



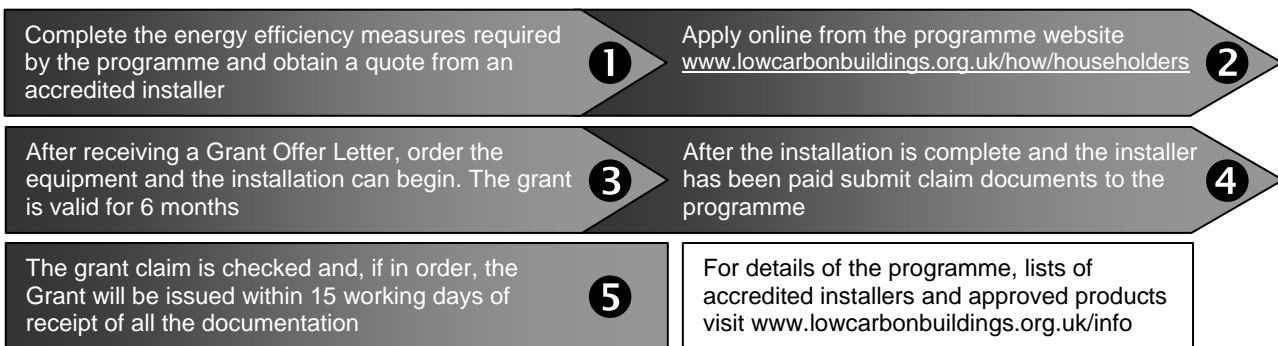
Low Carbon Buildings Programme

Stream 1 – Householders Guidance Notes (Applying Online)

The application process for Stream 1 – Householder applications is designed to be as simple as possible for a householder to complete. The application for grant is made by the householder and therefore the contractual arrangements are between the householder and the programme administrators. It is therefore important that the applicant understands the process for obtaining a grant for installing approved microgeneration technologies before applying.

The Conditions of Grant are available from the website at www.lowcarbonbuildings.org.uk/how/householders/online/conditions and, should your application be successful, the Conditions of Grant will be attached to the email with your Grant Offer Letter.

5 Steps in applying for a grant



The application process explained

Before you apply you must select an accredited installer from the approved list (you are advised to obtain quotes from two or three installers). Agree how the installation will be financed – some installers may request a deposit or stage payments.

Your chosen installer must be accredited under either the Clear Skies programme or the Major Photovoltaic Demonstration Programme. A full list of accredited installers for your region can be found on the programme website at <http://www.lowcarbonbuildings.org.uk/info/installers>.

Some installers have provisional status and can only install a maximum of 5 grant supported installations. Please confirm the status with your chosen accredited installer. If you are using a provisional installer you cannot apply using the online system and must use a paper application form. This can be downloaded from the programme website at www.lowcarbonbuildings.org.uk/how/householders.

Installers must use approved products. Your accredited installer will know what products are approved for funding; however, it is your responsibility to ensure that approved products are used. A list of approved products for each technology can be found on the programme website at www.lowcarbonbuildings.org.uk/info/installers.

For more information on accreditation visit www.est.org.uk/housingtrade/installers/renewables/accreditation/.

Only one technology can be applied for on each application. Additional applications for a different technology at the same installation address are welcomed. You will need to go through the application process again for additional technologies.

All sections on the online system are mandatory. You are required to complete all sections otherwise you will be unable to proceed.

The online application process is in 3 steps:

- 1) details of the address that the installation is taking place and your chosen installer and technology

- 2) declarations; by ticking these you are confirming you agree to the meeting the eligibility criteria
- 3) details of the address where any grant payment will be sent. Any Offer of Grant will be sent via email. **You must have a valid email address in order to apply for a grant using the online application system.**

IMPORTANT – DO NOT USE YOUR BROWERS BACK AND FORWARD BUTTONS WHEN APPLYING ONLINE. YOU MUST ONLY USE THE BUILT IN AND BUTTONS FEATURED ON SCREEN.

Once all steps have been completed your Grant Offer Letter will be sent to the email address given by you in step 3. The email will contain the Grant Offer Letter and your claim form, which must be submitted with the completion certificate (supplied by your accredited installer) when you claim your grant. Information on claiming can be found at the end of these guidance notes.

Please print the email with the Grant Offer Letter and claim form so you can refer to it easily.

Step 1

Home

About the grant programme

Microgeneration technologies

How to apply

Householders

Communities

Information and resources

Useful links

Useful contacts

Latest news

Renewables headlines

Low Carbon Buildings Programme

Application Step 1

Installation address details

Postcode

Address

Property type

No. of bedrooms

Country / Region

Installation details

Technology

Installers [If your installer does not appear on this list, click here](#)

Planned completion date

Main Equipment Manufacturer

Main Equipment Model

Inverter Manufacturer

Inverter Model

Electrical power rating of installation in kilowatts (kW)

Total cost of installation (excluding £ VAT)

Type in your postcode and click . Select your address from the dropdown list. Click to confirm. If your address is not featured, click and manually input your address. The installation address must have a valid postcode. Applications with a post office box identifier will be not be able to proceed.

Some installers have provisional status and can only install a maximum of 5 grant supported installations. Only fully accredited installers will appear on the dropdown list. If your installer does not appear on the list, click here for further instructions.

Please pay attention to the date you have chosen for your installation to be complete. The calendar is advanced by using to advance 1 month and to advance 1 year. Grants are valid for 6 months from the date of your Grant Offer Letter. If your installation has not completed within 6 months your Grant will expire and a claim cannot be made. If you are not intending to install a system within the next 6 months, do not complete an application form at this time. We will welcome an application when you are ready to install.

August, 2006							
Today							
wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
30			1	2	3	4	5
31	6	7	8	9	10	11	12
32	13	14	15	16	17	18	19
33	20	21	22	23	24	25	26
34	27	28	29	30	31		

Select date

Step 1 (continued)

dti Low Carbon Buildings Programme

Application Step 1

Installation address details

Postcode

Address

Property type

No. of bedrooms

Country / Region

Installation details

Technology

Installers If your installer does not appear on this list, click [here](#)

Planned completion date

Main Equipment Manufacturer

Main Equipment Model

Inverter Manufacturer

Inverter Model

Electrical power rating of installation in kilowatts (kW)

Total cost of installation (excluding VAT)

The make and model of your selected product will be displayed in these dropdown boxes. Your product make should be shown on your quote. Only approved products will be displayed. If your product is not shown please contact your installer directly.

Note: the inverter make and model boxes will be shown on this screen *only* if an electricity producing technology (solar photovoltaics, small scale wind or small hydro) has been selected.

For electrical installations *only* (solar photovoltaics, small scale wind and small hydro) the indicative output in kilowatts (kW) of the proposed system must be included. This information is needed to calculate your grant amount. The quote from your installer will contain this information.

Step 2

Step 2 requires confirmation that Programme Grant Conditions have been complied with and acts as a check list for you to ensure that all the requirements have been or will be met. Please refer to Stream 1 – Householder Conditions of Grant for full terms and conditions.

An offer of grant is not guaranteed and by placing an order, you do so at your own risk. Physical works **must not** have taken place on site. If work has started then a Grant offer will be refused. For definitions of commencement, please refer to the Conditions of Grant.

Energy efficiency measures must have taken place where practicable before the installation has begun. Where you have applied for a grant for microgeneration without installing these measures, payment of the grant will be withheld. Where payment of the grant has been made and the minimum energy efficiency measures have not been installed as per Building Regulations 2006, the programme managers will require repayment of the grant. Please visit www.lowcarbonbuildings.org.uk/how/householders for further information on energy efficiency measures.

As owner of the property, you must have all necessary authority to have a microgeneration system installed. Long Leaseholders must secure the consent of the freehold owner and any relevant leaseholders of the building.

Applications for technologies funded through previous grant programmes will not be Grant assisted. For example technologies funded through the Clear Skies programme, the Major PV Demonstration programme and the Scottish Community & Household Renewables Initiative cannot receive funding from the Low Carbon Buildings Programme to install more of the same technology that has previously received grant support.

Stream 1 – Householder grants are only available to private individuals for use on their residential properties. Other organisations, such as community groups, charities and the public sector must apply through either Stream 1 – Communities or Stream 2. Private sector businesses are not eligible for Stream 1 grant funding.


A proportion of installations will receive a site visit to inspect your system. By accepting the Offer of Grant you agree to have your installation and energy efficiency measures inspected by the Energy Saving Trust, or its authorised representative.

dti Low Carbon Buildings Programme

Home
About the grant programme
Microgeneration technologies
How to apply
Householders
Communities
Information and resources
Useful links
Useful contacts

Latest news
Renewables headlines

Application Step 2



Declaration

Please read the following declarations carefully. Once you have agreed, please tick the box indicating you agree to each declaration

- I confirm that the installation has **NOT** commenced - see Conditions of Grant
- I confirm that I have undertaken to install the relevant energy efficiency measures where appropriate - see Conditions of Grant
- I confirm that I am the owner or joint owner of the property or am a leaseholder with all necessary authority - see Conditions of Grant
- I confirm that I have **NOT** been offered a grant or received funding for this installation from the Major Photovoltaic Demonstration Programme (PV), Clear Skies programme or the Scottish Community and Householder Renewables Initiative (SCHRI) - see Conditions of Grant
- The installer I have chosen to appoint is accredited for this technology - see Conditions of Grant
- I confirm that the installation property is residential and is used by me principally for residential purposes - see Conditions of Grant
- I confirm that I am not applying on behalf of a business and am not a landlord of the installation property - see Conditions of Grant
- I confirm that I accept and agree to the [Conditions of Grant \(version ST1Hv2\)](#) associated with this application

How did you hear about us

The Energy Saving Trust (EST) will process your details for the purpose of assessing and administering your grant application, and for the purposes set out in our Data Policy. EST will retain your data for auditing purposes, and may need to contact you in future to assess customer satisfaction. EST may also pass your details on to the UK Government department who fund the Low Carbon Buildings Programme. We will also share details with other funding bodies to ascertain that no double funding of installations occurs.

In future EST would like to send you further relevant information and advice about sustainable energy and energy efficiency via post and/or email. Please tick this box if you would prefer not to receive this information.

Back Next

This is a link to the Conditions of Grant. You must have read the Conditions of Grant before agreeing to the conditions associated with this application.

Step 3

This is the final step of the application process.

The address given here is the address where any grant payment will be sent

dti Low Carbon Buildings Programme

Application Step 3

Correspondence Address Details

This is the address that grant payments will be made to.

Title

First name

Last name

Line 1

Line 2

Town

County

Postcode

Telephone

Email

Verify Email

IMPORTANT: this is the final step and by proceeding further you will be submitting your information to the Low Carbon buildings Programme.

If your correspondence address is the same as the address where the installation is taking place click .

This is the last stage of the application. By clicking the submit button, you will be applying for a grant; you will receive a Grant Offer letter and funds will have been reserved.

How do I claim my Grant?

The Grant will only be paid once the installation has been completed and fully paid for. Completion must be within 6 months of the date of the Grant Offer Letter or your Grant will expire and no claim can be made. The Grant claim must be sent in with the following documentation:

- A copy of your accredited installer's full invoice(s) receipted as paid
- A completed grant claim form, which will be issued by email with any Grant Offer Letter
- Installation Completion Certificate which your accredited installer will complete on system commissioning. Your accredited installer will have this form or it can be downloaded from the programme website at <http://www.lowcarbonbuildings.org.uk/info/installers>.

The programme managers will then check your claim documentation and if everything is in order your Grant will then be paid.

If the system installed does not match the specification supplied in your application your Grant claim may be rejected or your Grant award may be reduced.

Grant applications or Grant claims will be rejected where:

- The installation of the system has commenced before a Grant Offer Letter has been issued. Please refer to the Conditions of Grant for the programme definition of commencement.
- The installer used is not accredited by the programme; or if has provisional status, has reached its maximum installation limit. Please refer to the Conditions of Grant for further information on accredited installers.
- The installed system is not an approved product. Please refer to the Conditions of Grant for further information on approved products.
- The Grant application is being made for a non residential property, on behalf of a business or by a leaseholder without all necessary authority from the freeholder.
- The installed technology type is different from technology type specified on application.
- The accredited installer who commissions the installation is different from the accredited installer specified on application.

All information is correct at the time of printing and will be verified at the grant application stage. The Energy Saving Trust accepts no responsibility for loss which may arise from reliance on the information contained in this publication.