

## **Public Sector Decarbonisation Scheme Guidance: Payment claim evidence and breakdown of works**

*Last updated version: January 2026*

### **Introduction**

Public Sector Decarbonisation Scheme (PSDS) grant funding can only be drawn down on an evidence of need basis and must be for works related to measures within the agreed scope set out in your project's original application form or subsequently approved project form following a change request.

We will review all payment evidence provided and you must provide sufficiently detailed invoices and supporting evidence in the form of a breakdown of works for every payment request.

We encourage you to forecast based on invoices you have already received so that you can share these with your Salix relationship manager in plenty of time before your payment request for their feedback on whether the evidence meets our requirements.

### **What evidence should we provide for a successful payment request?**

Payment requests must be evidenced with either:

- a. An invoice including breakdown of works which is directly itemised and specified, or
- b. An invoice and accompanying supporting documentation where the breakdown of works is itemised and the supporting documentation can be clearly linked to the invoice

To ensure good stewardship of public money and satisfy audit requirements, we carefully review each payment request to ensure costs being claimed are valid.

It is your responsibility to ensure that all evidence provided contains a satisfactory level of detail to submit a payment request.

If the level of detail provided is not sufficient, your Salix relationship manager will reach out to you to request further information. If you are unable provide satisfactory supporting evidence prior to the payment deadline, then the payment request will be rejected by Salix need to be re-forecast for the following payment period.

### **What level of detail is required?**

To claim grant funding, you must provide supporting information to evidence your payment request (in most cases this will be invoices) with the following detail:

- Addressed to the public sector body grant recipient
- Dated within the grant scheme start and end date
- Reference to the PSDS scheme and/or PSDS submission ID
- The exact site or building where the works took place, with costs broken down by site where more than one site's costs are included in the invoice
- Detailed description of the exact works linked to a specific measure in your approved application form

- Each measure or work type should be a separate line so that the cost of each measure can be clearly identified. *For example, if claiming for design costs and installation costs in the same invoice, each will need to be a new line*
- For orders placed, the technology, manufacturer, and number of technologies should be specified (please see separate guidance sheet on requirements for payment claims for ordering equipment)

We advise that you share these requirements with your consultants and contractors from the start of the project, to ensure evidence is correctly detailed for the first claim and all future payment requests.

Please note:

- If any of the above isn't clear on an invoice, please provide accompanying supporting information which details the above information in a separate excel document.
- If the information provided is not satisfactory, we may need to reject the payment request and provide feedback as to how the submission could be improved. In the event the payment is rejected, the upcoming forecasts will be updated appropriately to include the rejected claim value.

A meeting with your finance department can be arranged if necessary to explain the requirements in more detail.

### **Supporting documentation**

Where limited detail is provided in an invoice, you can provide further detail in supporting documentation such as applications for interim payments where this lists the works, valuations, and payment certificates.

Other evidence may be accepted on a case-by-case basis and should be discussed with your Salix relationship manager. Any form of supporting evidence must be able to be clearly linked to the invoice.

Where the breakdown of works or other supporting documents total a different amount to the invoice amount, then the comments cell on the statement of expenditure should be used to clearly indicate which lines are relevant to the invoice being claimed. If this is not completed, we may request you to add this detail and re-submit the revised statement of expenditure.

Supporting information in an email format will not be accepted.

### **What if our project is undergoing a scope change?**

Grant funding can only be claimed for measures in your latest approved application form. If you have a change request under assessment, please discuss the costs you wish to claim with your relationship manager to understand what may be eligible. Any spend on measures affected by the change request is at your own risk until the scope change is approved by Salix. Approval will be confirmed in a Grant Amendment Letter.

### **Further guidance**

Please see the [\*'Forecasting and requesting grant payments'\*](#) page on our website for guidance on evidence required for the below costs:

- Equipment orders
- Distribution Network Operator upgrades
- Retention

## Examples

## A. Invoice:

An invoice can be submitted on its own if it clearly describes the type of works and associated costs linked to your approved PSDS project.

## Invoicer Name

<123 Street Address, City,  
Region, Post code>  
<Website, Email Address>  
<Phone Number>

Company details invoicing grant recipient  
(contractor/sub-contractor/consultant/supplier...)

## INVOICE

LOGO

Addressed to Public Sector Body Grant Recipient

## BILL TO

<Contact Name>  
<Client Company Name>  
<Address>  
<Phone, Email>

## SHIP TO

<Name / Dept>  
<Client Company Name>  
<Address>  
<Phone>

Invoice number

Invoice date within grant  
start and grant end date

Invoice No: #INV00001

Invoice Date: 01/11/2023

Due Date: 01/12/2023

	DESCRIPTION		QTY	UNIT PRICE	TOTAL
<b>School A:</b>	Reference to site. Works should be attributed to relevant site				
	Heat Pump	Pipework and emitter surveys	1	10,000.00	10,000.00
Design Works	Solar PV	Planning application Solar PV	1	4,000.00	4,000.00
		Roof Structural Survey	1	1,000.00	1,000.00
Orders Placed	ASHP	10.2kW Mitsubishi	2	4,000.00	8,000.00
<b>School B:</b>					-
Installation	ASHP	6th stage payment for pipework and electrical installations	1	9,500.00	9,500.00
All works above in association with (Grant Recipient)'s PSDS3(x) (Submission ID) Scheme					-
Mention of PSDS Scheme and Submission ID#					-
- Itemised breakdown by technology and the exact works					-
- Technology, Manufacturer, and number of technologies should be specified					-
- Each measure or work type is a separate line					-

SUBTOTAL 32,500.00

DISCOUNT 0.00

SUBTOTAL LESS DISCOUNT 32,500.00

TAX RATE 20.00%

TOTAL TAX 6,500.00

SHIPPING/HANDLING 0.00

**Balance Due £ 39,000.00**

## Terms &amp; Instructions

<Add payment instructions here, e.g: bank, paypal...>

<Add terms here, e.g: warranty, returns policy...>

