

## **Digarbon - The decarbonisation fund for tertiary education in Wales. Application Portal Questions**

### **Page 1 - Welcome**

This online application portal gathers the information we require to process your application for Digarbon – Decarbonisation Fund for Tertiary Education in Wales.

This form must be completed by the eligible body. Before starting your application, we encourage you to familiarise yourself with the key application details found in the Digarbon guidance notes and terms and conditions. In addition, we have also made available a video explaining the fund and guidance on how to complete your application.

If, at any point, you wish to save your application to progress later, press the 'save draft' button at the bottom of the page. If you are ready to proceed with your application, click 'next'.

You can return to your application by clicking 'my applications'.

This button can be found in the main menu above.

The Salix Finance privacy policy can be found [here](#).

### **Online application guidance**

To complete this application for Digarbon – Decarbonisation Fund for Tertiary Education in Wales, you will be required to:

- Provide contact information for the following positions at the eligible body:
  - Main contact – a programme officer, project manager, or similar, responsible for monitoring and reporting, and maintaining scheme compliance
  - Finance contact – a financial officer responsible for loan allocation to the project, loan amortisation schedule, and payments/repayments
  - Authorising official – a head of department, director, S151 officer, or equivalent, responsible for project sign-off and sponsorship
- Upload the application form and required supporting documentation.
- Provide details to confirm the organisation's economic actor status and, if necessary, adherence to subsidy control rules.
- Submit your application with signed authorisation from the authorising official.
- Should applications be incomplete, not have the correct authorisation, require further supporting documentation or are not submitted by the eligible organisation, they will be considered unsuccessful.
- We will advise the applicant if their application has been unsuccessful and why. Applicants can reapply, and it will be treated as a new application.

### **Page 2 – Initial qualifying questions**

We want to ensure that we receive good quality applications for Digarbon. Before applying, we ask that you carefully read the guidance information on the scheme webpage and ensure you can answer yes to the following:

The organisation I am applying on behalf of is a university or further education college in Wales.

The organisation is aware of the 2.05% interest rate being applied to this funding.

### **Authorising Official approval**

The authorising official is the individual within the eligible organisation that has the final sign off on your Digarbon application.

The following declaration must be signed by the authorising official and submitted alongside the rest of the requested Supporting Information section below. The PDF copy can be found on the scheme webpage.

- I confirm the authorising official has approved submission of this application to Digarbon on behalf of our organisation.
- I have read the Digarbon application guidance notes and agree acceptance of the content.
- I confirm that a team member and, if required, a consultant will be available to respond to any queries from Salix within 3 working days, throughout the assessment process and understand that failure to respond within the agreed timescales may result in the removal of our organisation's application from the assessment process.
- I support the loan amortisation schedule detailing how the loan, with interest, will be repaid by the organisation.
- I am aware that once the total loan value is agreed, any additional costs need to be supported by the eligible organisation directly.
- The project meets the criteria of "additional" set out in the application guidance notes.
- 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).
- I accept that details of our application will be shared with the Higher Education Funding Council for Wales (HEFCW) and subsequently, the Commission for Tertiary Education and Research (CTER).
- The authorising official must also sign the Counter-Fraud declaration and submit this alongside the rest of the requested supporting information section below. The PDF of the Counter-Fraud declaration can be found on the Digarbon webpage.

*I agree to the above.*

### **Page 3 - Organisation and contact details**

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

Organisation name (please state the official name, excluding acronyms)

Which of the below best represents your organisation?

- University
- College

#### **Organisation address**

The registered, legal address of the organisation, not the project site

Address line 1:

Address line 2:

City:

Post code:

County:

#### **Main contact**

A programme officer, project manager, or similar, responsible for monitoring and reporting, and maintaining scheme compliance

First name:

Last name

Job title:

Phone number:  
Email address:  
Address:

### **Consultant details (if applicable)**

A representative of the consulting organisation that is able to respond to technical queries

First name:  
Last name:  
Job title:  
Phone number:  
Email address:  
Address:

### **Finance contact**

A financial officer responsible for loan allocation to the project, loan amortisation schedule, payments and repayments

First name:  
Last name:  
Job title:  
Phone number:  
Email address:  
Address:

### **Authorising official details**

A head of department, director, S151 officer, or equivalent, responsible for project sign-off and sponsorship

First name:  
Last name:  
Job title:  
Phone number:  
Email address:  
Address:

## **Page 4 - Project details**

Application title:  
Requested loan value:  
Expected completion date\*:

\*The deadline for project completion is the 31st of March 2028.

### **Supporting information**

Below is the list of supporting information requested alongside the application form.

Those marked as mandatory are essential for the assessment process and must be uploaded at the time of submission.

A list of desired documents, which can be found in full in the guidance notes, will be used to assist the assessor in evaluating your application and are strongly suggested to strengthen your

application. A more robust and evidenced application is likely to score higher and have an increased chance of receiving funding. The guidance notes lists a full glossary of documentation.

Salix will quality check applications for completeness. There will not be an opportunity to submit further evidence, ensure all documentation is uploaded at point of application.

The mandatory documents must be uploaded individually in their respective fields. Any remaining supporting information can be uploaded into the supporting information field. Ensure that all supporting documentation is clearly labelled and references what each document is being used to evidence.

#### Mandatory documents:

- Application form *[Excel]*
- Feasibility study (including: site surveys, schematics, survey of current heat distribution system, evidence of the efficiency of the existing heating system/s, evidence of existing electrical capacity, evidence of the heated area (m<sup>2</sup>) and evidence of current fossil fuel and electrical energy use) *[Zip folder – multiple files]*
- Display Energy Certificates (DECs) *[PDF]*
- Energy saving calculations *[Excel]*
- Peak heat loss survey and evidence of impact on building heat loss *[Word/Excel/PDF]*
- Project costs including the indicative cost of all the measures included in the scope of the project, costs breakdown and applicant financial contingency allocated to the project *[Word/Excel/PDF]*
- Project programme *[Excel/PDF]*
- Risk register *[Excel]*
- Authorising official declaration *[PDF]*
- Counter-fraud declaration *[PDF]*

#### Supporting information

Please refer to Appendix 2 of the guidance notes for the full list of desirable supporting information.

### **Page 5 - Subsidy control rules**

Applicants are requested to review the information below and answer the following questions about subsidy control rules. Further information on the [subsidy control regime](#) is available, including information on enterprises in the context of public powers referenced [statutory guidance for the UK subsidy control scheme](#).

In some instances, public sector organisations can operate as enterprises as defined in Section 7(1) of the [Subsidy Control Act 2022](#). All public sector organisations classed as 'economic actors' under the UK-EU Trade and Cooperation Agreement must ensure compliance with the subsidy control rules. A public sector organisation will be an enterprise if it is engaged in economic activity by offering goods or services on a market.

We are unable to advise on the position of public sector organisations applying to the scheme. Please refer to the UK Government subsidy control guidance or engage with your legal advisers when completing your application.

Does your organisation operate as an economic actor in respect of any of the work being undertaken within your application?

Yes

No

If yes, please provide:

- a. an explanation of what this economic activity is; and
- b. the amount of funding sought for this economic activity (£) within your application.

Any subsidies will need to comply with the Trade and Cooperation Agreement (TCA) Article 366 principles and transparency requirements as necessary. The maximum level of Minimal Financial Assistance (MFA) that an economic actor may receive is £315,000 in any 3-year period. Economic actor applicants will need to complete a Minimal Financial Assistance declaration, which will be set out in the loan agreement.

Please confirm whether your organisation has received more than £315,000 Minimal Financial Assistance within the past three years.

Yes

No

## **Page 6 - Declaration before application submission**

I confirm that the project will complete before Friday 31st March 2028

I confirm that my organisation will repay the entirety of the loan by 31st October 2048

I confirm that I have read and understood all terms and conditions stated below:

- The information supplied in the application form, energy savings information and supporting information is true and correct to the best of our knowledge.
- We understand we will be required to provide Salix with quarterly reports on the project's progress together with reasonable evidence of costs and proof of payment to suppliers and contractors.
- We understand that if a project's timescales or scope changes, we must notify Salix.
- We agree to Salix sharing knowledge and information about our funded projects with both current and future clients, according to the terms of the privacy notice, available on the Salix website.
- We consent for Salix to share our data with the Welsh Government and any relevant regulatory bodies.
- We confirm that we give consent for Salix to share our contact details to any contractor appointed by Salix or the Welsh Government to evaluate this scheme.
- 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).
- We confirm that the funding for the project will be governed by the terms and conditions of the Digarbon loan agreement.

Above statements are confirmed as true:

How did you hear about Digarbon?

- From another public sector body
- Salix website
- Have used Salix in the past
- Via consultant/supplier
- Magazine/other publication
- Event/conference
- Social media
- Salix email
- Other

Did you attend any of the Digarbon webinars?

Yes

No

## **Page 7 – Authorisation and commitment**

Signed by the main contact at the public sector body:

Signature: \*

Print name: \*

On behalf of (organisation): \*

Date signed: \*