

# **Phase 4 Public Sector Decarbonisation Scheme**

## **Guidance for unsuccessful applicants**

**March 2025**



## Introduction

The Public Sector Decarbonisation Scheme is popular and heavily oversubscribed, so unfortunately not all applicants will be successfully awarded funding. The purpose of this document is to provide guidance for unsuccessful [Phase 4 Public Sector Decarbonisation Scheme](#) applicants and who may wish to challenge the outcome of an application.

## What is the assessment process?

1. Initial quality checks: to ensure your application meets the minimum criteria and that all mandatory documents are attached
2. Technical assessment: applications will be assessed according to the order assigned following the targeted allocation process – if your application reaches this stage, you should expect queries from one of our external assessors
3. Quality assurance and delivery queries: you may be invited to a call with one of our team to discuss potential risks or issues and all applicants are expected to confirm the delivery of your project via email

## Why might our application be unsuccessful?

Applications may be unsuccessful for reasons including but not limited to:

- Funding availability: your application is outside the allocated funding after the targeted allocation approach, randomised selection and sector soft caps have been applied
- Where applications do not meet the eligibility criteria, including organisation status, building ownership and leasing arrangements, compliance with subsidy control, project additionality and fossil fuel heating plant eligibility
- Failure to meet the minimum requirements set out in section 4 of the [scheme guidance notes](#)
- Where applications are not original and bespoke to the organisation applying
- Where applications are considered poor in terms of quality or supporting evidence at any point in the assessment process
- Failure to respond to the assessor's queries within four working days, or with sufficient detail

## What can we do if we wish to challenge the outcome?

Our Salix team and our external assessors work to the highest standard, providing expert guidance and rigorous evaluation to ensure fair and transparent allocation of

funding. Our goal is to support public sector organisations to deliver their net zero ambitions. We understand your disappointment if your application is unsuccessful.

We are happy to provide detailed responses on queries regarding any aspects of your application where you request further clarity. We will respond to any queries within four working days. If you are still unhappy with the reasons for your unsuccessful application, you may submit an appeal or a complaint.

### **Can I challenge the outcome of my application if unsuccessful?**

If you are unhappy with the reasons for your unsuccessful application, you may submit an appeal or a complaint. Please see the [guidance document](#) for more information.

### **Appeals**

You may formally appeal the outcome of your application and request reassessment if you believe that we have not followed our processes correctly and not duly applied the scheme guidance in assessing your project.

For an appeal to be considered, please provide a detailed explanation of the reasons for your appeal, including reference to the relevant scheme guidance and criteria and the reason why you believe the assessment has not correctly applied this. Appeals must be submitted within 10 working days of receiving the letter confirming your application has been unsuccessful.

Reassessment of your application will be undertaken only on the elements your appeal has been made for. We cannot accept any additional information which was not, and should have been, provided as part of your original application. Similarly, we cannot accept additional clarification information that was requested during the original assessment but either not provided or not provided by the date required.

We will aim to complete the reassessment and communicate the outcome to you within 10 working days. If the original decision is upheld, we will request your acknowledgement and close the appeal process. If the reassessment changes the original outcome, we will continue based on the standard assessment and allocation process. Please note, a successful appeal does not guarantee you will be awarded funding, as your application must pass all stages of the process and be within the available funding to be allocated.

### **Complaints**

If you remain unhappy with the outcome, we have a separate process for complaints. Formal complaints may be submitted to [complaints@salixfinance.co.uk](mailto:complaints@salixfinance.co.uk).

Please note, while all aspects of your complaint will be investigated, applications will not be reassessed as part of the complaints process.

Further guidance including the Salix Complaints Policy and Procedure is available [on our website](#).

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We thank you for your application and hope to work with you in the future.



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