

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:
 - a. Does it reduce CO2?
 - b. Is it an action under the Climate Change Plan?
 - c. 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 Send a draft to the Climate Change Team at climatechange@gov.im.
- 08 We will carry out an initial review of your business case and advise of any omissions. Please allow 2 weeks for an initial response.
- 09 If your business case is for Solar PV, please ensure you have submitted an ENE enquiry with Manx Utilities. Please note that Solar PV business cases take longer to be processed.
- 10 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.
- 11 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.
- 12 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).
- 13 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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