THE MAYOR AND BURGESSES OF THE LONDON BOROUGH OF MERTON

and

[BUSINESS NAME]

BRIGHTER BUSINESS GRANT AGREEMENT
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THIS DEED is dated [DATE] 201[6/7]

PARTIES

(1) THE MAYOR AND BURGESSES OF THE LONDON BOROUGH OF MERTON of Civic Centre, London Road, Morden SM4 5DX (Funder).

(2) [BUSINESS NAME], company number [COMPANY NUMBER] whose registered address is [BUSINESS ADDRESS] (Recipient).

BACKGROUND

(a) The Funder has agreed to make available the Grant to the Recipient to assist it in carrying out the Project.

(b) This Agreement sets out the terms and conditions on which the Grant is made by the Funder to the Recipient.

(c) These terms and conditions are intended to ensure that the Grant is used for the purpose for which it is awarded.

AGREED TERMS

1. DEFINITIONS

In this Agreement the following terms shall have the following meanings:

Bribery Act: the Bribery Act 2010 and any subordinate legislation made under that act from time to time together with any guidance or codes of practice issued by the relevant government department concerning that act.

Commencement Date: [START DATE].

Completion Documents: has the meaning set out in clause 3.2.

Completion Notice: means a notice in substantially the form set out in Schedule 3 executed by the Recipient and Service Provider to be submitted to the Funder confirming that the energy saving measures installed and funded under the Project by the Grant have been completed to the satisfaction of the Recipient.

Governing Body: the governing body of the Recipient, including its directors or trustees.

Grant: the sum of £ [£ ] pounds only to be made available to the Recipient in accordance with this Agreement.

Grant Period: the period for which the Grant is awarded starting on the Commencement Date and ending the 17 March 2017.

Intellectual Property Rights: all patents, copyrights and design rights (whether registered or not) and all applications for any of the foregoing and all rights of confidence and Know-How however arising for their full term and any renewals and extensions.
Know-How: information, data, know-how or experience whether patentable or not and including but not limited to any technical and commercial information relating to research, design, development, manufacture, use or sale.

Prohibited Act: means:

(a) offering, giving or agreeing to give to any servant of the Funder any gift or consideration of any kind as an inducement or reward for:

(i) doing or not doing (or for having done or not having done) any act in relation to the obtaining or performance of this Agreement or any other contract with the Funder; or

(ii) showing or not showing favour or disfavour to any person in relation to this Agreement or any other contract with the Funder;

(b) entering into this Agreement or any other contract with the Funder where a commission has been paid or has been agreed to be paid by the Recipient on its behalf, or to its knowledge, unless before the relevant contract is entered into particulars of any such commission and of the terms and conditions of any such contract for the payment thereof have been disclosed in writing to the Funder;

(c) committing any offence:

(i) under the Bribery Act 2010;

(ii) under legislation creating offences in respect of fraudulent acts; or

(iii) at common law in respect of fraudulent acts in relation to this Agreement or any other contract with the Funder; or

(d) defrauding or attempting to defraud or conspiring to defraud the Funder.

Project: the project described in Schedule 1.

Project Manager: the individual who has been nominated to represent the Funder for the purposes of this Agreement.

Project Works: the works, services and goods to be delivered by the Service Provider to the extent that they relate solely to the Project.

Service Provider: the organisation or individual engaged by or on behalf of the Recipient to undertake the Project Works in order to deliver the Project.

Working Day: Monday to Friday, excluding any public and bank holidays in England and Wales.
2. PURPOSE OF GRANT

2.1 The Recipient shall use the Grant only for the delivery of the Project and in accordance with the terms and conditions set out in this Agreement. The Grant shall not be used for any other purpose without the prior written agreement of the Funder.

2.2 The Recipient shall not make any significant change to the Project without the Funder's prior written agreement and shall comply with clause 13 (Variations and Adjustments).

2.3 Where the Recipient intends to apply to a third party for other funding for the Project, it will notify the Funder in advance of its intention to do so and, where such funding is obtained, it will provide the Funder with details of the amount and purpose of that funding. The Recipient agrees and accepts that it shall not apply for duplicate funding in respect of any part of the Project or any related administration costs that the Funder is funding in full under this Agreement.

3. PAYMENT OF GRANT

3.1 Subject to clause 12, the Funder has awarded the Grant to the Recipient subject to the necessary funds being available when payment falls due.

3.2 Subject to clause 3.1 and clause 3.5, the Funder shall pay the Grant to the Recipient within thirty (30) days of receipt by the Funder of the following:

(a) A Completion Notice signed by the Recipient and the Service Provider;

(b) A final invoice from the Service Provider to the Recipient; and

(c) Any guarantees, certification documents and photographic evidence of the completed Project,

along with the “Completion Documents”.

3.3 The Recipient agrees and accepts that payments of the Grant can only be made to the extent that the Funder has available funds.

3.4 The Recipient warrants that it shall pay the Grant to the Service Provider to reimburse the Service Provider for costs incurred in so far as they relate to the Project Works and acknowledges that it is the responsibility of the Recipient to pay the Service Provider for all Project Works and other works, services and costs whatsoever and howsoever incurred.

3.5 No Grant shall be paid unless and until the Funder has, prior to the end of the Grant Period, received the Completion Documents pursuant to clause 3.4 and is satisfied that the Project Works have been undertaken at the premises as proper expenditure in the delivery of the Project. In order to so satisfy itself, the Funder may, at its absolute discretion, visit to inspect the Project Works.

3.6 The amount of the Grant shall not be increased in the event of any overspend by the Recipient in its delivery of the Project.

3.7 The Recipient shall promptly repay to the Funder any money incorrectly paid to it either as a result of an administrative error or otherwise. This includes (without limitation) situations where either an incorrect sum of money has been paid or where Grant monies have been paid in error before all conditions attaching to the Grant have been complied with by the Recipient.
3.8 The Recipient shall where necessary use best endeavours to recover from the Service Provider all incorrectly paid money to it either as a result of an administrative error or otherwise.

4. USE OF GRANT

4.1 The Grant shall be used by the Recipient solely for the delivery of the Project in accordance with the agreed budget set out in Schedule 3.

4.2 The Recipient will use the Grant to meet the costs of the Project in accordance with its obligations under this Agreement.

4.3 Without prejudice to any other provision of this Agreement, the Recipient shall not use the Grant to:

(a) Make any payment to members of its Governing Body;

(b) Purchase buildings or land; or

(c) Pay for any expenditure commitments of the Recipient entered into before the Commencement Date,

unless this has been approved in writing by the Funder.

4.4 The Recipient shall complete and submit to the Funder the Completion Documents within fourteen (14) days of completion of the Project Works. In order to qualify for the Grant, the Project Works must be completed prior to the end of the Grant Period.

4.5 The Funder shall not be liable to pay any part of the Grant if the Project is completed after the expiry of the Grant Period.

4.7 The Recipient shall not without the prior written approval of the Funder modify or remove the Project Works for a period of two (2) years from the date of payment of the Grant.

4.8 Any liabilities arising at the end of the Project must be managed and paid for by the Recipient. There will be no additional funding available from the Funder for this purpose.

5. ACCOUNTS AND RECORDS

5.1 The Grant shall be shown in the Recipient's accounts as a restricted fund and shall not be included under general funds.

5.2 The Recipient shall keep separate, accurate and up-to-date accounts and records of the receipt and expenditure of the Grant monies received by it.

5.3 The Recipient shall keep all invoices, receipts, and accounts and any other relevant documents relating to the expenditure of the Grant for a period of at least seven (7) years following receipt of any Grant monies to which they relate. The Funder shall have the right to review, at the Funder's reasonable request, the Recipient's accounts and records that relate to the expenditure of the Grant and shall have the right to take copies of such accounts and records.

5.4 The Recipient shall comply and facilitate the Funder's compliance with all statutory requirements as regards accounts, audit or examination of accounts, annual reports.
and annual returns applicable to itself and the Funder.

6. MONITORING AND REPORTING

6.1 The Recipient shall closely monitor the delivery and success of the Project throughout the Grant Period to ensure that the aims and objectives of the Project are being met and that this Agreement is being adhered to. The Recipient shall ensure that all necessary consents, licences, conditions, approvals, certificates, authorisations, permits and permissions relating to the carrying out of the Project Works necessary from time to time, including any necessary building control, landlord and planning permissions, are obtained.

6.2 If requested by the Funder the Recipient shall provide the Funder with a financial report and an operational report on its use of the Grant and delivery of the Project every quarter or such period as notified by the Funder and in such formats as the Funder may reasonably require.

6.3 Where the Recipient has obtained funding from a third party for its delivery of part of the Project, the Recipient shall include the amount of such funding in its financial reports together with details of what that funding has been used for.

6.4 The Recipient shall on request provide the Funder with such further information, explanations and documents as the Funder may reasonably require in order for it to establish that the Grant has been used properly in accordance with this Agreement.

6.5 The Recipient shall permit any person authorised by the Funder such reasonable access to its employees, agents, premises, facilities and records, for the purpose of discussing, monitoring and evaluating the Recipient's fulfilment of the conditions of this Agreement and shall, if so required, provide appropriate oral or written explanations from them.

6.6 The Recipient shall permit any person authorised by the Funder to visit the Recipient for the purpose to verify that the Project Works have been completed. Where, in its reasonable opinion, the Funder considers that additional visits are necessary to monitor the Project, it shall be entitled to authorise any person to make such visits on its behalf.

7. ACKNOWLEDGMENT AND PUBLICITY

7.1 The Recipient shall acknowledge the Grant in its annual report and accounts, including an acknowledgement of the Funder supported by the Mayor of London as the source of the Grant.

7.2 The Recipient shall not publish any material referring to the Project or the Funder or the Mayor of London without the prior written agreement of the Funder. The Recipient shall acknowledge the support of the Funder supported by the Mayor of London in any materials that refer to the Project and in any written or spoken public presentations about the Project. Such acknowledgements (as requested by the Funder) shall include the Funder's and the Mayor of London’s name and logo (or any future name or logo adopted by the Funder or the Mayor of London) using the templates provided by the Funder from time to time.

7.3 In using the Funder's and the Mayor of London’s name and logo, the Recipient shall comply with all reasonable branding guidelines issued by the Funder and/or the Mayor of London from time to time.

7.4 The Recipient agrees to participate in and co-operate with promotional activities
relating to the Project that may be instigated and/or organised by the Funder.

7.5 The Funder and the Mayor of London may acknowledge the Recipient’s involvement in the Project as appropriate without prior notice.

7.6 The Recipient shall comply with all reasonable requests from the Funder to facilitate visits, provide reports, statistics, photographs and case studies that will assist the Funder in its promotional and fundraising activities relating to the Project.

8. INTELLECTUAL PROPERTY RIGHTS

8.1 The Funder and the Recipient agree that all rights, title and interest in or to any information, data, reports, documents, procedures, forecasts, technology, Know-How and any other Intellectual Property Rights whatsoever owned by either the Funder or the Recipient before the Commencement Date or developed by either party during the Grant Period, shall remain the property of that party.

8.2 Where the Funder has provided the Recipient with any of its Intellectual Property Rights for use in connection with the Project (including without limitation its name and logo), the Recipient shall, on termination of this Agreement, cease to use such Intellectual Property Rights immediately and shall either return or destroy such Intellectual Property Rights as requested by the Funder.

9. CONFIDENTIALITY

9.1 Subject to clause 10 (Freedom of Information), each party shall during the term of this Agreement and thereafter keep secret and confidential all Intellectual Property Rights or Know-How or other business, technical or commercial information disclosed to it as a result of the Agreement and shall not disclose the same to any person save to the extent necessary to perform its obligations in accordance with the terms of this Agreement or save as expressly authorised in writing by the other party.

9.2 The obligation of confidentiality contained in this clause shall not apply or shall cease to apply to any Intellectual Property Rights, Know-How or other business, technical or commercial information which:

(a) At the time of its disclosure by the disclosing party is already in the public domain or which subsequently enters the public domain other than by breach of the terms of this Agreement by the receiving party;

(b) Is already known to the receiving party as evidenced by written records at the time of its disclosure by the disclosing party and was not otherwise acquired by the receiving party from the disclosing party under any obligations of confidence; or

(c) Is at any time after the date of this Agreement acquired by the receiving party from a third party having the right to disclose the same to the receiving party without breach of the obligations owed by that party to the disclosing party.

9.3 Notwithstanding the obligation of confidentiality in this clause 9, the Recipient acknowledges and hereby confirms that the Recipient’s details may be disclosed to the Greater London Authority.
10. **FREEDOM OF INFORMATION**

10.1 The Recipient acknowledges that the Funder is subject to the requirements of the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIRs) and shall assist and co-operate with the Funder (at the Recipient's expense) to enable the Funder to comply with these information disclosure requirements.

10.2 The Recipient shall ensure that all information produced in the course of the Agreement or relating to the Agreement is retained for disclosure for a period of seven (7) years and shall permit the Funder to inspect such records as requested from time to time.

11. **DATA PROTECTION**

11.1 The Recipient shall (and shall procure that any of its staff involved in connection with the activities under the Agreement shall) comply with any notification requirements under the Data Protection Act 1998 (**DPA**) and both Parties will duly observe all their obligations under the DPA, which arise in connection with the Agreement.

12. **WITHHOLDING, SUSPENDING AND REPAYMENT OF GRANT**

12.1 The Funder's intention is that the Grant will be paid to the Recipient in full upon receipt of the Completion Documents. However, without prejudice to the Funder's other rights and remedies, the Funder may at its discretion withhold or suspend payment of the Grant and/or require repayment of all or part of the Grant if:

(a) the Recipient uses the Grant for purposes other than those for which it has been awarded;

(b) the completion of the Project has not been achieved within the Grant Period and the Recipient has failed to provide the Funder with an acceptable explanation for the delay;

(c) the Funder considers that the Recipient has not made satisfactory progress with the delivery of the Project;

(d) the Recipient is, in the reasonable opinion of the Funder, delivering the Project in a negligent manner;

(e) the Recipient obtains duplicate funding from a third party for the Project;

(f) the Recipient obtains funding from a third party which, in the reasonable opinion of the Funder, undertakes activities that are likely to bring the reputation of the Project or the Funder into disrepute;

(g) the Recipient provides the Funder with any materially misleading or inaccurate information;

(h) the Recipient commits or committed a Prohibited Act;

(i) any member of the governing body, employee or volunteer of the Recipient has (a) acted dishonestly or negligently at any time and directly or indirectly to the detriment of the Project or (b) taken any actions which, in the reasonable opinion of the Funder, bring or are likely to bring the Funder's name or reputation into disrepute;
(j) the Recipient ceases to operate for any reason, or it passes a resolution (or any court of competent jurisdiction makes an order) that it be wound up or dissolved (other than for the purpose of a bona fide and solvent reconstruction or amalgamation);

(k) the Recipient becomes insolvent, or it is declared bankrupt, or it is placed into receivership, administration or liquidation, or a petition has been presented for its winding up, or it enters into any arrangement or composition for the benefit of its creditors, or it is unable to pay its debts as they fall due; or

(l) The Recipient fails to comply with any of the terms and conditions set out in this Agreement and fails to rectify any such failure within 30 days of receiving written notice detailing the failure.

12.2 Wherever under this Agreement any sum of money is recoverable from or payable by the Recipient (including any sum that the Recipient is liable to pay to the Funder in respect of any breach of this Agreement), the Funder may unilaterally deduct that sum from any sum then due, or which at any later time may become due to the Recipient under this Agreement or under any other agreement or contract with the Funder.

12.3 The Recipient shall make any payments due to the Funder without any deduction whether by way of set-off, counterclaim, discount, abatement or otherwise.

12.4 Should the Recipient be subject to financial or other difficulties which are capable of having a material impact on its effective delivery of the Project or compliance with this Agreement it will notify the Funder as soon as possible so that, if possible, and without creating any legal obligation, the Funder will have an opportunity to provide assistance in resolving the problem or to take action to protect the Funder and the Grant monies.

13. VARIATIONS AND ADJUSTMENTS

13.1 Without prejudice to clause 2.2, any variations and adjustments to the Project or the Project Works required by the Recipient or the Service Provider that incur additional costs shall be the exclusive responsibility of the Recipient and the Recipient shall pay the Service Provider any such additional costs. For the avoidance of doubt the Recipient acknowledges and agrees that no further Grant funding will be made available by the Funder for any variations and adjustments to the Project or the Project Works required by the Recipient or the Service Provider.

13.2 The Recipient shall be liable to the Service Provider for the additional costs of any variations and adjustments to the Project or the Project Works arising as a result of clause 13.1 above and shall indemnify and keep indemnify the Funder for all costs, expenses and losses arising under this clause 13.

14. ANTI-DISCRIMINATION

14.1 The Recipient shall not unlawfully discriminate within the meaning and scope of any law, enactment, order, or regulation relating to discrimination (whether in race, gender, religion, disability, sexual orientation, age or otherwise) in employment.

14.2 The Recipient shall take all reasonable steps to secure the observance of clause 14.1 by all servants, employees or agents of the Recipient and all suppliers and sub-contractors engaged on the Project.
15. **HUMAN RIGHTS**

15.1 The Recipient shall (and shall use its reasonable endeavours to procure that its staff shall) at all times comply with the provisions of the Human Rights Act 1998 in the performance of this Agreement as if the Recipient were a public body (as defined in the Human Rights Act 1998).

15.2 The Recipient shall undertake, or refrain from undertaking, such acts as the Funder requests so as to enable the Funder to comply with its obligations under the Human Rights Act 1998.

16. **LIMITATION OF LIABILITY**

16.1 The Funder accepts no liability for any consequences, whether direct or indirect, that may come about from the Recipient implementing or running the Project, the use of the Grant or from withdrawal of the Grant. The Recipient shall indemnify and hold harmless the Funder, its employees, agents, officers or sub-contractors with respect to all claims, demands, actions, costs, expenses, losses, damages and all other liabilities arising from or incurred by reason of the actions and/or omissions of the Recipient in relation to the Project, the non-fulfilment of obligations of the Recipient under this Agreement or its obligations to third parties.

16.2 Subject to clause 16.1, the Funder's liability under this Agreement is limited to the payment of the Grant.

17. **WARRANTIES**

17.1 The Recipient warrants, undertakes and agrees that:

(a) It has (or has or will appoint a Service Provider having) all necessary resources and expertise to deliver the Project (assuming due receipt of the Grant);

(b) It has not committed, nor shall it commit, any Prohibited Act;

(c) It shall at all times comply with all relevant legislation and all applicable codes of practice and other similar codes or recommendations, and shall notify the Funder immediately of any significant departure from such legislation, codes or recommendations;

(d) It shall comply with the requirements of the Health and Safety at Work etc. Act 1974 and any other acts, orders, regulations and codes of practice relating to health and safety, which may apply to employees and other persons working on the Project;

(e) It has and shall keep in place adequate procedures for dealing with any conflicts of interest;

(f) It has and shall keep in place systems to deal with the prevention of fraud and/or administrative malfunction;

(g) All financial and other information concerning the Recipient which has been disclosed to the Funder is to the best of its knowledge and belief, true and accurate;

(h) It is not subject to any contractual or other restriction imposed by its own or
any other organisation's rules or regulations or otherwise which may prevent or materially impede it from meeting its obligations in connection with the Grant;

(i) It is not aware of anything in its own affairs, which it has not disclosed to the Funder or any of the Funder's advisers, which might reasonably have influenced the decision of the Funder to make the Grant on the terms contained in this Agreement; and

(j) Since the date of its last accounts there has been no material change in its financial position or prospects.

18. DURATION

18.1 Except where otherwise specified, the terms of this Agreement shall apply from the date of this Agreement until the anniversary of expiry of the Grant Period.

18.2 Any obligations under this Agreement that remain unfulfilled following the expiry or termination of the Agreement shall survive such expiry or termination and continue in full force and effect until they have been fulfilled. Clauses 3, 4, 5, 7, 8, 9, 10, 11, 12, 16, 18, 19, 20, 21, 24, 25, 26 and 27 shall survive termination or expiry of this Agreement.

19. TERMINATION

19.1 The Funder may terminate this Agreement and any Grant payments on giving the Recipient three (3) months' written notice should it be required to do so by financial restraints or for any other reason.

20. ASSIGNMENT

20.1 The Recipient may not, without the prior written consent of the Funder, assign, transfer, sub-contract, or in any other way make over to any third party the benefit and/or the burden of this Agreement or, except as contemplated as part of the Project, transfer or pay to any other person any part of the Grant.

21. WAIVER

21.1 No failure or delay by either party to exercise any right or remedy under this agreement shall be construed as a waiver of any other right or remedy.

22. NOTICES

All notices and other communications in relation to this Agreement shall be in writing and shall be deemed to have been duly given if personally delivered, e-mailed, or mailed (first class postage prepaid) to the address of the relevant party, as referred to above or otherwise notified in writing. If personally delivered or if e-mailed all such communications shall be deemed to have been given when received (except that if received on a non-Working Day or after 5.00 pm on any Working Day they shall be deemed received on the next Working Day) and if mailed all such communications shall be deemed to have been given and received on the second working day following such mailing.
23. DISPUTE RESOLUTION

23.1 In the event of any complaint or dispute (which does not relate to the Funder's right to withhold funds or terminate) arising between the parties to this Agreement in relation to this Agreement the matter should first be referred for resolution to the Project Manager or any other individual nominated by the Funder from time to time.

23.2 Should the complaint or dispute remain unresolved within fourteen (14) days of the matter first being referred to the Project Manager or other nominated individual, as the case may be, either party may refer the matter to the Chief Executive of the Funder and the Chief Executive of the Recipient with an instruction to attempt to resolve the dispute by agreement within 28 days, or such other period as may be mutually agreed by the Funder and the Recipient.

23.3 In the absence of agreement under clause 24.2, the parties may seek to resolve the matter through mediation under the CEDR Model Mediation Procedure (or such other appropriate dispute resolution model as is agreed by both parties). Unless otherwise agreed, the parties shall bear the costs and expenses of the mediation equally.

24. NO PARTNERSHIP OR AGENCY

24.1 This Agreement shall not create any partnership or joint venture between the Funder and the Recipient, nor any relationship of principal and agent, nor authorise any party to make or enter into any commitments for or on behalf of the other party.

25. JOINT AND SEVERAL LIABILITY

25.1 Where the Recipient is not a company or an incorporated entity with a distinct legal personality of its own, the individuals who enter into and sign this Agreement on behalf of the Recipient shall be jointly and severally liable for the Recipient's obligations and liabilities arising under this Agreement.

26. CONTRACTS (RIGHTS OF THIRD PARTIES) Act 1999

26.1 This Agreement does not and is not intended to confer any contractual benefit on any person pursuant to the terms of the Contracts (Rights of Third Parties) Act 1999.

27. GOVERNING LAW

27.1 This Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and the parties irrevocably submit to the exclusive jurisdiction of the English courts to settle any dispute or claim arising out of or in connection with this Agreement or its subject matter or formation (including non-contractual disputes or claims).
Signed on behalf of the MAYOR AND BURGESSES OF THE LONDON BOROUGH OF MERTON

Print name: ...........................................

Signature: ...........................................

Date: .............................................

Signed by [NAME], a director, for and on behalf of [NAME OF COMPANY]

Print name: ...........................................

Signature: ...........................................

Date: .............................................
Schedule 1: The project

To be inserted from the Brighter Business Grant Request form (Form 3).
**Schedule 2: Grant Payment Criteria**

Please note your grant will be calculated according to the size of your property as follows:-

50% of the cost of installing energy efficiency measures up to a maximum

- £2,500 for properties under 250m²
- £5,000 for properties over 250m²

You will be responsible for financing the outstanding costs associated with the Project. Subject to the Recipient complying with the requirements of Clause 3 and subject to the provisions of this Agreement, the Funder shall pay funding not exceeding the Grant sum into the bank account details of the Service Provider which are notified to the Funder in writing.
Schedule 3: Grant Approval Confirmation Letter

Dear [Name]

RE: Brighter Business Energy Efficiency Grant Application

Thank you for your application regarding the Brighter Business Energy Efficiency Improvement Grant. Your application has been reviewed and I’m pleased to inform you that your application has been approved.

Based on the Grant Request Form and associated quotes that you submitted, the grant has been awarded for the amount of: £[__________]

Please be aware of the following points:

1. You are responsible for arranging the finance for the works. You will be refunded for part of the value of the works in accordance with the Grant Agreement.

2. You are responsible for having quality checks undertaken on the works, in order to ensure compliance with any planning, building regulations or landlord consent stipulations.

3. On completion of the works, for the Council to issue payment, a completed Brighter Business Completion Notice form must be submitted along with all related invoices / receipts, if they have not already been provided.
4. Payment of the Grant allocation could take up to 3 weeks and will exclude VAT.

5. We request that you provide photographs of the works - both prior to and upon completion of the improvement works.

If you have any further queries, please do not hesitate to contact me.

Yours sincerely,

[Signatory]

Future Merton
London Borough of Merton
Schedule 4: Completion Notice

1. Applicant Details

Business / Organisation Name:  
Applicant Name:  

2. Brief description of works

Date of completion of works:  

3. Value of works

Have you included a copy of the final invoice(s) for works?  
Yes ☐  
No ☐  

Please list all attached invoices or receipts below:

<table>
<thead>
<tr>
<th>Invoice / Receipt Date</th>
<th>Description</th>
<th>Supplier / Contractor</th>
<th>Value £</th>
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</table>

Total value of works (Excluding VAT) £  

4. Photographic evidence

Have you included a copy of the final invoice(s) for works?  
Yes ☐  
No ☐  

5. Completion Notice

I confirm that the approved Brighter Business energy efficiency improvements have been installed in my premises and all works have now been completed. I hereby request the release of my agreed Brighter Business grant funding.

Claimant:  
Signature:  

Position:  
Date: