



Phase 3c Public Sector Decarbonisation Scheme

Application Portal Questions

Updated: 01/11/23

This document outlines the questions that are expected to be part of the Application Portal for Phase 3c of the Public Sector Decarbonisation Scheme. Potential applicants should consider that there may be additional questions in the Application Portal once it opens.

1. WELCOME

Welcome to the Phase 3c Public Sector Decarbonisation Scheme Online Application Portal.

Applications will be assessed in the order in which they are received.

If at any stage, you wish to discuss your application or need any support or guidance, please contact us at phase3cpsdsgrants@salixfinance.co.uk

- If, at any point you wish to save your application to progress later, please press the **'save draft' button** at the bottom of the page.
- If you are ready to proceed with your Phase 3c Public Sector Decarbonisation Scheme application, please **click next**.
- You can return to your application by clicking the **'My PSDS Application'** [here](#). This button can also be found at the top of the Phase 3c Public Sector Decarbonisation Scheme main page on the Salix website under **"My Salix"**.

The Salix Finance Privacy Policy can be found [here](#).

Please note this application must be submitted by the eligible body. Any applications submitted by a non-public sector organisation will be withdrawn

Please note that this application portal requires you to upload documents in support of your application. There will be one page where you must upload the mandatory supporting documents. Other supporting information can also be uploaded where specified. For each upload point you must **only upload the relevant document requested.**

2. INTRODUCTION

This online application gathers the information we require to process your Phase 3c Public Sector Decarbonisation Scheme application.

Salix is looking to receive good quality applications for the Phase 3c Public Sector Decarbonisation Scheme (PSDS). Before starting your application, we encourage you to familiarise yourself with the application criteria in the [Phase 3c Public Sector Decarbonisation Scheme Guidance Notes](#) and other supporting documents, including, [Applicant Journey](#), [Technical Tools and Resources](#) and the grant scheme [Terms and Conditions](#).



Please note that to be eligible for Phase 3c Public Sector Decarbonisation Scheme, applicants must be replacing an end-of-life fossil fuel heating plant with a low carbon heating system.

Online application guidance

To complete this online grant application, you must provide the following (applications that do not provide the following will not pass initial quality checks and will be withdrawn):

- Contact information for the main contact/project lead and Authorising Official. If applicants do not yet know their consultant's information, this will be requested at a later date.
- A completed Application Form (available to download [here](#), must be uploaded in xls or xlsx format only)
- A detailed risk register
- A project programme
- Evidence of project costs (e.g. breakdown and quotations/invoices, CAPEX)
- Energy saving calculations, to show how the pre and post kilowatt-hours (kWhs) figures entered on the Application Form were calculated (the preferred format being in xls or xlsx)
- Evidence of the current heating system at the end of its useful life (e.g. photograph(s) of the boiler plates or maintenance report(s))

Any other appropriate supporting documentation such as building energy figures, feasibility studies and schematics to evidence information provided within the application form are not mandatory for the application submission and can be provided under 'other supporting documents'.

Please ensure you can answer yes to the following:

Yes/No tick box

- The organisation I am submitting the application on behalf of is an 'eligible body' as defined in [Public Contracts Regulations 2015](#). This includes the following:
 - Central government departments and their arm's length bodies (set out in Public Bodies as published by the Cabinet Office, [see here](#)). For central government departments where their roles are reserved (i.e., not devolved Governments of Scotland, Wales, and Northern Ireland), funding may be used for estates located anywhere within the UK
 - Emergency services
 - Institutions of further and higher education
 - Local authorities
 - Schools within the state education system, including maintained schools, academies, multi-academy trusts, and free schools
 - Nursery schools maintained by a local authority
 - NHS trusts and foundation trusts

Exclusions: Public Corporations and private sector organisations are not eligible. Registered charities are also not eligible, unless they are also non-departmental public bodies as defined by the Cabinet Office. GPs are not eligible unless they are contracting authorities of an eligible body (including NHS trusts) that either own or have a long-term



lease agreement with responsibility for maintenance of the buildings not including NHS property services as these are semi-private. Social housing is not eligible to apply to Phase 3c Public Sector Decarbonisation

Scheme. <https://www.gov.uk/government/publications/subsidy-control-principles-assessment-template>

3. ORGANISATION DETAILS

This section should be completed with the contact details for the eligible body.

Please select the sector which best represents your application (as defined in section 2.1 of the Guidance Notes). Please note that this will determine the sector cap that applicants are assigned to and will be verified based on the building types included in the application form. The sectors are as follows:

- Health
- Education
- Other

Note: if you are a local authority only applying for funding for school buildings, please select education.

Please select the sector type which best represents your organisation:

- Schools
- Higher Education
- Further Education
- NHS
- Emergency Services (standalone ambulance services should select 'NHS')
- Ministry of Defence
- Ministry of Justice
- Other central government departments
- Arms-Length Bodies
- Local Authorities

Please input your organisation's Unique Property Reference Number if applicable

Please input your sponsor department if an arms-length body

Address line 1

Address line 2

City

County

Post Code (from the below list)

Country (from the below list)

Region of project sites (from the below list):

- East of England
- East Midlands
- South East



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- South West
- Greater London
- Northeast
- Northwest
- West Midlands
- Yorkshire and the Humber
- Northern Ireland
- Scotland
- Wales
- Across Regions

Main contact/Project lead details

Please enter the contact details for the main contact/project lead at the eligible public sector organisation for this Phase 3c Public Sector Decarbonisation Scheme Application. Please note, the main contact/project lead will be the first point of contact for any questions from Salix/assessors on the application.

First name

Last name

Organisation

Department

Position

Email address

Please confirm email address

Contact number

Please confirm contact number

4. PLEASE PROVIDE THE LEAD CONSULTANT/CONTRACTOR DETAILS

Is a consultant/contractor supporting your Phase 3c Public Sector Decarbonisation Scheme Application?

Yes/no (checkbox)

If yes, please provide the main contact details for the contractor/consultant below.

First name

Last name

Organisation

Department

Position

Email address

Please confirm email address

Contact number

Please confirm contact number

Is there any further consultants/contractors working on your Public Sector Decarbonisation Scheme application? Yes/No (checkbox)

5. AUTHORISING OFFICIAL AT ELIGIBLE BODY

Please provide the details of the Authorising Official at the eligible body for this project. The Authorising Official should have the final sign off on your Phase 3c Public Sector Decarbonisation Scheme application. Please note the Authorising Official must be different from the main contact/project lead, for example a Chief Financial Officer (CFO), or someone in the organisation with the ability to sign off on financial documents.



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In order for your application to pass our initial quality checks your Authorising Official must have signed the Authorising Official and Counter Fraud declaration which confirms that the Authorising Official has authorised the application and that the organisation is not committing fraud. This must be signed within 10 working days and will be sent by email to the Authorising Official after the application has been submitted via the portal. We recommend that you continue to brief your Authorising Official on the Phase 3c Public Sector Decarbonisation Scheme Application process. If awarded funding, the Authorising Official will be responsible for signing the Grant Offer Letter within 10 working days.

Authorising Official Details:

First name

Last name

Organisation

Department

Position

Email address

Please confirm email address

Contact number

Please confirm contact number

6. UPLOAD APPLICATION FORM AND SUPPORTING INFORMATION

Supporting documents

Please upload your completed Application Form and supporting information below. The Application Form allows you to check whether your project meets the relevant project compliance criteria for the Phase 3c Public Sector Decarbonisation Scheme.

We also ask that you upload any relevant project information which will support the project assessment. Any information regarding the development of the project, including evidence for the end-of-life heating system, the like-for-like cost of the fossil fuel heating system, the heat loss calculation and how savings and project costs have been calculated, will be considered as an essential part of your application, and will determine the outcome of the initial quality check and the assessment.

Please be aware that fields marked with an asterisk * are mandatory and these documents must be uploaded to continue to the next page.

Please note, any submitted evidence containing links to file upload websites will not be accepted.

We strongly discourage the practice of uploading large zip files that consolidate the mandatory document listed above into a single archive. This approach is not suitable for assessment purposes and may slow the smooth operation of the portal for you and other applicants. Instead, we request the individual submission of documents for improved clarity and efficiency. Zip files should only include the same type of supporting documentation (i.e., all energy calculations in their own zip file).

If a supporting document is unavailable, kindly upload a Word document providing an explanation for its absence or specify where the relevant information linking to the



document can be located. This ensures transparency and clarity in the absence of the intended supporting material.

Please upload your supporting documents:

Application form*

- Supported formats are xls xlsx only.

Cost evidence (breakdown and quotations/invoices, CAPEX)*

- Supported formats are gif jpeg png txt rtf pdf doc docx ppt pptx xls xlsx xml zip. Max size for each file is 100MB.

Energy saving calculations*

- Supported formats are xls xlsx pdf zip. Max size for each file is 100MB.

End-of-life heating system evidence*

- Supported formats are gif jpeg png txt rtf pdf doc docx ppt pptx xls xlsx xml zip. Max size for each file is 100MB.

Project programme*

- Supported formats are gif jpeg png txt rtf pdf doc docx ppt pptx xls xlsx xml zip. Max size for each file is 100MB.

Detailed risk register*

- Supported formats are gif jpeg png txt rtf pdf doc docx ppt pptx xls xlsx xml zip. Max size for each file is 100MB.

Other supporting information

Such as but not limited to:

Building energy figures (meter data, historic bills, DEC), feasibility study/options appraisal report, schematics of the existing and proposed heating system.

- Supported formats are gif jpeg png txt rtf pdf doc docx ppt pptx xls xlsx xml zip. Max size for each file is 100MB.

Please confirm the total grant value (£)

Note: this should match the total eligible grant value on your Application Form.

Forecasted spend year 1 (FY 2024/25) (£)

Forecasted spend year 2 (FY 2025/26) (£)

Note: once agreed via the Grant Offer Letter, funding cannot be moved between years.

Please confirm the total applicant contribution expected to be provided by the grant recipient (£)



Note: this should match the total applicant contribution value in Step 4 on your application form.

Use of data

Please note that information, which may include personal data, about both unsuccessful applications and funded projects collected via the Application Portal will be shared with the Department for Energy Security and Net Zero (the Department) and, where the Department deems it appropriate and/or consistent with the purposes for holding the data, may share this data with other government departments and public authorities as detailed in the Department's privacy notice. The purposes for which data may be shared will include enabling/assisting these bodies to co-ordinate decarbonisation work across the areas of the public sector for which they have responsibility.

Administrative data will be shared with the Department's research and evaluation partners to evaluate the effectiveness of the scheme. Where consent is provided, personal data will also be shared as detailed in the Department's privacy notice.

Further information on data processing in respect of Phase 3c of the Public Sector Decarbonisation Scheme is contained in the Salix Privacy Notice, which can be found [here](#).

7. DECLARATIONS

I agree to the terms below* (checkbox)

The information supplied in our Application Form, energy savings information and supporting information is true and correct to the best of our knowledge.

We understand that we will be required to provide Salix with monthly reports on the progress of the project together with reasonable evidence of costs.

We understand that if a project's timescales, or scope change, we must notify Salix.

We agree to Salix sharing knowledge and information about our application and funded projects with both current and future clients, including the Department.

We confirm there is no double funding for this project (i.e., that two sources of government funding are not being used to subsidise the same capital spend, including previous phases of the Public Sector Decarbonisation Scheme).

We confirm the Authorising Official has approved submission of this application to Phase 3c of the Public Sector Decarbonisation Scheme on behalf of our organisation.



We have read the Phase 3c Public Sector Decarbonisation Scheme Guidance Notes and agree acceptance of the content.

We confirm that a team member and/or a consultant will be available to answer any questions, within two working days, throughout the assessment process.

We confirm that the eligible body has agreed to fund any like-for-like costs and costs that the grant cannot cover, as defined in the Public Sector Decarbonisation Scheme Phase 3c criteria.

We are aware that once agreed, the total grant value cannot be exceeded, and any additional costs need to be supported by the eligible organisation directly.

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).

We confirm that the application complies with all the relevant additionality criteria set out in section 4.4 of the Phase 3c Public Sector Decarbonisation Scheme Guidance Notes, including that the applicant does not have readily available access to endowments or other sources of private funding that could be used to fund this project apart from the required applicant contribution. (tickbox)

We confirm that the funding for the project will be governed by the terms and conditions of the Phase 3c Public Sector Decarbonisation Scheme Grant Offer Letter (tickbox)

[Click here for Terms and Conditions](#)

I declare that the information I have given on this form is correct and complete. I understand that if I knowingly provide false information this may result in further action and I may be liable for prosecution and civil recovery proceedings. I consent to the disclosure of information from this form for the purposes of verification of this application and the investigation, prevention, detection and prosecution of fraud. (TICKBOX)

Consent to Share Data

We understand that Salix may share our personal data with other government departments and public authorities which have a legitimate interest in the data.

In all cases, where shared data contain personal data, they will be managed in accordance with the published Department for Energy Security and Net Zero Public Sector Decarbonisation Scheme Phase 3c Privacy Notice, which can be found [here](#).

I understand that scheme evaluation activities may be conducted by third-parties and that my consent is sought for personal data to be shared with such parties in connection with these activities. I consent for Salix to share the personal data contained in this application with third party research and evaluation contractors for evaluation purposes to any contractor appointed by the Department for Energy Security and Net Zero to evaluate this scheme.*

* Giving consent to this option is not a precondition for consideration of your application.

(TICK BOX)



Further information on data processing and rights in respect of personal data held in respect of Phase 3c Public Sector Decarbonisation Scheme is contained in the Salix Privacy Notice, and the Department Privacy Notice.

How did you hear about the Phase 3c Public Sector Decarbonisation Scheme?

Salix website

Have used Salix in the past

Via consultant/supplier

Magazine/other publication article

From other public sector body

Event/conference

Social media

Salix email update

Other...

Did you attend one of the Phase 3c Public Sector Decarbonisation Scheme Salix hosted webinars?

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

8. READY TO SUBMIT

Are you ready to submit?

*****Please note once you have submitted you will not have the option to edit your application*****

Before submitting your application, please ensure you have fulfilled the scheme criteria and uploaded all relevant documentation.



Once submitted, all applications must first meet all quality and completeness checks before they can undergo a full technical assessment. If applications do not pass the initial quality checks stage, then the application will be withdrawn from the scheme.

Applicants will be able to view their application and follow the progress of their application status via the portal via portal status updates. Applicants will be informed if any further actions are required via email.

Confirmation of funding will not be shared until the application has completed the assessment process. Salix expects to inform successful applicants by the end of March 2024.

When you are ready to apply, please click submit below.