

**Energy Efficiency / Renewable Energy Cash Back:  
How the scheme works**

1. You arrange to have the work carried out by a contractor of your choice. If you are unsure who to contact, the Energy Savings Trust Advice Centre on 0800 512 012 can advise you of installers working locally and any discount schemes currently available.
2. When the work is completed to your satisfaction, pay the contractor and obtain a receipt, or keep the invoice.
3. Complete the claim form and return to us within 3 calendar months of the work being completed, enclosing the equality monitoring form, the original invoice or receipt, and a copy of the gas safety certificate if you are claiming for installation of a condensing boiler.
4. **We will reimburse you for up to £100 per measure for energy efficiency work, and up to £300 per measure for renewable energy work** (see the claim form for the full list of measures), subject to available financial resources. **Assistance is not repayable.**
5. Funding is on a first come, first served basis, so we urge you to return your form as soon as possible.
6. We will accept claims for 'DIY work' (except cavity wall insulation and renewable energy measures), and will reimburse you for the cost of materials up to £100 per measure. If you are installing a condensing boiler yourself, you must be registered on the Gas Safety Register and provide suitable evidence to that effect. We reserve the right to inspect DIY work before we pay any assistance.
7. You can only claim this assistance again if you are carrying out different eligible measures in the future.
8. If you are installing renewable energy technology, you will only be able to claim if you have carried out all appropriate energy efficiency measures first.