



Building sustainable communities through joint environmental action



Leicester Solar Grants Scheme Process

Applications will be accepted on a rolling first-come-first-served basis.

For help with the application process, please call Groundwork Leicester and Leicestershire on 0116 222 0228

The grant process is as follows:-

- Complete the energy efficiency measures required by the Low Carbon Building Programme (<http://www.lowcarbonbuildings.org.uk/how/householders/>). This specifies that you –
 - a. insulated the whole of the loft of the property to meet current building regulations e.g. 270mm of mineral wool loft insulation or suitable alternative
 - b. installed cavity wall insulation (if you have cavity walls)
 - c. fitted low energy light bulbs in all appropriate light fittings
 - d. installed basic controls for your heating system to include a room thermostat and a programmer or timer.
- Obtain planning permission for your installation if necessary. The Low Carbon Buildings Programme website <http://www.lowcarbonbuildings.org.uk/info/permitted/> has more information on planning law.
- Obtain a quote from a Low Carbon Building Programme **accredited** installer. It is strongly recommended that you obtain **at least 2 quotes from different installers** to ensure you are getting the best deal possible.
- Apply for the Low Carbon Buildings Programme grant (optional).
- Download, print and fill out the documents “Terms and conditions and application form” and “Personal Details form” from <http://www.gwill.org.uk/SolarGrants>
- Send a hard (paper) copy of your preferred quote to along with your application form and completed terms and conditions form to :

Leicester Solar Grants Scheme,
Groundwork Leicester & Leicestershire,
Park fields,
Western Park
Leicester
LE3 6HX

Parkfield, Western Park, Leicester LE3 6HX

Tel: 0116222 0222

Fax: 0116255 2343

info@gwill.org.uk

www.gwill.org.uk

In April 2006, Environ joined the national Groundwork federation and changed its name to Groundwork Leicester and Leicestershire. It is now a member of a successful national organisation, comprising over 50 Groundwork Trusts, covering much of the UK.

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- Groundwork will check the application, and if it meets the eligibility criteria, will forward your application to Leicester City Council. Leicester City Council will write to you to confirm your application. If your claim is ineligible, Groundwork will contact you to see if there is a way to allow you to claim the grant.
- Leicester City Council will write to the chosen contractor to inform them that Leicester City Council will pay part of their invoice.
- Groundwork will contact the applicant to make a Green Doctor appointment. This will ensure that their home is as energy efficient as it can reasonably be.
- Applicant installs the equipment within the validity period of the grant letter(s)
- The contractor will invoice Leicester City Council for the agreed grant funded amount. This will trigger an inspection visit. If this is satisfactory, Leicester City Council will pay their share of the installation cost. Any snagging or defects identified at the final inspection visit will be reported to the contractor in writing for rectification. A further visit will then be carried out to check works have been completed satisfactorily.
- Applicant submits the claim documents to the Low Carbon Building Programme (if applicable)
- The grant claim is checked and, if in order, the Low Carbon Building Programme grant will be issued within 25 working days of receipt of all the documentation (if applicable)
- Leicester Solar Grants will arrange for photos to be taken of the applicant and their installation.