

## Green Recovery and Innovation Grant Assessment Process

The assessment process set out in this document will be used by SEMLEP to assess all Green Recovery and Innovation grant applications.

### Stage 1: Gateway

| Criteria   | Assessment   |
|--|--|
| <p>Applying enterprise is eligible</p> <ul style="list-style-type: none"> <li>• An SME</li> <li>• Trading or engaged in business activity</li> <li>• Not in liquidation, dissolved, struck off or subject to a striking-off notice</li> <li>• Is not an undertaking in difficulty</li> <li>• Registered in the UK</li> <li>• Has a base in either the West Northamptonshire or North Northamptonshire Local Authority areas</li> <li>• Plans to realise a project in the area</li> <li>• Passes credit check</li> </ul>  | <p><b>Pass/Fail</b></p> <p>Projects must pass all of these gateway criteria to be considered for selection.</p> <p>Failure to adequately demonstrate one or more of these criteria will result in project rejection.</p> |
| <p>Application is complete</p> <ul style="list-style-type: none"> <li>• Application form completed including the Subsidy Control section</li> <li>• Application form contains innovation and or decarbonisation plan as per completed sections on this in the form</li> <li>• Accounts - A copy of the company's most recent filed accounts or draft accounts if appropriate (and/or more recent draft accounts if beyond mid-year)</li> <li>• Self-declaration – statement from the business confirming the product or service (and process, if applicable) is new to the market/business (if applying under the innovation element)</li> <li>• The requisite number of comparative quotes for each item of expenditure in accordance with the latest published Guidance</li> </ul> |  |
| <p>Bank details – The front page of a recent (within 3 months) bank statement for the business's bank account, showing account name, account number and sort code</p>  |  |
| <p>For every £5k of grant applied for, the applicant must plan to achieve <i>at least one</i> of the following:</p> <ul style="list-style-type: none"> <li>• Safeguard one FTE job for at least 6 months OR create at least one FTE job for 12 months</li> <li>• Introduce a new product to the firm OR market</li> <li>• Make a CO2 equivalent reduction</li> </ul>   |  |
| <ul style="list-style-type: none"> <li>• Grant project will be delivered (including all expenditure incurred) by <b>30 November 2022</b></li> </ul>  |  |

## Stage 2: Selection

Projects that progress through the Gateway are appraised and prepared for full consideration by an Independent Assessment Panel.

The Independent Assessment Panel will meet regularly, and consider projects presented to them in the order that they were received, against the aims of the grant scheme.

Grants are awarded on the merits of each case on a discretionary basis against the aims of the scheme and are subject to funding availability, eligibility checks and approval (as per the process outlined in this document and the Grant Guidance Note). The Independent Assessment Panel's decisions are final.