

Energy Bill Relief Scheme: Review – Guidance to complete Department of Business, Energy and Industrial Strategy Survey

CLOSING DATE 11.55pm Monday 24 October 2022

Summary

NAVCA has provided this guide to help VCSE organisations complete a BEIS survey on the impact of the current cost of energy and the Energy Bill Relief Scheme. This scheme applies to all non-domestic customers from 1 October 2022 to 31 March 2023.

Go to the survey: https://beis.fra1.qualtrics.com/jfe/form/SV_cTob3uhBoMiwgOW

The survey contains 39 questions. If you do not know the answer to a question or prefer not to answer, the survey will allow you to move to the next question without completing it. The language is orientated to business and industry, but it is still essential that VCSE organisations complete it. **It would be really helpful that as much information as possible is given to questions 4.6, 4.7, 4.8, 5.1, 5.2, 5.3, 5.4 and 5.5. These questions are particularly relevant to support the case for continuation of the Scheme for the VCSE sector.**

The survey does not take into account off-gas grid users e.g. reliant on oil.

You will find it helpful to have the following information to hand before starting the survey, as it does not appear that you can save the survey part way through and return to it later. If you do not have all this information, you can still complete the survey.

1. Charity registration number – if your organisation has one. This information will enable Government to cross reference with Charity Commission data and get a better indication of potential financial impact of increased costs.
2. Company registration number – if your organisation has one.
3. The Standard Industry Classification (SI) code if your organisation is a registered company. You can find your SIC code on the records held at Companies House. You can search your own record [HERE](#) which will give you the Nature of Business (SIC) code for the organisation. Enter the first four digits of the code to select from the drop down list. If you are not a registered company / business leave blank.
4. Find your energy bills for the last 12 months [if possible]. These will help you answer questions on:
 - a. type of energy tariff for gas and electricity e.g. fixed price contract, variable rate etc.
 - b. end date of any existing contracts
 - c. use of gas and electricity in the last 12 months – in kilowatt hours [kWh].
5. Questions can be left blank if not known and although it may take a little time to gather the information it is very helpful to enter any detail you have even if an estimate.

Guidance on Questions

- Q1.1 Company registration number – leave blank if your organisation is not registered as a company at Companies House. Skip to question 1.3
- Q1.2 If your organisation is registered as a business choose the relevant Standard Industry Classification (SI) code from the drop down list. See note above. Enter the first four digits of the code to select from the drop down list. If you are not a registered company / business leave blank.
- Q1.3 Description of industry in which your organisation operates. Please enter one from the following list so that it can be cross-referenced with Charity Commission data.
- Charity: General charitable purposes (including grant making)
 - Charity: Education and training
 - Charity: Advancement of health or saving lives
 - Charity: Disability
 - Charity: Prevention or relief of poverty
 - Charity: International development/humanitarian aid
 - Charity: Accommodation/Housing
 - Charity: Religion
 - Charity: Arts/Culture/Heritage/Science
 - Charity: Amateur sport
 - Charity: Animals
 - Charity: Environment/Conservation
 - Charity: Economic/Community Development/Employment
 - Charity: Armed Forces/Emergency Services Efficiency
 - Charity: Human Rights/Religious or Racial Harmony/Equality or Diversity
 - Charity: Recreation
 - Charity: Other
 - Youth services
 - Social enterprise
- Q1.4 Is your organisation a non-profit organisation? (e.g. a charity) – Yes. The organisation does not have to be a registered charity to answer ‘yes’ to this
- Q1.5 Charity registration number – if your organisation has one, please enter it here. If your organisation is not a registered charity leave blank
- Q1.6 Enter number of employees
- Q1.7 Post code of main site
- Q2.1 Chose type of energy used [no option to indicate off-gas grid – select ‘only electricity’ in this case]
- Q2.2 State type of electricity tariff if known

- Q2.3 Add any additional information here including end date of your fixed tariff if applicable / known. Leave blank otherwise
- Q2.4 Estimated electricity use in last 12 months in kWh. If this information is not fully available enter the best estimate.
- Q2.5 State type of gas tariff if known
- Q2.6 Add any additional information here including end date of your fixed tariff if applicable / known. Leave blank otherwise. This is where you could comment on costs of oil / other heating source if wanted.
- Q2.7 Estimated gas use in last 12 months in kWh. If this information is not fully available enter the best estimate.
- Q2.8 Estimate the cost of energy [electricity and gas, or other fuel] as a proportion of your organisations' total costs in the last year.
- Q2.9 Estimate the percentage increase in your organisations' energy costs if support from the Energy Bill Relief Scheme does not continue beyond 31 March 2023. A 100% increase would be a doubling of costs. This can only be a best guess.
- Q2.10 Add any other additional details about the energy your organisation uses – if you are using oil or renewables add any supporting information here. Otherwise leave blank.
- Q3.1 Asks whether demand for services has changed in last 6 months.
- Q3.2 Add in as much information as you can about how and why demand for services has changed.
- Q3.3 Asks for an estimate of the percentage rise in input prices e.g. wages, goods, transport and rent over the past 6 months. This is excluding energy costs. A 100% increase would be a doubling of costs. This can only be a best guess.
- Q3.4 Choose the factors that are causing costs increases from the list. In addition to 'labour costs' and the 'cost of goods and services' you may want to complete the 'other' option and specific additional factors.
- Q4.1 Asks if energy usage has been reduced through energy efficiency measures. Leave the sliding scale on zero if no reduction has been possible.
- Q4.2 Asks if energy usage has been reduced through reducing output. Leave the sliding scale on zero if no reduction has been possible.
- Q4.3 Asks if energy use can be reduced in next 6 months. Leave the slider on 0% to answer no.
- Q4.4 Asks if you tried to negotiate lower energy prices since the start of 2022
- Q4.5 Asks if negotiations were successful. Yes /No answer

- Q4.6** Asks if you have increased prices for customers in order to cover additional costs. Yes /No answer
- Q4.7** Asks if you expect to increase prices in next 6 months to cover additional costs. Leave the slider on 0% to answer no, unless you expect to increase charges.
- Q4.8** Asks for any additional information on planned price increases. **It is important that as a VCSE organisation you state why it might not be possible to increase prices. e.g. services are intended to be free at point of use / delivery; grants / contracts fund the work which is not charged for; users cannot afford an increase in costs etc.**
- Q4.9** Asks if your organisation has used reserves or accessed additional finance to cover costs in the last 6 months
- Q4.10** Asks if your organisation will use reserves or access additional finance to cover costs in the next 6 months
- Q4.11** Asks what other measures you are taking to reduce costs – choose multiple options from the list.
- Q4.12** Asks if your organisation has received, or are repaying, any other financial support from the UK Government – other than the Energy Bill Relief Scheme. This would not include grants / contracts to deliver services or goods.
- Q5.1** Asks if there will be wider impacts if goods and services are not provided. Answer Yes.
- Q5.2** **State what goods/services you must continue to deliver and why. State any impacts in as much detail as possible if delivery stopped. This should include any impact on public services such as NHS related services or contracts, as well as impact on individuals and/or communities.**
- Q5.3** Asks about an increase or decrease in cash reserves. Move the slider to zero in the middle of the scale to indicate no change.
- Q5.4** Asks about the impact of current energy and other costs on your organisation. Select 1 to 5 from the multiple choice options.
- Q5.5** Asks what factors government should take into account to determine which organisations / sectors are most at risk and so should receive future energy support. Items that could be added here are suggested below, there will be others to include as well. Please do not copy and paste this list – it is important that specific detail and explanation is given about the work your organisation does, however brief.
- Emphasise the importance of services delivered, who would be affected if they stopped and how.
 - No ability to increase charges or introduce them [state why].
 - No extra funding is available to cover additional costs [give reason if can].

- Difficult to access additional sources of income [e.g. because organisation is already working at or beyond staff capacity, funding not available etc.].
- Income derived from fixed price contracts or grants to deliver services, [state impact on public services, individuals, or communities if service not delivered].
- Finances already stretched / needing to dip into reserves to sustain the organisation so additional energy costs could not be funded [explain impact on public services, individuals, or communities if service not delivered as well as on the organisation].
- No additional income to deliver work supporting those affected by cost of living crisis, whilst also having to deliver business as usual services, unlike during the pandemic. Additional costs unaffordable [state reasons].
- Other reasons specific to your organisation.
- OR leave blank if you have nothing to add here.

Q6.1 An opportunity to provide any additional information on the Energy Bill Relief Scheme that you would like considered as part of this review. Leave blank if nothing to add.

14 October 2022