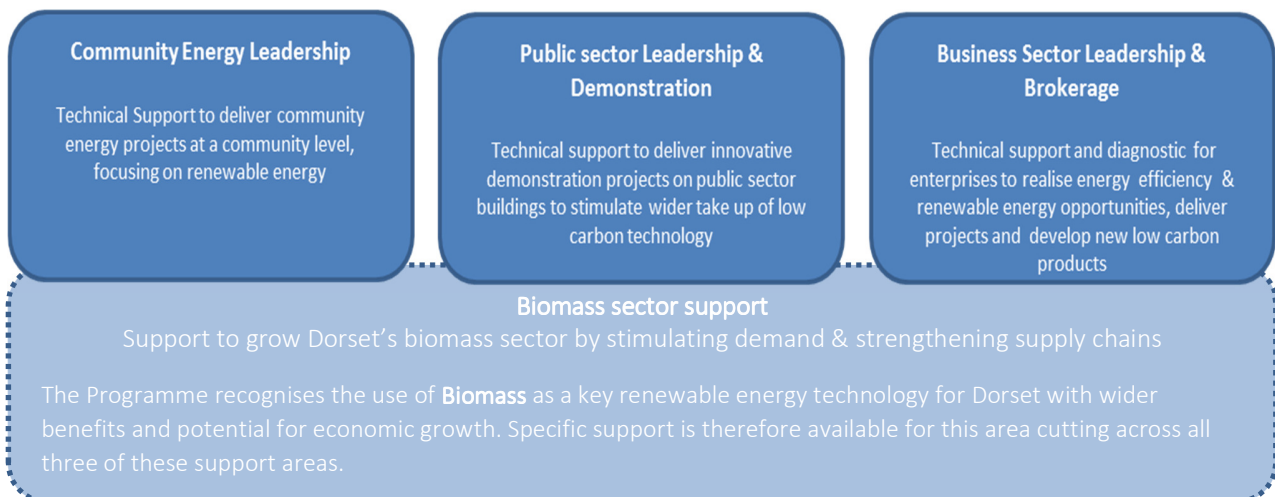
To provide programme co-ordination, communications and engagement activities including free low carbon workshops.

The Programme team will administer the Low Carbon Dorset Fund and act as the primary point of contact for the Programme.

##### Technical Delivery Team

Consisting of three Technical officers providing one-to-one support enabling organisations to identify low carbon opportunities and to support the implementation of projects. The Team will also help deliver a number of free low carbon workshops.

The technical team will focus on support in three key areas:



### Low Carbon Dorset Fund

At the heart of the Programme is a dedicated **£2.15 Million Low Carbon Dorset Fund**, to provide grants towards implementation of low carbon projects. The fund aims to support communities, the public and SMEs to develop and deliver viable renewable energy and energy efficiency projects along with new low carbon products/processes. The fund is competitive and will be distributed through an open and transparent grant process as detailed in this hand book.

## 2.2 What is available through the Programme

Participating organisations will be able to receive:

**FREE low carbon workshops** – these will be run regularly by the Programme and Technical teams. They will be dedicated to your organisation type (business, community or public sector) and will provide an overview of the Programme, what support is available and will also offer insights and advice on low carbon technologies applicable to particular sectors.

**FREE Networking** / information exchange opportunities.

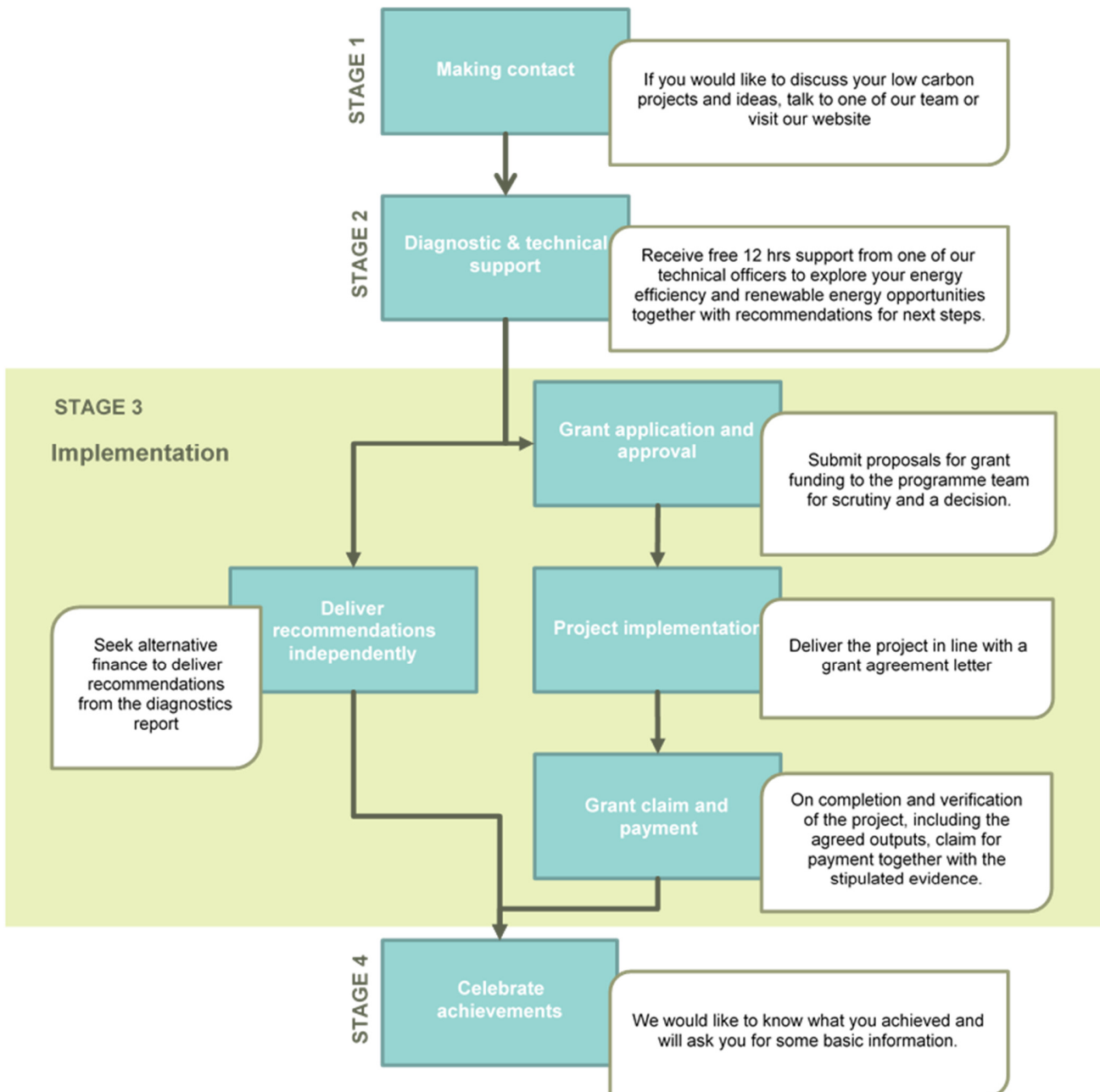
**FREE technical advice** - up to 12 hours on-site technical support and diagnostics to explore your low carbon project ideas and opportunities.

**FREE Detailed Energy Survey** - if required.

**Low Carbon Grants** – available through the Low Carbon Dorset Fund to support the implementation of your project.

## 2.3 How to take part in the Programme

You can take part in the Low Carbon Dorset by following the simple steps, below



## STEP 1 - Making contact and requesting support

If you are interested in knowing more about the Programme and how it can help you, or if you would like to discuss your low carbon projects and ideas, talk to one of our team or visit our website.

### Low Carbon Dorset Team

**Email:** [lowcarbondorset@dorsetcc.gov.uk](mailto:lowcarbondorset@dorsetcc.gov.uk),

**Website:** [www.dorsetforyou.gov.uk/lowcarbondorset](http://www.dorsetforyou.gov.uk/lowcarbondorset)

**Phone:** 01305 224261

**Post:** Low Carbon Dorset project office, Dorset County Council, Colliton Park, Dorchester, DT1 1XJ

We will ask you to complete a simple eligibility check to ensure your organisation can receive support under this Programme and will direct you to the most appropriate next step. You will also be invited to attend a FREE low carbon workshop.

## Low Carbon Workshops

Regular workshops will be run by the Programme team across Dorset, Bournemouth and Poole. The FREE Dorset low carbon workshops will provide -

- Information about potential and most appropriate low carbon opportunities within your sector,
- Details about the Low Carbon Dorset and the support available to you.
- An opportunity to learn from experts and what others in your sector have achieved.
- Chance for further networking.

For further details and to book a FREE place visit our website

[www.dorsetforyou.gov.uk/lowcarbondorset](http://www.dorsetforyou.gov.uk/lowcarbondorset)

## STEP 2 – Free Diagnostics & technical support

You will be able to apply for FREE one-to-one support from one of our Technical team by completing a simple application for support. This will assess State Aid and gather basic information about your low carbon project ideas.



A Technical officer will be assigned to you as your contact for the Programme and will arrange to visit your premises at a convenient time to explore your energy efficiency and renewable energy ideas and opportunities. Your Technical Officer will produce a **diagnostics report** which will offer an appraisal of your low carbon opportunities with recommendations for the next steps.

If required, your Technical officer will also arrange an additional FREE detailed energy Audit of your operations.

### STEP 3 – Project Implementation

Having had a site visit and received your diagnostics report and recommendations you can take one of two routes:

1. Undertake the recommendations yourself with your own funding, or
2. Apply for a grant from the [Low Carbon Dorset Fund](#) to support delivery of the recommendations and claim your grant payment on completion.

Your Technical officer will be on hand to support you through either route as required. If you wish to apply for a Grant from the Low Carbon Dorset Fund, you will be required to complete an application form which will be assessed by an independent panel. More details on the grant application process can be found in Section 3-5 of this handbook.

### STEP 4 – Celebrate Achievements

We would like to know what you achieved and to share success stories with others to demonstrate what can be done towards achieving a low carbon economy in Dorset. On completion of your project we will ask you for some basic information on measured outputs.

## [Further information](#)

### 2.4 State Aid

This Programme is supported by European Regional Development Funds it must therefore comply with State Aid Rules\*. When you apply for support through this Programme we will need to agree with you whether the support is State Aid and the most appropriate State Aid route.



As part of the application process for technical support and grant funding you will be required to provide information about your organisation and to complete a State Aid declaration. Our Programme Team will assess this and agree with you the most appropriate state aid route.

We will provide some guidance on state aid to help you, but it is your responsibility to ensure you understand the rules and implications for state aid.

At the end of your project we will provide you with a letter for your records setting out what value of state aid you have received through the Low Carbon Dorset.

\*To ensure government funding given to a commercial organisation does not distort the market or put that organisation at an advantage over others, the EU sets out legal rules for providing State Aid. This requires an assessment of whether the support being given is state aid and if it is then a decision on the most appropriate state aid route. This could be either one of the general block exemptions for state aid or de minimis which limits the amount of aid that can be given in a three-year period.

## 2.5 Providing Information and Feedback

All organisations receiving technical or grant support will be required to complete a basic form on eligibility.

## 2.6 Programme outputs

We have set ourselves a target to achieve a number of measurable outputs through the Low Carbon Dorset. Our measurable output targets are outlined below:

Programme Output	Measurable output
Increasing the amount of renewable energy capacity in Dorset	<b>3.16 Mega Watts (MW)-</b> installed capacity
Reducing energy used in public buildings	<b>2,135,000 Kilowatt hours</b> per year ( kWhr/yr)
Improving the energy efficiency of housing	<b>50 households</b>
Reducing greenhouse gas emissions	<b>2650 annual tonnes of</b> <b>carbon dioxide equivalent</b> (tCO <sub>2</sub> e)
Developing new low carbon products or processes	<b>5 new products or</b> <b>processes</b>

Organisations receiving technical or financial support under the programme will help achieve these targets; all participants will be required to demonstrate what they have achieved as a result of participation in the Low Carbon Dorset.

Note: for those applying for Low Carbon Dorset grants, contribution towards the above outputs will be one of the criteria used to assess applications.

If you would like more information about the outputs and how they should be measured, please speak to your Technical Officer.

## SECTION 3:

# About the Low Carbon Dorset Fund

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### 3.1 Grant funds available – ‘The Low Carbon Dorset Fund’

The total grant funding available through the [Low Carbon Dorset Fund](#) is in the region of £2.15 Million, available to April 2020. Depending on your project and sector, grants will be available for up to 40% of your project costs, between £5,000 and £250,000.

Grants could be used for contractors and consultants, or equipment and machinery, to help you deliver renewable energy and energy efficiency projects.

More details on eligible costs and restrictions are described below and in Section 4. What we are able to support will depend on your legal status. See Section 4 - Priority Sectors for an explanation of the specific support and funding available for your type of organisation.

### 3.2 Grant funding and intervention rates

Approved grants will be payable on a ‘**Cash Back**’ basis, for an agreed proportion of your total project costs. Payment can only be made after completion of your project. We will agree with you the grant contribution to your project through a **Grant Agreement Letter**. You will therefore need to contribute the remaining proportion of the costs of your project.

For individual projects, you can receive a grant for up to 40% of the total project costs. Typically, grants will be available:

- Up to £7,500 for energy efficiency measures (SMEs only)
- Up to £40,000 for low carbon projects (all organisations)
- With permission, larger sums up to £250,000 for complex projects, but limited by the rules on state aid (public and business organisations only).

For illustration, if your total project cost is £10,000, and we have agreed a grant at 40% intervention rate, you will pay the total (£10,000) and claim a ‘cash back’ grant of £4,000 (40%). In this example your contribution will therefore be £6,000 (60%).

### 3.3 Eligible costs

The following costs can be covered by the Low Carbon Dorset Fund

- **Contractors and consultants** procured to undertake reasonable project activities.
- **Equipment and machinery** related to installing energy efficiency and renewable energy technologies
- **Costs related to Installation, commissioning and associated works**

### 3.4 Ineligible costs

The following costs cannot be covered by the Low Carbon Dorset Fund

- Costs for goods and services which have not been purchased following EU treaty principles and for which there is not full evidence of expenditure and procurement.
- The Low Carbon Dorset Fund is funding of last resort. Applications for grant support will therefore need to demonstrate clearly why their project could not be funded through other route for example –
  - Own internal funds/loan or
  - A capital loan to deliver the activity has not been applied for which could be repaid through the Feed in Tariff (FIT) or Renewable Heat Incentive (RHI) or through energy savings.
- **Community or Public Sector projects ONLY** - We cannot support standard energy efficiency measures that deliver basic energy efficiency in buildings for example standard application of cavity wall insulation, double and triple glazing, boiler replacement, lighting upgrades. Solid wall insulation could be funded but would have to be part of a wider 'whole place' solution supporting use of innovative low carbon technologies.
- We cannot support renewable energy installations which claim FITs. <sup>2</sup>
- Projects for street lighting or similar public infrastructure cannot be supported.
- Any items already subject to EU funding.
- Low Carbon Transport measures cannot be covered through the Programme.
- Costs incurred to meet legal or statutory requirements.
- Costs associated with the primary processing of timber cannot be supported. For definitions of primary and secondary processing see:  
<http://www.forestry.gov.uk/website/forstats2015.nsf/0/b2f5aa276fd44e2d80257360004e2818>

<sup>2</sup> Grant applicants for heat based projects can also apply for RHI. However, specific rules apply and It is the responsibility of the applicant when applying to OFGEM for RHI to detail the amount of funding that has been granted, as there is a requirement to detail any other sources of public funding. Applicants should seek further advice from the Low Carbon Dorset Technical Team.

## Section 4:

### Priority Sectors details

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We wish to support three types of organisation – Business, Community and Public Sector.

If you want to apply for a grant, this section describes the types of projects that can be supported for each of these three sectors.

#### 4.1 COMMUNITY SECTOR ORGANISATIONS

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To be eligible for community sector support you must be either:

- A legally constituted voluntary or community organisation located within the County of Dorset (including Bournemouth and Poole), or
- Registered charities located within the County of Dorset (including Bournemouth and Poole).

#### What support can you receive?

- Free community workshops & networking events, designed specifically to meet the needs of community organisations.
- Free diagnostics & technical support, from one of our dedicated team of Technical officers.
- Grants through the Low Carbon Dorset Fund, to support the implementation of your project.

#### Community Grant Budget

The community grant budget is in the region of £200,000. For individual projects, you can receive a grant for up to 40% of the total eligible project costs. Typically, grants will be available:

- Up to £50,000 per community.

### What are the aims of the community sector support?

This strand of the Low Carbon Dorset aims to support communities<sup>3</sup> to develop and implement community energy projects at a community scale. These projects would need to be community led and focus on renewable energy.

We also wish this part of the Programme to provide a catalyst to further communities and therefore wish to support projects that could act as demonstration models for others to replicate and in doing so be in the vanguard of the green energy revolution.

### What types of projects can be supported?

This strand aims to support community based projects implementing technologies which reduce carbon emissions particularly focusing on renewable energy technologies.

Community involvement is a key factor. We wish to see your innovation and ideas, but types of projects could include for example -

- Projects incorporating renewable energy installations (up to 5MW) to include: (*Biomass electricity (inc. CHP), Renewable Heat (inc. Biomass, Ground, air, water source and air source heat pumps), on-shore wind, Marine energy, as well as solar PV and small scale hydro*), for example:
  - a village scale biomass district heating network including a local supply chain
  - demonstration of local direct renewable electricity supply from generators to consumers
  - combined solar or wind systems with electricity storage and distribution
- smart energy systems for example systems or models for use of smart metering/demand management, or energy distribution and sharing

**All projects must be completed by June 2020**

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<sup>3</sup> We anticipate that communities will comprise villages, parishes, towns or neighbourhoods within a town

## 4.2 PUBLIC SECTOR ORGANISATIONS

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To be eligible for Public sector support your organisation must be must be a:

- **Public** sector organisation such as - Local Authority, educational establishment, housing association and other publicly funded organisations<sup>4</sup>.

### What support can you receive?

- **Free Public Sector Workshops & networking events**, designed specifically to meet the needs of public sector organisations
- **Free diagnostics & technical support**, from one of our dedicated team of Technical officers.
- **Free detailed energy survey**, where necessary
- **Grants** through the Low Carbon Dorset Fund, to support the implementation of your project

### Public Sector Grant Budget

The Public Sector Grant budget is in the region of £900,000. For individual projects, you can receive a grant for up to 40% of the total eligible project costs. Typically, grants will be available:

- Up to £225, 000 for low carbon projects

### What are the aims of the public sector support?

This strand of the Low Carbon Dorset aims to support a reduction in carbon emissions within public buildings and social housing through the use of innovative energy efficiency and renewable energy technologies and smart energy management solutions.

Grants and support are available to help reduce the financial risks associated with novel and complex low carbon projects and enable these to be successfully developed and implemented.

We wish this part of the Programme to enable the public sector to deliver a leadership and demonstration role in the Low Carbon Economy of Dorset. The Programme will support a range of

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<sup>4</sup> An organisation will be considered 'public' where it directly or indirectly receives over 50% of its main funding from central or local government (not including payment for work carried out by private enterprise for the public sector).

technologies and approaches and to help to build the skills, experience and capacity in the public sector to ensure these approaches are rolled out across other buildings and organisations in the future.

## What types of projects can be supported?

**Only projects which demonstrate an ‘innovative approach’ can be supported.** This could be through the use of new innovative low carbon technologies or techniques which are not common place for Dorset or the UK or which represent a significant change from the standard way of doing things within the organisation.

We would also like to see ‘whole place’ solutions that demonstrate the integration of a combination of technologies within a single building or site to maximise carbon reduction.

We wish to see your innovation and ideas, but types of projects could include for example -

- Projects incorporating small scale renewable energy installations (up to 5MW) to include:  
*Biomass electricity (inc. CHP), Renewable Heat (inc. Biomass, Ground, air, water source and air source heat pumps), on-shore wind, Marine energy, as well as solar PV and small scale hydro,* for example:
  - biomass district heating network including a local supply chain
  - demonstration of local direct renewable electricity supply from generators to consumers
  - combined solar or wind systems with electricity storage and distribution
- Projects which develop ‘closed loop’ low energy systems integrating, innovative fuel production, distribution and use with energy demand.
- Smart energy systems, for example systems or models for use of smart metering/demand management, or energy distribution and sharing and monitoring and control.
- Demonstration of the use of innovative technologies and approaches that reduce energy consumption in public buildings or social housing, particularly addressing fuel poverty.
- Low Carbon construction techniques for Zero Carbon buildings or a significant step towards this, particularly if using local, sustainable timber.
- Projects to support development of the Biomass supply chain in Dorset, such as new processes and techniques for biomass fuel production using secondary processing.

**Projects must be completed by June 2020.**



## 4.3 BUSINESS SECTOR ORGANISATIONS

To be eligible for business sector support through the Low Carbon Dorset, you must be a:

- Legally constituted **Small and Medium Sized Enterprise (SME)** or new start-ups (not individuals or sole traders) that are located and operate within the County of Dorset (including Bournemouth and Poole).

*See section 1.5 to check if you are an SME*

### What support can you receive?

- **Free Business Sector Workshops & networking events**, designed specifically to meet the needs of business sector organisations
- **Free Diagnostics & technical support**, from one of our dedicated team of Technical officers.
- **Free detailed energy survey**, where necessary.
- **Grants** through the Low Carbon Dorset Fund, to support the implementation of your project.

### Budget

Business Sector budget is in the region of £1 million. For individual projects, you can receive a grant for up to 40% of the total eligible project costs. Typically, grants will be available:

- Up to £7,500 for standard energy efficiency measures.
- Up to £150,000 for larger more complex low carbon projects.
- Up to £40,000 towards the development of new low carbon product or practice.

### What are the aims of the business sector support?

Low carbon technologies offer businesses an important opportunity to reduce carbon emissions and improve their competitiveness through cost savings and positive marketing. The business sector is also widely recognised as having an important role in the development of the low carbon economy in Dorset. **Business Sector support aims to:**

- Help and encourage SME's to reduce their carbon foot print and associated costs through the use of energy efficiency and renewable energy measures.
- Support both standard energy efficiency projects and more ambitious low carbon projects by SMEs, to act as a catalyst to further SME's in Dorset to reduce energy use and to support the introduction and future use of new and emerging technologies and solutions.

- Support SMEs to develop new and innovative low carbon products and processes.

### What types of projects can be supported?

This strand wishes to support and encourage businesses to install energy efficiency and renewable energy measures to reduce their energy usage and costs.

Types of projects we could support include, for example:

- Standard energy efficiency retrofit measures, for example: *insulation measures, boilers, lighting upgrades, motor and drives, voltage optimisation, double glazing, variable speed drives, compressed air systems etc.*
- Projects that demonstrate the integration of a combination of technologies within a single building or site. This could be a combination of energy efficiency and renewable energy measures.
- Projects incorporating small scale renewable energy installations (up to 5MW) to include: *Biomass electricity (inc. CHP), Renewable Heat (inc. Biomass, Ground, air, water source and air source heat pumps), on-shore wind, Marine energy, as well as solar PV and small scale hydro.*
- Smart energy systems for example systems or models for use of smart metering/demand management, energy distribution and sharing, or building management.
- Demonstration of the use of innovative or new technologies and approaches that reduce energy consumption and costs in your business.
- Waste re-use where waste products are re-used within a system as replacement for fossil fuel inputs.
- Low carbon construction techniques that support Zero Carbon buildings or a step towards this, particularly if using local, sustainable timber.
- Projects to support development of the Biomass supply chain in Dorset, such as new processes and techniques for biomass fuel production using secondary processing.

**Projects must be completed by June 2020.**

## Section 5:

### Learn more about applying for Low Carbon Grants

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#### 5.1 Applying for a grant

There are three simple steps to apply for a grant from the [Low Carbon Dorset Fund](#).

##### STEP 1: Complete and Submit a Grant Application

You will need to complete an '*Application for Grant Funding Form*' which will be provided by your Technical officer after technical support, or is available from the Programme team or from our website.

We would already have gathered information on you and your organisation at the 'eligibility stage' to check your organisations eligibility.

The grant application will gather further specific information about your project proposal to allow us to assess and reach a decision on your application. This will include the following sections:

##### GF – 1 Project Details

- What your project is and what you hope to achieve
- What will you specifically want the grant for

##### GF – 2 Strategic Fit, how well your proposal will -

- help to deliver the aims and objectives of the Programme (see section 1.2 and 1.3)
- the specific requirements of your organisations sector, e.g., Community, Public or Business (See Section 4.)

##### GF – 3 Need for the project and grant funding through the Low Carbon Dorset Fund

##### GF – 4 Project outputs and benefits

- What measurable outputs will your project achieve? (see section 2.6)
- What wider benefits will there be from your project?

##### GF – 5 Project Budget

- A summary of your project costs and funding as well as a detailed breakdown of your project costs by item.

- Your contribution.

**GF 6 Project deliverability**

- To include outline of key project milestones and skills for delivery as well as constraints to your project and how you intend to overcome them.

**GF 7 State Aid**

- To include your assessment of how state aid applies to your project and the most appropriate route for State Aid, as well as a declaration of what state aid you have received to date.

The application form contains guidance for completion and your Technical officer will be on hand to assist with your application.

**STEP 2: Application assessment**

The information you provide in the application will form the basis for a project assessment by a grant panel.

Your Technical Officer will check your form for completeness and eligibility to confirm you and your project activities are eligible for funding.

Your application will be passed to a grants panel who will score the information you have provide in each of the sections noted above.

**The final decision** - The grants panel will make a final decision based on the recommendation from the project appraisal. They will decide if an application is successful and if a grant offer can be made.

In addition the information supplied on state aid will be reviewed by the Programme team and an appropriate state aid route agreed.

**STEP 3: Informed of outcome**

The Programme Team will inform applicants whether or not they have been successful, or may ask for further clarification or information.

**Successful applicants**

If your application is successful you will receive a Grant Agreement letter which you will need to sign and return. This will include the terms and conditions of the grant and further supporting information, such as guidance on procurement.

On completion of your project you can make a claim for your grant. You be required to provide evidence with your claim.

### Unsuccessful applicants

Unsuccessful applicants will receive a letter explaining the reasons why their application was turned down. If applicants wish to appeal against this decision they will have 60 days to do this.

## 5.2 Additional Information

### Project Start date

Applicants must not start work, make any deposits, order or buy anything for a project until they have received a Grant Agreement letter with an official start date. As such **there can be no payments for any work carried out before the agreed start date.**

The applicant will then deliver the project as described.

The Technical Officer will continue to provide support as required and will keep in close touch with the applicant to ensure the project progresses smoothly, help overcome any barriers to delivery and ensure project compliance.

### Variations and changes during the grant period

The applicant is expected to use the grant money to pay for items and activities agreed in the Grant Agreement letter.

During the grant period, exceptional circumstances may arise where applicants may need to change elements of a project. **Any changes must be agreed with the Programme Team in advance to guarantee payment of the full grant.**

## 5.3 How you will receive your grant

### Complete a claim

When your project is completed you will receive a simple grant claim form and guidance on information required to support your claim. You will return the completed form with supporting evidence of expenditure and completion of the project to include:

- Quotes, tenders and procurement practices undertaken.

- Invoices that match the costs and suppliers stated in the grant funding agreement.
- Bank statements or other evidence to confirm that these invoices have been paid in full;
- Photographs of the project, activity or equipment;
- A list of all the items (an asset register) the grant has paid for.
- Outputs achieved

### Grant claims checked

The Programme team will check the grant claim and supporting evidence. Based on these checks the Programme Manager will approve the grant for payment or refer for further evidence and clarification.

### Payment of grant claim

On verification of your claim your grant will be paid.

### Site visits and inspections

Members of the Programme Team may wish to visit you to see your project to verify project completion and outputs meet the condition of the Grant Agree