



Helping Reduce Dorset's Footprint

# SUPPLIERS' INFORMATION PACK

## Getting involved

If you are a supplier or installer of low carbon technologies or products here in Dorset, then there are a whole host of ways you can get involved in the delivery of the Low Carbon Dorset programme...

- Do you have a client who could be eligible for a grant towards the cost of their project?
- Do you have a low carbon product or technology that you need support developing?
- Do you have a service or product needed by a Low Carbon Dorset grant recipient?

Find more info on Low Carbon Dorset, and guidance on how to get involved inside...



**European Union**  
European Regional  
Development Fund



**Dorset**  
Area of Outstanding  
Natural Beauty



# Project Overview



Low Carbon Dorset is a three year programme of activities to help stimulate growth in Dorset's low carbon economy.

We offer **FREE** technical support and grant funding for energy efficiency and renewable energy projects.

Funded by the European Regional Development Fund (ERDF), Low Carbon Dorset helps businesses, community, and public sector organisations in Dorset reduce their carbon footprint and associated costs.

The programme is run by Dorset County Council (DCC) and the Dorset Area of Outstanding Natural Beauty (AONB).

## Our Aims...

- **Accelerate** the deployment of energy efficiency and renewable energy 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
- **Encourage** biomass technologies as a key renewable energy technology for Dorset with wider benefits and potential for economic growth




## Our Objectives... (by Sept 2020)

- **Support over 100 businesses** to reduce their carbon foot print and associated costs through energy efficiency and renewable energy measures
- **Support** standard energy efficiency measures & more ambitious low carbon projects by SMEs
- **Support** the introduction and future use of new and emerging technologies & solutions
- **Support SMEs** to develop new and innovative low carbon products and processes

# What We Offer



Low Carbon Dorset is offering the following support to Businesses, Public Sector and Community organisations based in Dorset, Bournemouth and Poole:

-  **Free Diagnostics & technical support** 2 days on site to explore low carbon project ideas and opportunities. Followed by on-going support to get the project off the ground.
-  **Low Carbon Grants** to support the implementation of the project.
-  **Free Sector Workshops & Networking Events** designed specifically to meet the needs of the organisation's sector

## More about Grants...

At the heart of the programme is a £2.15M Low Carbon Dorset Fund.

For individual projects, organisations can receive a grant for up to 40% of the total eligible project costs from the Low Carbon Dorset fund.

Typically, grants will be available for:

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

# Who We Support

The following Dorset based organisations are eligible for support from Low Carbon Dorset...

## Small or medium sized enterprises (SMEs)

Organisations are classified as a **SME** if:

- They are an enterprise, **and**
- Their staff headcount (full time equivalent) is less than 250, **and**
- Either their annual turnover is less than 50 million Euros, or their balance sheet is less than 43 million Euros

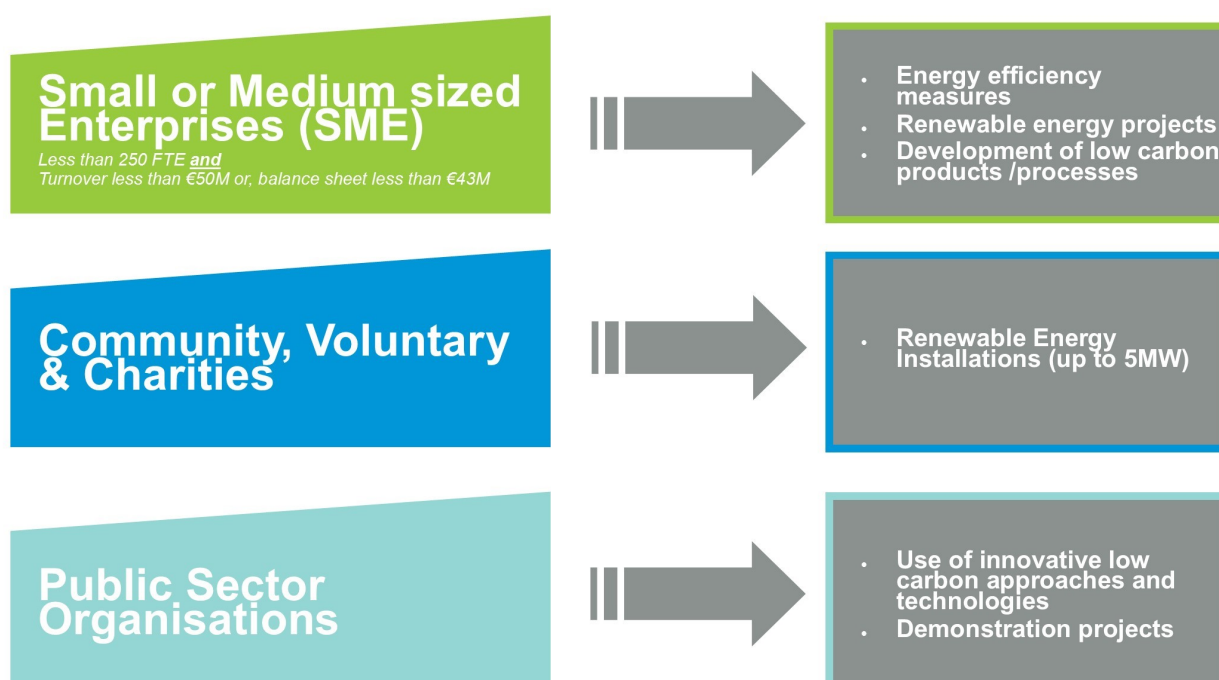
## Voluntary or community organisations

To be eligible the organisation must be a legally constituted voluntary or community organisation, **or** a registered charity

## Publicly funded organisations or bodies

An organisation is 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).

The types of projects Low Carbon Dorset can support depends on which sector the applying organisation falls under...



# Supplier Opportunities

Part of the programme's core is to stimulate growth in the low carbon economy here in Dorset.

Many of the programme's grant recipients will be looking for quotes from local suppliers and installers for the services and supplies needed for their projects.

You can find all of the current opportunities open for bids on the 'Opportunities' page of our website



[Home](#) [We Support](#) [We Offer](#) [Events & workshops](#) [Apply](#) [Faq's](#) [Case studies](#) [Opportunities](#) [Contact](#) [Login](#)



Click on the opportunity listing on the Low Carbon Dorset website for more details of the project, and how to submit a quote.



# Need to know info



**Do you know of a potential client who may be eligible for funding?** Please find some frequently asked questions by suppliers, and the answers below...

## Is this funding of last resort?

Yes, this is funding of last resort. Applications for grant support will need to demonstrate clearly why their project could not be funded through other routes.

## Does my client need to seek quotes from other suppliers?

We recommend that all applicants seek three quotes for any work carried out. However, in accordance with procurement rules this is not always essential depending on the cost of the work. Please find an outline of the official thresholds and procurement processes grant applicants **must** follow over leaf.

## How does my client apply?

All organisations interested in receiving support must first submit an Expression of Interest form via the [Low Carbon Dorset website](#). This will trigger a member of the team to get in touch with your client to discuss their project, and support them towards a grant application.

## Do grants have to be agreed before work can start?

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. **There can be no payments for any work carried out before the agreed start date.**

## How are grants paid?

Approved grants will be paid on a 'Cash Back' basis for the agreed proportion of the total project costs. Payment can only be made after completion of the project.

## Is there an approved programme supplier list?

No, there is not an approved supplier list. Low Carbon Dorset can not recommend any specific supplier or service provider.

More FAQs can be found on [www.lowcarbondorset.org.uk](http://www.lowcarbondorset.org.uk)



# Procurement Thresholds

To meet the National Procurement Rules a Low Carbon Dorset grant recipient's procurement process must be in line with the requirements outlined below:

## **Contract Value £ 0 - £ 25,000**

(Services, Supplies, Works)

No need to advertise the procurement opportunity and may directly award without competition

## **Contract Value £ 25,000 - £ 200,000**

(Services)

Need to advertise the procurement opportunity prior to commencing procurement, and follow a robust evaluation process. May not directly award without seeking competition.

## **Contract Value £ 25,000 - £ 200,000**

(Supplies)

Need to seek 3 x written quotations or prices from relevant suppliers against a clear specification, and follow a robust evaluation process.

## **Contract Value over £ 200,000**

(Services or Supplies)

Need to advertise the procurement opportunity prior to commencing procurement, and follow robust evaluation process. May not directly award without competition. Must adhere to ERDF guidance in respect to Identifying, Managing and Monitoring Conflicts of Procedure.

Low Carbon Dorset recommends that all grant applicants seek three quotes for services, supplies or works regardless of thresholds.

A detailed Procurement Guidance document is available for all applicants, for a copy please contact [lowcarbondorset@dorsetcc.gov.uk](mailto:lowcarbondorset@dorsetcc.gov.uk).

# Grants for new products



Low Carbon Dorset can also offer support and grant funding for the development of new products or processes which help reduce carbon emissions.

Grants are available for up to £40K towards the development of new low carbon products or practices.

Some activities this grant can help fund include:

-  **Proving Concepts**
-  **Research**
-  **Marketing**



If you have a new low carbon product or process that you think would be eligible for a grant, please submit an [Expression of Interest form](#) via our website.

A member of the team will then be in touch to get the low carbon ball rolling!



# Get in Touch

**Our team of carbon reduction experts is here to support you.**

To find out more about the Programme and how it can help your business, or to discuss a low carbon project or idea, please get in touch via one of these channels:

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

**Phone:** 01305 224261

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

Join the discussion online **#dorsetfootprint**



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Low Carbon Dorset



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