







**GHG** reductions

Initial engagement

Stage one: Registration and energy audit Stage two: Grant funding

Stage three: Purchase and installation Stage four: Grant claim and completion

## Introductions and initial consultation

- 1. Agree key objectives
- Quick qualification check
- 3. Review business premises
- 4. Review business processes
- 5. Refer to Business Renewables Energy Efficiency Sunderland (BREEZ) or Business Energy Saving Team (BEST)

Complete energy audit application and register with BREEZ (BEST clients will be redirected to that scheme)

- Complete BREEZ application
- Energy Performance Certificates (EPC) (if required) and energy audit.
- Review recommendations
- 4. Discuss key priorities
- 5. Agree next steps

## Decide energy efficiency measures. Obtain quotes

- 1. Decide on energy saving measures to be installed.
- Small, medium enterprise (SME) obtains quotes for materials and installation
- 3. SME indicates preferred contractor cost / quality
- 4. Sunderland City Council (SCC) / BREEZ review proposal to approve funding in principle -orrequest amendments to proposal
- 5. SCC confirm funding offer in principle for specific measures to be installed

## Grant application process and project delivery

- SME formally applies for grant funding
- BREEZ formally confirms funding offer with detailed conditions and compliance requirements
- SME instructs contractor to supply and install measures
- 4. Delivery period
- 5. After completion SME pays for 100% of completed works

## Grant claim and checks, monitoring and evaluation. Sign off

- 1. SME submits grant claim for 50% of cost with supporting evidence
- 2. SCC / BREEZ conduct compliance checks
- 3. SCC release BREEZ grant payment to SME
- Realisation of project impacts and benefits – final report.
- 5. Project sign off by SME and SCC