

CLIMATE CHANGE FUND HOW TO APPLY FOR FUNDING

A guide for Departments, Boards and Offices of Isle of Man Government

- 01** Advise the Climate Change Transformation Team (CCTT) or your Climate Change Partner of your intention to submit a bid, we can give advice on eligibility and 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** Note the eligibility criteria on the first page of the business case template - if you are not sure if your proposal is eligible, please contact CCTT or the relevant Climate Change Partner.
- 05** If submitting multiple bids for similar measures (eg. energy efficiency measures) please submit one business case for all of the measures.
- 06** Before submitting your bid, ensure that you have undertaken all the necessary assessments - include a Climate Impact Assessment
- 07** Ensure that you have sought advice and input from all relevant areas of government and undertaken appropriate consultation and engagement with stakeholders. Please refer to the Fair Change Framework.
- 08** Note the requirement to calculate CO2 reductions – if you require help with this please contact the CCTT or your Climate Change Partner.

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.
- 09** 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
- 10** 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.
- 11** Send a draft to CCTT at: climatechange@gov.im

We will carry out an initial review of your business case and advise of any omissions. Please allow 2 weeks for an initial response.
- 12** Once your business case has been finalised, with input from CCTT, please seek written approval from your Financial Business Partner, Accountable Officer and if necessary your Minister or Political member.
- 13** 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.
- 14** 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).
- 15** 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.