

## Copy of Phase 5 Public Sector Low Carbon Skills Fund Application Portal Questions

In this document you will find the application portal questions for the Phase 5 Public Sector Low Carbon Skills Fund (LCSF) which will open on Wednesday 17 April 2024.

To create an application for Phase 5 LCSF you are required to log into the Salix website. Please ensure you have your correct login details at hand prior to 17 April 2024. If you do not have a Salix account, please register [here](#).

Key

\* means mandatory

## Phase 5 Public Sector Low Carbon Skills Fund Application Portal Questions

### Page 1 – Welcome

This online application gathers the information we require to process your Phase 5 Public Sector Low Carbon Skills Fund (LCSF) application.

Please note this online form must be completed by the eligible body. Before starting your application, we encourage you to familiarise yourself with the key application details found on the Phase 5 Public Sector Low Carbon Skills Fund webpage and the grant scheme terms and conditions.

### Online application guidance

To complete this online grant application, you will be required to:

- Provide contact information for the main contact, and the Authorising Official at the eligible body.
- Complete the application portal with signed evidence of authorisation.
- Upload your completed Phase 5 LCSF Application Form.
- Provide, if applicable, an existing heat decarbonisation plan.

The Department for Energy Security and Net Zero (DESNZ) require that applications be assessed by Salix in the order in which they are assigned a rank following the random allocation. Should applications be a duplication, incomplete, not have the correct authorisation, required supporting documentation, or not submitted by the eligible organisation, those will be considered unsuccessful.

Salix will advise the applicant if their application has been unsuccessful and why. Applicants can reapply, and it will be treated as a new application.

Salix is looking to receive good quality applications for the LCSF. Before submitting, we would ask you to read our key application details located on the Phase 5 LCSF webpage.

Before starting your grant application, please ensure you can answer yes to the following:

- I am an employee of and authorised to submit the application for the Phase 5 Public Sector Low Carbon Skills Fund (LCSF) on behalf of our organisation.
- I have read the Phase 5 LCSF application details located on the Phase 5 LCSF webpage and the scheme terms and conditions and agree acceptance of the content.

- We have or will follow the agreed procurement route for this project in line with any internal procurement policy for our organisation or the relevant eligible body (where applicable).
- The project meets the criteria of 'additional' set out in the application details located on the Phase 5 LCSF Scheme Guidance.
- I understand that my application will not be progressed if any mandatory information requested is not provided or incomplete or the questions are not answered according to the application guidance in the application form shared on the Phase 5 LCSF webpage.
- I confirm that the Authorising Official, named in the application, is aware of and has authorised the submission of this application.

I agree to the terms above\*

If at any point you wish to save your draft before submission, please click on the save draft button below before exiting the portal.

## Page 2 – Organisation details

Organisation Name\*

Organisation Type\*

Please note: For central government departments where their roles are reserved (i.e. not devolved to Scottish or Welsh Governments or the Northern Ireland Executive), funding may be used for estates located anywhere within the UK.

Address line 1 \*

Address line 2 \*

City \*

Post code \*

Region \*

If different to the organisation address above, please provide the main building address below.

Main building address \*

Main building address line \*

Main building address line \*

City \*

Post code \*

If your application is for a local authority are you applying on behalf of a school?

Yes/No

How much of the total funding requested is going to be used for said school(s) or academy(s)? (£)

## Authorising Official contact details

The Authorising Official must have delegated authority to sign off on the application grant value requested on behalf of the public sector body.

First name of Authorising Official \*

Last name \*

Job title \*

Email address \*

Telephone number\*

Is your Project Lead different to your Authorising Official? \*

Yes/No

[if yes]

Name of organisation of the project lead \*

First name of project lead \*

Last name \*

Job title \*

Email address \*

Telephone number \*

If you have appointed a contractor, please supply their details below.

First name

Second name

Email address

Company

If you have previously spoken with a member of the Salix team, please select them from the list below.  
(Salix Finance Contacts list)

### Page 3 – Project Details

Were you successful in receiving a grant from the Phase 1 Public Sector Low Carbon Skills Fund - heat decarbonisation plan, Phase 2, Phase 3 or Phase 4 Public Sector Low Carbon Skills Fund? \*  
Yes/No

If yes, provide the five-digit submission IDs for all previously funded LCSF grants.

Does your organisation have an existing or is currently developing a heat decarbonisation plan(s), that has or has not been funded through Salix, which covers any of the same building(s) you are applying for in this application?  
Yes/No

If yes, describe how your existing plan was funded and how you plan to develop this further through the funding that you are applying for.

Please attach the evidential HDPs if you answered 'yes' above

Please attach your completed LCSF Application Form \*

Please select which activities funding is being applied for (select all that apply) \*

Preparation of a heat decarbonisation strategy

Desktop assessment

Building audit

Feasibility study

Specialist technical site survey

Detailed design

Investment grade audit

Number of buildings covered by the proposed heat decarbonisation plan(s)\*  
(All buildings covered must be listed in the Supplementary Building Information Tool)

Total Gross Internal Area (m<sup>2</sup>) \*  
(This must be the total area of all buildings covered in the Supplementary Building Information Tool)

## Page 4 – Project Delivery

Please enter the total cost of the project (£) \*

Please enter the grant value you would like to request from Phase 5 LCSF (£) \*  
(VAT must only be added if your organisation is unable to reclaim it from HMRC)

## Page 5 – Declaration

I confirm that I have read and understood all terms stated below. \*

Please tick to confirm your proposed project will complete before Monday 31 March 2025.

I agree to the terms below:

- The information supplied in the application portal and supporting information is true and correct to the best of my knowledge.
- I understand that reports on the progress of the project together with reasonable evidence of costs will be required to be provided to Salix.
- I understand that if a project's timescales, or scope change, Salix must be notified.
- I understand that data will be processed in accordance with the DESNZ Privacy Notice and Salix Privacy Notice.
- I understand the DESNZ and Salix will need to be provided with names and contact details of appointed contractors.
- I confirm that we give consent for Salix to share our application data with DESNZ and for DESNZ to share the same with selected third-party researchers and/or evaluators for the purpose of scheme evaluation provided that there is no further onward disclosure by these third parties and the data is kept confidential.

(Conditions last revised: 05 March 2024)

How did you hear about the Phase 5 Public Sector Low Carbon Skills Fund? \*

Salix website  
Salix email update  
Have used Salix in the past  
Via consultant/supplier  
Magazine/other publication  
From other public sector body  
Event/conference  
Social media  
Word of mouth  
Other...

Did you attend one of the Phase 5 LCSF Salix hosted webinars in March/April 2024? \*  
Yes/No

We would like to keep in touch with you via email so that you are among the first to receive updates and event invitations from us. If you would like to hear from us via email, please opt-in by selecting 'Yes' \*  
Yes/No