

# Phase 2 Public Sector Low Carbon Skills Fund

February 2022



Department for  
Business, Energy  
& Industrial Strategy



[salixfinance.co.uk](https://salixfinance.co.uk)



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# Forecasting grant payments

Forecasting  
payments:  
Overview

Schedule 3:  
Payment  
Schedule



# Forecasting grant payments: Overview

Who	The Main Contact or Authorising Official (AO)
How	Schedule 3: Payment Schedule via webform
What	Interim and/or Final payment – dates & values
Why	Forecasting payments enables us to draw-down funds in the correct month to align with your upcoming payment request
When	See timetable

# Forecasting grant payments

## Schedule 3: Payment Schedule

- We would encourage you to resubmit your Payment Schedule if your plans change
- Your schedule should reflect the date you expect to send your payment request to Salix
- Forecast only the values you expect to claim



# Requesting grant payments



# Requesting grant payment: Key dates

<b>Month</b>	<b>Submit a payment request by</b>	<b>Funds paid to your account</b>
March	Tuesday 1 March	Wednesday 23 March
April	Monday 28 March	Wednesday 20 April
May	Thursday 14 April	Wednesday 25 May

Note: Invoices dated after 31 March 22 can be accepted but must state clearly that all work was conducted in the grant period.



# Requesting grant payment: key documents



Schedule 5: Payment Request – PDF, signed by AO



Statement of Expenditure – Excel document



Statement of Expenditure – PDF document signed by AO



Evidence of need, i.e. Invoices



# Payment process

1. Submit forecast via Schedule 3: Payment Schedule webform
2. Submit signed payment request documents and invoices via email
3. LCSF team member will call you to confirm the bank details are correct
4. Payment request is approved by Salix Finance and shared with government
5. Funds received to Salix Finance are paid into your bank account and a remittance advice emailed to you



# The Grant Conditions



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# The Grant Conditions

Your Grant Offer Letter (GOL) lists specific conditions under 'Schedule 2'. These will include, but are not limited to:

- Mitigating Fraud form
- **Building data:** names, addresses, Unique Property Reference Numbers (UPRNs) and if applicable URNs for individual schools and Academies
- **Evidence of contract award:** as made to consultants or contractors
- **Schedule 4:** Mid-term monitoring report

*Additional conditions may apply to your grand award – please check your GOL*



# The Completion Process



# Quality Assuring your HDP - Completion Statement

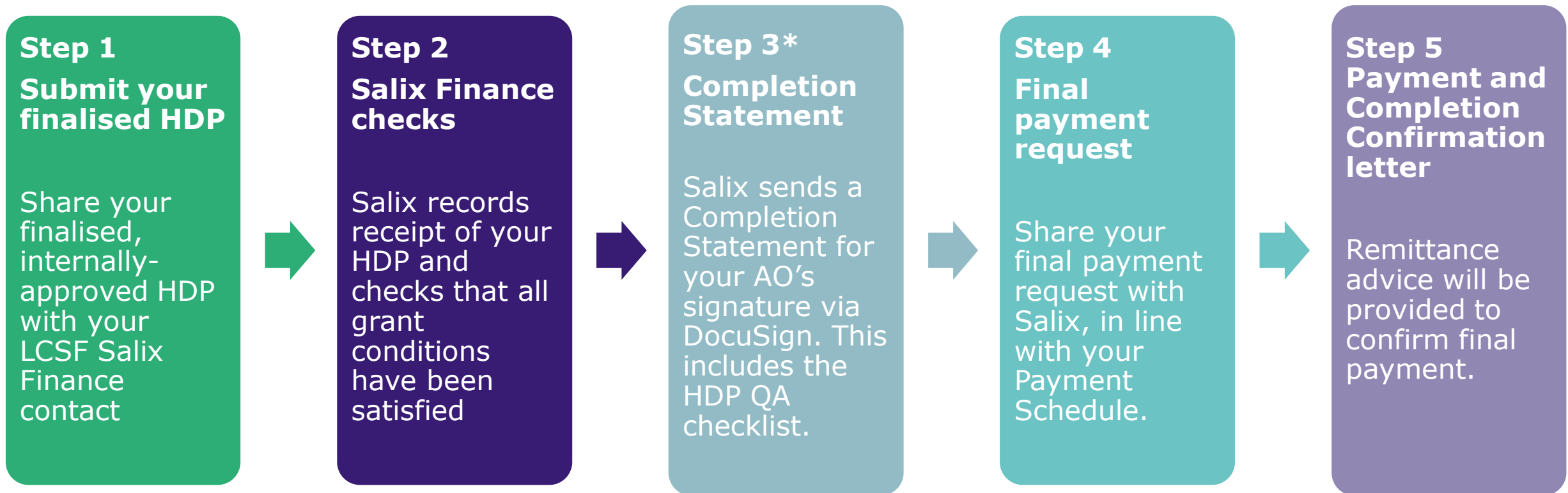
Salix must have received your finalised and approved HDP(s) by 31 March 2022.

The Authorising Official will be asked to confirm that the plan(s) has been quality assured in these areas:

- 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 will be implemented
- How the plan was approved



# The Completion Process



\*Steps 1-3 should be completed ahead of the payment request deadline

Full guidance notes to support you through the grant process can be found here:

[www.salixfinance.co.uk/P2LCSF](http://www.salixfinance.co.uk/P2LCSF)



# Questions



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Your partner for  
a low carbon future

# Thank you!

Our Phase 2 LCSF team can be contacted  
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