

EXTERNAL BUSINESS CASE PROCESS

01

Advise the Climate Change Team or your Climate Change Partner of your intention to submit a bid, we can give advice on the likelihood of a successful bid.

02

Advise your Financial Business Partner and Accountable Officer of your intention to submit a bid, ideally working with the former on the contents.

03

Use **Climate Change Business Case Template** to prepare your bid. The template has been prepared based on the ToR for the Fund which you can find [here](#).

04

If submitting multiple bids for similar measures (eg energy efficiency measures) please submit one business case for all of the measures.

05

Note the eligibility criteria and check that your project is eligible:

- Does it reduce CO₂?
- Is it an action under the Climate Change Plan?
- Does it fall under the Climate Change Act?

06

Note the requirement to calculate CO₂ reductions – if you require help with this please contact the Climate Change Team or your Climate Change Partner.

07

The bid will be assessed on the £/tCO₂e saved – please make sure you have calculated this figure and it is included in the business case. For reference, a bid which has an ROI over £350/tCO₂e is unlikely to be approved unless it plays a significant role in the overall climate change programme.

08

If your bid is for building efficiency and DOI manage your property, then they should be aware of your funding bid and ideally submit the bid on your behalf

09

Send a draft to the Climate Change Team at climatechange@gov.im.

10

We will carry out an initial review of your business case and advise of any omissions. Please allow 2 weeks for an initial response.

11

At this time we are not accepting bids for Solar PV – this will be centrally co-ordinated across Government by DOI and Manx Utilities. An exception may be given for Solar PV which is off-grid.

12

Following any updates to your business case as per point 8, please seek written approval from your Financial Business Partner, Accountable Officer and if necessary your Minister or Political member.

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If we are satisfied that the bid falls in line within our eligibility, we will submit the bid to our Board for approval at their next meeting.

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You will receive a confirmation following the meeting as to whether the Board approved the business case, and it will then progress to Treasury for approval (& Comin if necessary).

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Note that funding should be spent from your existing funds (in effect creating an overspend) and reclaimed from the fund at the end of the financial year.

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