

Phase 2 Low Carbon Skills Fund: Completion Statement

Organisation name: [Salix to complete]
Project Title: [Salix to complete]
Submission ID: [Salix to complete]
Grant value awarded: [Salix to complete]

Purpose of the Completion Statement

This statement has been provided at project completion stage and enables your organisation to confirm final details as part of the grant completion and payment process. Final payments will be made after grant recipients have completed and returned the Completion Statement and it has been signed by both parties. The Completion Statement should be completed by the designated Authorising Official.

1. I confirm the final project cost for producing the Heat Decarbonisation Plan(s) is:

£

Note: Salix will pay for costs incurred up to the value of the grant award as evidenced by invoices submitted. Your claim should exclude any contribution made by your organisation towards the cost of the project.

2. I have produced and submitted the following number of Heat Decarbonisation Plan(s):

.....

If more than one, please detail the name of each plan and the buildings it covers in Appendix 1, page 3.

3. I confirm that our plans only include buildings listed in our application or as otherwise approved.

Yes No *If no, please contact us to discuss*

4. I confirm that the plan(s) submitted have been approved by my organisation:

On (date):

By (name and job title or decision-making committee):

If not – how and when will your plan be approved by your organisation?

On (date):

By (name and job title or decision-making committee):

You are asked to confirm whether your Heat Decarbonisation plan submitted to Salix has the following contents in order to aid analysis of the findings and inform future policy development. This simple assessment checklist is based on [HDP Guidance](#) on Salix's website.

5. I confirm that the submitted plan(s) include the follow contents:

- Introduction, Policy and Context
- Human and Financial Resources available and required
- Current energy and heating technologies and when they need to be replaced
- Previous energy saving and heating projects
- Low carbon heating opportunities and requirements for electrical load capacity
- Supporting information such as DEC's, energy and maintenance costs, age of buildings, target emissions savings
- Key challenges such as listed buildings and resources
- How the plan could be implemented
- How the plan was approved

If any elements are absent, please explain your rationale:

As the designated Authorising Official, I confirm that the above information is accurate. I confirm that our Heat Decarbonisation Plan(s) has been completed within the agreed timescale and that the final costs of the project remain compliant with the terms of the Grant Offer Letter.

Authorising Official Name:

Authorising Official Title:

Authorising Official Signature:

Note: This may or may not be the same person as referenced in Question 3, depending you're your organisation's governance processes.

Date:

For and on behalf of **[Organisation name]**

Appendix 1

If your organisation has produced and submitted more than one Heat Decarbonisation Plan, please detail the name of each plan and the buildings it covers:

SAMPLE