



Scotland's Public Sector Decarbonisation Fund Phase 3

Application Process





Scotland’s Public Sector Heat Decarbonisation Fund: Phase 3 Application Process

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Welcome

Welcome to Phase 3 of Scotland’s Public Sector Heat Decarbonisation Fund (“The Fund”), delivered by Salix on behalf of the Scottish Government.

In this document we outline how to apply for the Scottish Public Sector Heat Decarbonisation Fund Phase 3. We will take you through key dates and what is needed to fill out your application once the portal opens. The document will also cover what happens after the portal closes and how and when you will receive the outcome of your application.

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



Key Deadlines





1. Read the Scheme Guidance

Before preparing your application, please read the full **Scheme Guidance**.

Thorough understanding of the guidance will help you avoid delays and ensure your application meets the minimum requirements for assessment.

2. Register for the Webinars

To support organisations in preparing strong applications, we are hosting a series of webinars covering scheme guidance, required documents, and how to submit your application.

These webinars are a chance to understand the scheme and ask questions directly to the Salix team. You can find links to register for the webinars on the [Phase 3 Scotland's Public Sector Heat Decarbonisation Fund page](#) of Salix's website.

3. Register Your Interest

To be able to submit an application for The Fund, the **Register Your Interest Form** needs to be completed. This will capture information including:

- ❖ Whether the Public Sector Body is applying for the first time
- ❖ The name and type of the Public Sector Body
- ❖ Key contact details
- ❖ Project title
- ❖ Total estimated project value

The online form must be completed by the public sector body and not by any consultants acting on their behalf. You must therefore register using an official public sector body email address, which will also be used to submit the application. Access to the SharePoint submission folder will only be granted to the individual registered with a valid public sector body email address.

If multiple colleagues from the same organisation register, we will contact you to confirm who will be the designated person responsible for submitting the application.

If you need to change the designated person after registering your interest (for example if the employee leaves the organisation), please contact Salix.



Upon submission, you will receive an automated email confirming:

- ❖ Receipt of your expression of interest
- ❖ A unique submission ID
- ❖ The next steps for the process

4. Prepare Your Application

At this stage, you can begin gathering and preparing your documents. Please ensure all documents are complete, accurate, and correctly named.

All essential documents must be provided, as missing documentation may result in the application being unsuccessful.

Please see below table for the essential and desirable documentation to include in your application.

Essential Documentation	Desirable Documentation
Application form	DNO quotations
Authorising official confirmation - including confirmation of 20% match funding availability	Energy and Carbon Monitoring Report evidencing data through metering, frequency and duration
Counter fraud authorisation	Energy contract
Energy saving calculations	Evidence of current fuel costs
Energy Performance Certificates (EPCs)	Firm pricing
Energy bills	Heat Decarbonisation Plan (HDP)
Data sheets (essential for clean heating applications only)	Metering data
Letter of intent to local DNO (essential for clean heating applications only)	Photographic evidence of existing boiler, including manufacturer code and serial number. Where this is not possible, a service report or a maintenance report.
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 ²) and evidence of current fossil fuel and electrical energy use	Report of building refurbishment
Heat Loss Survey and evidence of impact on building heat loss	
Project costs including, indicative cost of all the measures included in the scope of the project, quotations, costs breakdown and applicant financial contingency (funded through applicant contribution) allocated to the project	



<p>Project programme</p> <p>Spending profile, allocating the grant value over the remainder of the financial year, and demonstrating that this is most appropriate for the project delivery, while also considering the timeline for the signing of the GOL and the subsequent time required to generate invoices and provide payment evidence.</p> <p>Risk register</p>	<p>Salix Peak Heat Loss Tool or equivalent</p>
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5. Submit Your Application

On the **24th March at 2pm**, you will receive an email from Scotlandgrants@salixfinance.co.uk containing a secure link to your organisation's SharePoint submission folder.

Please check your junk or spam folder if you do not see this email.

If you experience any difficulty accessing the folder, please email scotlandgrants@salixfinance.co.uk as soon as possible.

Access to the folder will be **revoked at 2:00pm on 29th April**. Please ensure all documents are fully uploaded before this time. Once access to the folder has been revoked, **you will be unable to further upload documents or make any changes**.

The SharePoint folder will contain 14 subfolders where you should upload relevant information. When uploading your application documents to SharePoint, please ensure each document is uploaded into the correct subfolders.

The subfolders are:

- ❖ Application Form
- ❖ Authorising Official Confirmation
- ❖ Counter Fraud Authorisation
- ❖ Data Sheets
- ❖ Energy Bills Evidence
- ❖ Energy Performance Certificates (EPCs)
- ❖ Energy Saving Calculations
- ❖ Feasibility Study
- ❖ Heat Loss Survey
- ❖ Letter of Intent to Local DNO
- ❖ Other Supporting Information
- ❖ Project Costs and Spending Profile
- ❖ Project Programme
- ❖ Risk Register



You can upload documents at different times or all at once. Documents will not be assessed until after the application deadline.

6. Assessment Process

Once received, your application will undergo initial **quality checks**.

Eligible applications will then progress to the technical assessment stage. The guidance notes set out full details of how your application will be assessed.

Our technical team will review:

- ❖ Strategic assessment
- ❖ Technical feasibility
- ❖ Financial costs
- ❖ Project delivery
- ❖ Social impact

Please ensure that you are available to answer queries during the assessment period. Additional clarifications may be requested if needed. This will not be an opportunity to provide additional information. We ask you to also respond to these clarifications within **4 working days**. Delays to responses may result in the failure of the assessment.

7. Delivery Call

During the assessment stage, we will arrange a delivery call with you to discuss:

- ❖ Project details
- ❖ Timescales
- ❖ Risk mitigation
- ❖ Any final technical or delivery questions

This is an opportunity to ensure we have a complete understanding of your proposal.

8. Assessment Outcome

Following the assessment process, you can expect to receive the outcome of your assessment in **August 2026**. You will be contacted directly with the result and any next steps required.