# Chichester District Council

Sustainable Support Grant Guidance Notes

## Sustainable Support Grant Programme for SMEs

Chichester District Council recognises the challenges businesses face adapting to climate change and we are keen to offer support and assistance to help you to achieve a reduced carbon-based future.

The Council is releasing a limited amount of funds for use by SMEs to help on their sustainability journey. The grant can be used for the purchase and installation of materials and equipment, as well as specialist expertise / support.

There are two levels of grant funding available to small businesses based in

Chichester District. Applicants can only apply for **one** of the two grants available and must meet the eligibility criteria detailed further below.

**Important Point Relating to Timescales** – Please note that there is a fixed end date of Friday 20th March 2026 for completion and claiming reimbursement of this grants awarded via this programme.

Minor grant award

Grants of up to £2,000 are available for projects which will make a positive and sustainable contribution to your business. The grant made will be 75% of eligible costs, up to a maximum contribution of £2,000.

Major grant award

Grants of up to £7,500 are for climate-friendly projects which you can demonstrate will not only help future-proof your business but also underpin your business’ climate and growth ambitions. The grant made will be 50% of eligible costs, up to a maximum contribution of £7,500.

The online applications link is open, and applicants will have until **midnight on Monday 30th June 2025** to apply. Applications must be submitted online and with all relevant information attached. **Any applications received after the above date will not be considered.**

**What eligibility requirements must I meet to apply for Sustainable Support Grant funding?**

To apply, for **Sustainable Support Grant Funding (SSG)** your business must meet all the following requirements:

* Be in Chichester District (and based in registered premises)
* Be registered with Companies House or HMRC
* Have no more than 50 employees (FTE) if applying for the major grant award, and no more than 10 employees (FTE) if applying for the minor grant award
* Able to meet the match funding requirement: Minimum 50% of total project cost if applying for the major grant award and minimum 25% of total project cost if applying for the minor grant award

To access up to £7,500 through **SSG** you must also:

* Have a climate-friendly business project/proposal
* Be able to evidence how the project will help your business achieve its climate ambitions.
* Have shown in your application, how your **SSG** project will succeed.

**Can I use SSG funding retrospectively?**

No, a **SSG** grant cannot go towards project expenditure that was spent prior to the date of application.

**I’ve received grant funding grant before, can I apply again?**

Previous grant recipients can apply, however applicants already in receipt of **two grants in the last 3 years, excluding Covid related grants**, will only be able to access additional grant funding through SSG under exceptional circumstances for projects with strong climate positive ambitions.

Only one **SSG** grant can be accessed per business.

**Can I include VAT?**

No, we are unable to reimburse VAT.

**What types of projects can a SSG be used towards?**

Climate friendly projects which you can demonstrate will not only help future proof your business but also underpin your business’ sustainable growth ambitions. Strong applications are likely to include, but are not limited to:

* Carbon calculations / estimates.
* Detailed evidence of projected energy / resources saved and how this will be achieved.
* Information on projected payback period any infrastructure required to facilitate the project.

Examples of climate-friendly projects could include, but is not limited to:

* Energy reduction initiatives, e.g.:
	+ Energy efficient lighting and lighting controls e.g. switching to LED Lighting.
	+ Improved heating systems.
	+ Building controls systems, including building management systems.
	+ Solar shading, blinds and solar film to reduce heat gain.
	+ Smart Timers for equipment.
	+ Draught proofing for doors and windows.
	+ Insulation for roof spaces, suspended floors, cavity walls and solid walls.
* Installation of renewable energy technology such as solar PV or Energy efficient / saving equipment
* Renewable energy solutions (e.g., Solar PV, Ground/Air Source Heat Pumps)
* Reducing water use (e.g., fitting flow restrictors on taps, rainwater harvesting)
* Reducing waste (redesign working practices – introducing compactor – introduction of food composting etc)
* Switching to sustainable products/packaging
* Solutions to help reduce, reuse and recycle waste
* Creating space for nature at your workplace

**What project expenditure is ineligible?**

SSG grants CANNOT fund towards ‘business as usual’ expenditure, planning costs, salaries, overheads, premises/equipment maintenance, rent or stock.

**Mandatory Requirements**

All applicants must ensure they take note of the following requirements or applications will not be validated and progressed.

* Applications must be completed online, with all sections completed and all relevant quotes attached.
* Complete applications must be submitted by **midnight on Monday 30th June.** Incomplete or late applications will not be validated and will not be progressed to decision stage.
* It is a requirement that grant recipients follow the minimum procedures as set out below in relation to procurement.  Grant recipients will be required to submit evidence of compliance with these in order that CDC can monitor and report:
* Contract value up to £2,001 – direct award supported by one quote or price from relevant supplier
* Contract value between £2,001 and £24,999 – 2 written quotes or prices from relevant suppliers
* Contract value £25,000 or more – Formal tender process
* **Please submit a quote(s) for the proposed project, the supplier. Where possible the provider should be based in the Chichester District as we wish to encourage use of local supply chains. If you are unable to use a supplier/provider in the district, then a West Sussex supplier is acceptable if you explain why a district-based supplier cannot be used. Applicants will need to justify reasons for using suppliers beyond West Sussex.**
* **All quotes must clearly show the supplier details and product description and VAT if applicable. On-line quotes are acceptable and must clearly show costs and VAT charges if applicable**

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* **As we wish to encourage the use of local supply chains, wherever possible, the supplier/provider must be based in the Chichester District**. Applicants will need to provide compelling reasons for using suppliers outside West Sussex. If you are not sure whether or not the supplier is in the district, please use this postcode checker to see which local authority they are located in [Find your local council - GOV.UK (www.gov.uk)](https://www.gov.uk/find-local-council).
* If the supplier/provider is a family member or has an interest in your business, this must be stated on the application form and a further quote must be provided by another supplier/provider.
* An applicant/business must have no disputes with the Council.
* All grant funding excludes VAT.
* A completed Grant Agreement must be signed and returned prior to any work being undertaken or expenditure being incurred.
* **In order to receive grant payment reimbursement, all successful applicants will be required to submit their BAC’s details on the Chichester District Council website. Details of this will be given in the grant agreement issued to successful applicants.**
* Payment of the grant is made upon completion of the project. We will require evidence of work carried out and submission of paid invoices invoices/receipts. We will need to see proof that the invoice(s) have been paid.
* The Council’s Economic Development Officers may visit/contact to verify details of the project.
* Though the Council will consider a variety of applications, they must meet the criteria as above and the Council reserves the right to reject any application.
* Upon completion of your project, you will be asked to provide a summary report on what your project has achieved.

**Apply for SSG funding**

**How do I apply?**

All you need to do is:

1. Submit your application using our on-line form

**What do I need to include in my application?**

In your application you will need to include the following:

* Details of the project you are applying for and how it will help establish or future-proof your business and achieve your climate ambitions.
* Details of how the project has been designed to reduce its impact on the environment
* The timescale of the project you are intending to use the funding for. Please note that successful applicants will be given six months from successful application to complete their projects.
* A breakdown of how you will use the grant, plus your own financial contributions.
* Up to date quotes for any work, services, or equipment you are seeking funding contribution towards in your application

Please note – If applicable, applications must be accompanied by evidence that the applicant will secure the necessary permissions to enable the work to be completed within the above timescales.

**When are applicants notified of a decision?**

We aim to notify applicants of a decision within 1 month of the closing date.

**Will I be reimbursed if my projects isn’t completed on time?**

No - There is a fixed end date of Friday 20th March 2026 for completing your project and claiming reimbursement of grants awarded via this programme. It will not be possible to extend the timescales or claim the grant if this deadline is missed.

**Stay informed**

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