



Gwasanaeth Ynni Energy Service



Energy Saving Trust
33 Cathedral Road
Cardiff
CF11 9HB
Tel 02920 475960

Ref: WGES000503

16/10/2020

Dear [Redacted],

Welsh Government Energy Service – Grant Offer Letter

I am pleased to inform you that your application for grant assistance from the Welsh Government Energy Service, as set out in your application form of **29/09/20**, has been approved.

The following documents are enclosed with this letter:-

- Single letter with "Acceptance Declaration" at the end
- Scheme Conditions of Grant – Preparatory Funding
- Scheme Grant Claim Form – Preparatory Funding.

Unless otherwise stated, capitalised expressions used in this grant offer letter have the meanings given to those expressions in the conditions of grant referred to above.

Offer of Grant

The offer of grant is for a maximum of **£27,445** (Twenty-Seven Thousand Four Hundred and Forty-Five Pounds) or **100%** of the Eligible Costs, whichever is the lesser amount.

For the purposes of this grant offer and the Scheme Conditions of Grant – Preparatory Funding, the "Eligible Costs" and "Payment Milestone" are/is as follows:-

- "Eligible Costs" means the fee payable by you, the recipients for the listed activities referred to in your application and further detailed in the "Special Conditions" below;
- "Payment Milestone" means the completion of the work as referred to above.

The grant offer set out in this letter is subject to the Scheme Conditions of Grant – Preparatory Funding enclosed with this letter and the "Special Conditions" set out in the following section of this letter.



Gwasanaeth Ynni Energy Service

Special Conditions

Unless otherwise expressly agreed in writing by the Energy Saving Trust, the scope of the legal support and tax advice to what the grant offer sets out in this letter must be consistent with what is envisaged in the quotes provided with your application.

To receive a grant payment before paying for the Eligible Costs, you must provide the Energy Saving Trust with the un-receipted invoice for the Eligible Costs from your supplier along with the grant claim form. You must then provide to the Energy Saving Trust within two weeks of receiving the grant payment the receipted invoice for the eligible costs from your supplier and a copy of a bank statement as evidence of the full payment of these invoices being made from your bank account to your supplier.

You must provide evidence of the legal advice work

Claiming the Grant

In order to claim your grant, you will need to complete and sign the enclosed Scheme Grant Claim Form – Preparatory Funding. This form, together with all necessary supporting documentation, should be submitted either by electronic format or to the following address:

Welsh Government Energy Service,
Energy Saving Trust
33 Cathedral Road
Cardiff
CF11 9HB

If you fail to submit a properly completed grant claim form, together with all necessary supporting documentation, by the **31/03/21** then the grant offer set out in this letter will lapse and you will lose your entitlement to receive that grant.

Accepting this Offer of Grant

If you wish to accept this offer of grant, please sign and date the acceptance declaration at the end of this letter and send this to me by no later than the **31/10/20** through electronic format or post. If you fail to return a duly completed acceptance declaration by this date, the grant offer set out in this letter will lapse and no longer be capable of acceptance.

If you have any queries about the offer of grant set out in this letter, please email us on enquiries@energyservice.wales or refer to your Development Officer.

Yours sincerely,



Gwasanaeth Ynni Energy Service

WELSH GOVERNMENT ENERGY SERVICE GRANT CLAIM FORM

Summary of Grant Offer

Note that, unless otherwise stated, capitalised expressions used in this form have the meanings given to them in the Scheme Conditions of Grant – Preparatory Funding and (where applicable) the grant offer letter set out below.

Name of Recipient	
Date of grant offer letter	
Energy Saving Trust reference	
Maximum grant value	£
Grant offer expiry date	

Grant Claim Declaration (to be completed by an authorised representative of the Recipient organisation named above)

For and on behalf of the Recipient, I confirm as follows: -

1. The Payment Milestone to which this Grant claim relates is as follows: -

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2. The Preparatory Work envisaged by this Payment Milestone (as described at point 1. above) has been completed in accordance with the Grant Contract and the Project is otherwise proceeding in accordance with the Grant Contract.

3. The total Eligible Costs incurred in relation to the Preparatory Work envisaged by this Payment Milestone (as described at point 1 above) are as follows: -

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4. All Eligible Costs described in point 3 above have been paid by the Recipient.

5. A receipted invoice for the Eligible Costs described in point 3 above, together with all other supporting documentation required by the Grant Contract, is enclosed with this form.

Signed for and on behalf of Recipient	
Name of signatory	
Position of signatory	
Date of signature	

6. Your grant payment will be made by bank transfer into the bank account of the organisation i.e. YnNi Teg Cyf. Please note that you must only use the account number of the organisation that have been awarded the grant and not your personal account number.

Please complete the details below to enable us to pay your grant claim.

Name of Account _____YnNi Teg Cyfyngedig_____

Sort Code

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Account Number

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Name

Signed

Dated 22/10/20

Data Protection

The Energy Saving Trust (EST) will collect and process your details for the purpose of assessing and administering your grant payment and for purposes set out in our Data Policy. EST may pass details (with exception of bank details) to the Welsh Government as funders of the scheme. EST may also use and retain data for auditing purposes and may need to contact you in future to assess customer satisfaction.

The Energy Saving Trust's Data Policy is available at www.est.org.uk/policydata.cfm or you can request a copy from the [Data Protection Officer](#) at the address below.

Lynsey Newton
21 Dartmouth Street
London SW1H 9BP






This form, together with the relevant supporting documentation, must be sent to the Energy Saving Trust at the address below by no later than the **31/10/20** as set out in this form: -

Welsh Government Energy Service
Energy Saving Trust
33 Cathedral Road
Cardiff

CF11 9HB

Acceptance Declaration

On behalf of **Ynni Teg Cyf**. I accept the offer of grant set out in the letter above and confirm agreement to the Scheme Conditions of Grant – Preparatory Funding enclosed with the letter and (if applicable) the Special Conditions set out in the letter.

Signed for and on behalf of Recipient	
Name of signatory	
Position of signatory	
Date of signature	22/10/2020

