

BREEZ PROCESS MAP

Marketing and referral generation

Ongoing



From the outset of the scheme, digital and physical marketing will be used to generate leads amongst local enterprises. enterprises will apply to BREEZ on an ongoing basis.

Enterprises will submit an initial enquiry. This EOI will include date, current gas and electric tariff (kWhr), an example bill and details of their tenure.

Initial enquiry

Month 0



Eligibility check and discussion

Month 1

The BREEZ Phase II Delivery Team will check the enterprise application. The team will verify the applicant's enterprise/charitable status and postcode boundary/location.

The BREEZ Phase II will conduct an initial discussion with the client enterprise. The enterprise will be contacted by the team, who will advise eligibility and conduct an initial discussion via phone or Teams.

Energy review

Month 1



The BREEZ Phase II Delivery Team conducts an energy review of premises. During this site visit, the team will obtain compliance evidence and in agreement with the enterprise the review makes recommendation EEMs which the client enterprise can consider.

Enterprise to obtain required number of detailed quotes and job description. All quotations and propositions must complete cost-effectiveness calculations and:

- product data sheets
- warranties
- H&S considerations
- EEM appraisals and system performance overviews
- Selected contractor accreditations

Client enterprise job quotes

Month 1



Review of quotation pack and proposition

Month 2



The BREEZ Phase II Delivery Team carry out an initial review of the proposition provided by the client enterprise. This will analyse cost effectiveness of the EEMs proposed, payback rate and cost per tCO2 saved. The team will also follow up with any queries and ensure compliance before inviting them to formally apply for a grant.

The applicant enterprise submits a full application pack, including:

- A fully completed application form
- 2 years of accounts
- Proof of tenure
- VAT status
- any outstanding requirements

Grant offer letter issued

Month 2



Upon receipt of a full and compliant application pack which has been verified by the BREEZ Phase II Grant Award Panel, a formal grant offer letter is issued, in line with VAT status. All grant offers will be subject to a 90-day grant withdrawal condition, unless an extension period is pre-agreed.

The enterprise now instructs their selected contractor to install agreed EEMs at approved price and timescale.

Enterprise grant application

Month 2



Enterprise installs EEMs

Month 3



Grant payment

Month 4



Enterprise advises that EEMs have been installed to their satisfaction and that the works have been paid for in full. The enterprise submits a final invoice and digital evidence of a BACS payment made to their contractor. The team then complete a Form 1 submission for a grant payment and the process is complete.