

Zero Carbon Business Grant for pubs and hospitality

Background

This grant scheme is funded by the UK Government as part of the UK Shared Prosperity Fund.

The UK Shared Prosperity Fund aims to improve pride in place and increase life chances across the UK investing in communities and place, supporting local business, and people and skills.

For more information, visit <https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus>

Uttlesford District Council (UDC) have been allocated £327,114 for 2025/26.

A funding pot of £100,000 is available for this grant scheme.

The grant schemes align with the council's corporate plan 2023-27 objectives to:

- Encourage economic growth
- Protect and enhance our environment

This grant is for capital investment only to be spent on lasting assets such as buildings or equipment.

All projects must be completed no later than 27 February 2026.

Who can apply?

The aim of the grant scheme is to support pubs and hospitality businesses in the Uttlesford district to:

- Reduce their energy costs
- Take action to help reduce their carbon footprint.
- Commit to cutting carbon emissions and protecting the planet.

This scheme will offer capital grants of between £1,000 up to a maximum of £10,000.

You can apply if you own the property the business runs from, or you must have a lease lasting for at least 5 years. For leased premises a letter from the landlord agreeing to the proposed works must be provided.

What the grant can be used for

You can apply for a grant to fund:

- The purchase of new energy efficient cooking equipment
- Retrofitting buildings to enhance their energy efficiency and sustainability.

Examples of Retrofit Measures:

- Insulation: Adding insulation to walls, floors, and roofs to reduce heat loss.
- Heating Systems: Upgrading to more efficient heating systems, like condensing boilers or heat pumps, smart heating controls.
- Ventilation: Improving ventilation to prevent moisture problems and ensure fresh air circulation.

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- Lighting: Replacing traditional light bulbs with energy-efficient LED bulbs.
- Windows and Doors: Replacing old windows and doors with energy-efficient alternatives.
- Renewable Energy: Installing solar panels or heat pumps to generate energy from renewable sources.

The grant will not fund:

- recurring revenue costs (including salaries, existing premises costs e.g., rent, utility charges etc).
- repaying existing loans or debts.
- retrospective work already completed or in progress prior to offer letter.
- renting equipment.
- Projects that cannot demonstrate that they provide a positive environmental impact

How much you can apply for

The minimum application value is £1,000 with the maximum award of £10,000.

You can apply for funding for up to 80% of the project costs, i.e. if the project costs £12,000 the grant will cover £9,600 and you will need to include £2,400 of your own money.

50% of the grant costs will be paid in advance with the remainder paid upon completion of the project.

Applicants should be aware that it is unlikely there will be enough funding for every application received, each application will be assessed, and some applicants may be offered a lower level of grant, while others may be unsuccessful.

Applications will close when the funding has been fully allocated.

The expectation is that all applicants will be VAT registered therefore any grant offer will be for the cost of the item(s) excluding VAT.

The Council will not usually award multiple grants to the same business or individuals unless that business or individual can clearly demonstrate that it operates from multiple premises in the Uttlesford district.

Apply

Applications must be made online via the council's website.

Where planning consents are required, these must be in place before you apply for a grant. We are unable to consider any requests for funding until planning consent is approved.

This grant is funded by the Government to support the transition to net zero. You will therefore be required to provide a projected measurement for the difference that your proposed project will make in achieving that aim. As part of the end of project report you will be asked to provide information relating to the *estimated Carbon dioxide equivalent reductions as a result of support* and the *Number of low or zero carbon energy infrastructure installed*.

Guidance on how to calculate your carbon footprint can be found on our website:

<https://business.uttlesford.gov.uk/green-economy>

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Grants may only be made for capital projects. This means that they must be spent on assets such as a building or equipment which are expected to be used for a period of at least one year. This may include enhancements to existing assets which:

- Significantly lengthen the life of the asset.
- Significantly increase the value of the asset.
- Significantly increase usefulness of the asset.

It will not include minor repairs and routine maintenance. Grant recipients cannot use grants to fund domestic property improvements or to buy private vehicles. Grant recipients cannot spend grants on revenue costs such as running costs, commissioning advice, design and project management costs for any projects, or promotional activities.

Closing date for applications

This is a rolling grant scheme, and applications can be made until such time as the funding is exhausted.

We recommend that you **apply as early as possible** as funding is limited and will be allocated on a first come first served basis.

Applicants should be aware that it is unlikely there will be enough funding for every application received, each application will be assessed, and some applicants may be offered a lower level of grant, while others may be unsuccessful.

All projects must be completed no later than 27 February 2026.

Assessment of bids

Grant applications are assessed on their individual merit against the grant funding eligibility criteria on behalf of the Council by officers from the Economic Development team.

Applicants should be aware that any other UDC grant support received or applied for may be taken into consideration when reviewing applications.

Bids will be assessed against:

- the criteria set out in the UKSPF Prospectus
- the extent to which the bid meets the objectives of the UKSPF
- the extent to which the bid is able to demonstrate quantifiable outputs and outcomes
- the extent to which bids align with the UDC Corporate Plan 2023-2027

Applicants are encouraged to use local suppliers to carry out proposed works.

When will I receive the grant?

If your application is successful, the district council will transfer 50% of the grant by BACS upon receipt of a signed grant funding agreement. The remaining 50% will be paid in arrears once the project has been completed. Bank details, account name, number and sort code need to be supplied with the grant funding agreement.

Funding can only be used for the project outlined in your application form.

Completion will be evidenced by submission of all invoices related to spend on the project and compliance with all terms and conditions of the scheme.

If the actual costs are less than those outlined in the application and agreed in the offer letter, payment will be restricted to the actual amount spent on the project in accordance with the receipted invoices

If the costs of the proposed project exceed the maximum grant awarded as agreed in the offer letter, the Council will not increase the grant amount.

PLEASE NOTE: Any claim for payment of the grant can only be made for the items and/or work agreed as per your offer letter and project plan. If elements of your project change you will need to contact us to discuss the changes by emailing business@uttlesford.gov.uk . Material changes to your project may mean that your offer is withdrawn, and you may be advised to reapply.

Terms and conditions

1. Successful applicants will need to sign a grant funding agreement with UDC, provide information relating to outputs and outcomes within the specified timeframes and may also be required to participate, at a later date, in an evaluation of their project to understand whether the proposed outputs and outcomes have been met.
2. Branding and publicity for the UK Shared Prosperity Fund play a key role in ensuring effective promotion and acknowledgement of the wider government agenda.

The Grant Recipient must comply with UK Government publicity and branding requirements contained in the following guidance: www.gov.uk/guidance/ukshared-prosperity-fund-branding-and-publicity

3. The Recipient agrees to participate in and co-operate with promotional activities relating to the Grant and the Project if required to do so by the Council.
4. If the recipient/organisation wishes to dispose of buildings/facilities that have been the subject of a grant, then it will be required to inform the District Council in writing of the proposal.
5. The district council reserves the right to require full or part repayment of the grant, following any such disposal of the building/facility.
6. Membership of the organisation making the application must be open to all and no exclusions made. The Council needs to ensure that consideration is given towards the nine protected characteristics under the Equalities Act 2010.
7. Where a grant is provided by the district council, it must be clearly shown in the accounts of the recipient.
8. Where appropriate, e.g. where the project affects the whole community, applicants are encouraged to discuss their scheme with their relevant town or parish council and submit the comments of that council with their applications.
9. Information must be supplied relating to the progress of the project and the identified outputs and outcomes. Forms will be sent to you for completion at mid-year and in April 2026.
10. A spreadsheet detailing all expenditure must be submitted to UDC with the reporting form. All receipts and invoices must be kept for seven years for auditing purposes. UDC reserves the right to ask for a copy to be provided for reporting and auditing purposes.
11. Information may be shared with other government departments, agencies, persons or organisations helping UDC with the assessment and monitoring of applications or appointed in connection with the administration of the UK Shared Prosperity Fund. Information may

also be shared with other government departments and agencies for the purpose of fraud prevention. The application and evaluation of grant funding is subject to audit and reviews by internal auditors who may need to access the information submitted in your application.

12. UDC reserves the right to recover all or part of the grant it has provided if:

- The business is sold or ceases to trade for whatever reason within a 6 month period from receipt of the grant
- The business relocates outside the boundaries of UDC within a 6 month period from receipt of the grant
- Information provided in the application form or other correspondence is found to be substantially incorrect, misleading, or incomplete.

13. Recipients must have all up-to-date and relevant certificate(s) to show compliance with laws and regulations relevant to its trade (for example food hygiene certificate, a licence to sell alcohol, permission to operate a pavement seating area).

14. Recipients must not have any other outstanding debts payable to the Council.

15. The business cannot be in administration, insolvent or in a situation where a strike-off has been made

Scheme of Delegation

Officers of the Council will administer the scheme, and the Section 151 Officer is authorised to make technical scheme amendments to ensure it meets the criteria set by the Council.

Review of Decisions

The Council will operate an internal review process and will accept an applicant's request for a review of its decision.

All such requests must be made in writing to the Council within 14 days of our decision and should state the reasons why the applicant disagrees with the decision. New information may be submitted at this stage to support the applicant's appeal.

The application will be reconsidered by a senior officer, as soon as practicable and the applicant informed by email of the decision.

Subsidy Control Limitations

The Subsidy Control Act 2022 (the "Act") came into force on 4 January 2023. The Act sets out the UK's prevailing subsidy control rules.

Payments received by the applicant from any business grant schemes administered by local authorities or anything similar from the government, for all business properties they are responsible for, counts as Subsidy Allowance. Full details can be read *here*
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1117122/uk-subsidy-control-statutory-guidance.pdf

To qualify for this grant your business must not have received more than £315,000 of subsidy allowance in the last three years.

Tax

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Grant income is taxable but only businesses making an overall profit once the grant is included will be subject to tax.

We do not accept any responsibility in relation to an applicant's tax liabilities and all applicants should make their own enquiries to establish any tax position.

Counter Fraud

Local authorities will not accept deliberate manipulation and will work collaboratively across the region and nationally to share intelligence and resources to detect fraud.

Any business found to be giving false information in order to gain a grant will be investigated.

The council will recover money paid in error and fraudulent claims will be prosecuted in the courts.

Your Data

In line with the Data Protection Act 2018 and UK GDPR, Uttlesford District Council are data controller and collect your personal data in order to process your UK Shared Prosperity Fund application. We will only collect the personal data from you we need for assessing and administering the funding application. We may need to contact you for further information to support your application. We will retain your information for monitoring, analysing and targeting and may contact you by phone or email.

For further information about how Uttlesford District Council use your data please use the following link: <https://www.uttlesford.gov.uk/privacy-notice>

If you require an application form in an alternative format and/or language, please contact us on 01799 510510