



## Scotland's Public Sector Heat Decarbonisation Fund

### Application Portal Questions

*This document outlines the questions that will be part of the Application Portal for Scotland's Public Sector Heat Decarbonisation Fund which will open for applications in November 2023.*

*To create an application, you are required to log into the Salix website. Please ensure you have the correct login details prior to the application portal opening. If you do not have a Salix account, please register [here](#).*

### **Page 1 - Welcome**

This online Application Portal gathers the information we require to process your application for Scotland's Public Sector Heat Decarbonisation Fund.

Please note this online form must be completed by the eligible body. Before starting your application, we encourage you to familiarise yourself with the key application details found on Scotland's Public Sector Heat Decarbonisation Fund page, including Guidance Notes and Terms and Conditions.

If, at any point, you wish to save your application to progress later, please press the 'save draft' button at the bottom of the page. If you are ready to proceed with your application, please click next.

You can return to your application by clicking 'my applications'. This button can be found in the main menu above.

The Salix Finance Privacy Policy can be found [here](#).

### **Online application guidance**

To complete this online grant application, you will be required to:

- Provide contact information for the main contact, and the Authorising Official at the eligible body.
- Complete the Application Portal with signed evidence of authorisation from the Authorising Official.
- Upload the Application Form and required supporting documentation.
- Provide details to confirm the organisation's economic actor status.

Should applications be incomplete, not have the correct authorisation, require further supporting documentation or are not submitted by the eligible organisation, they will be considered unsuccessful.

Salix will advise the Applicant if their application has been unsuccessful and why. Applicants can reapply, and it will be treated as a new application.

## Page 2 – Initial qualifying questions

Salix is looking to receive good quality applications for Scotland's Public Sector Heat Decarbonisation Fund. Before applying, we ask that you carefully read the guidance information on [Scotland's Public Sector Heat Decarbonisation Fund](#) webpage and please ensure you can answer yes to the following:

The organisation I am applying on behalf of is subject to the Public Bodies Duties in the Climate Change (Scotland) Act 2009. These organisations have previously been eligible to apply for the Scottish Energy Efficiency Loan Scheme (SEELS), as they are not influenced by borrowing restrictions. Eligible bodies include:

- Arms-length external organisations (ALEO's)
- Local Authorities
  - Maintained Schools can only be applied for by their Local Authority
- Universities

The following organisations are **not eligible** for this scheme;

- Public bodies classified by Office for National Statistics (ONS) as Scottish central government; NHS Health Boards, Further Education Colleges & Central Government Departments (these organisations can access the [Scottish Central Government Energy Efficiency Grant Scheme](#)).
- Public Corporations
- Private sector organisations
- Registered charities

## Authorising Official Approval

Note, the Authorising Official is the individual within the eligible organisation that has the final sign off on your Scotland's Public Sector Heat Decarbonisation Fund application.

The following declaration must be signed by the Authorising Official and submitted alongside the rest of the requested Supporting Information section below. The PDF copy can be found on the scheme page\*

- I confirm the Authorising Official has approved submission of this application to the Scotland's Public Sector Heat Decarbonisation Fund on behalf of our organisation.
- I have read the Scotland's Public Sector Heat Decarbonisation Fund Guidance Notes and agree acceptance of the content.

- I confirm that a team member and/or a consultant will be available to respond to any queries from Salix within three working days, throughout the assessment process and understand that failure to respond within the agreed timescales may result in the removal of our organisation's application from the assessment process.
- I confirm that the eligible body has agreed to contribute 20% of the total project costs, as defined in the Scotland's Public Sector Heat Decarbonisation Fund criteria.
- I am aware that once agreed, the total grant value cannot be exceeded, and any additional costs need to be supported by the eligible organisation directly.
- The project meets the criteria of 'additional'; set out in the application Guidance Notes.
- We have or will follow the agreed procurement route for this project in line with any internal procurement policy for our organisation or the relevant eligible body (where applicable).

The Authorising Official must also sign the Counter Fraud policy and submit this alongside the rest of the requested Supporting Information section below. The PDF of the Counter Fraud policy can be found on the scheme page.

## Page 3 - Organisation and contact details

**This section should be completed with the contact details for the eligible body.**

### Is this a Detailed or a Concept Application?

- Detailed Application
- Concept Application

**Organisation Name** (please state the official name, excluding acronyms)

### Which of the below best represents your organisation?

- University
- Arms-Length External Organisation (ALEO)
- Local Authority

### Organisation address

Address line 1:

Address line 2:

City:

Post code:

County:

### Main contact/Project lead details

First name:

Last name

Job title:

Phone number:

Email address:

Address:

### Consultant details (if applicable)

First name:

Last name:

Job title:

Phone number:

Email address:

Address:

### Authorising Official details

First name:

Last name:

Job title:

Phone number:

Email address:



Address:

**Page 4 - Project Details**

Application title:

Expected completion date:

Requested grant value:  
Year 1 (23/24) request (£):



Year 2 (24/25) request (£):



## Supporting information

Below is the list of supporting information requested alongside the Application Form.

Those marked as mandatory are essential for the assessment process and must be uploaded at the time of submission.

The list of desired documents, which can be found in full in the Guidance Notes, will be used to assist the assessor in evaluating your application and are strongly suggested to strengthen your application. A more robust and evidenced application is likely to score higher and have an increased chance of receiving funding. Please see Annex B.2 in the guidance for full glossary of documentation.

Salix will quality check applications for completeness; however, as there will not be an opportunity to submit further evidence, please ensure all documentation is uploaded at point of application.

The mandatory documents must be uploaded individually into their respective fields. Any remaining supporting information can be uploaded into the desired supporting information field.

Please ensure that all supporting documentation is clearly labelled and references what each document is being used to evidence.

### Mandatory documentation

Detailed Applications:

- Application Form
- 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<sup>2</sup>) and evidence of current fossil fuel and electrical energy use)
- EPC Certificates
- Energy Saving Calculations
- Peak 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, costs breakdown and applicant financial contingency allocated to the project
- Risk Register
- Authorising Official Approval Declaration
- Counter Fraud Declaration

Concept Applications:

- Application Form
- Project Programme



- Evidence of current fossil fuel and electrical energy use
- EPC Certificates
- Energy Saving Calculations
- Applicant financial contingency allocated to the project
- Risk Register
- Authorising Official Approval Declaration
- Counter Fraud Declaration

### Desirable Supporting Information

Please refer to Point 7.2 of the Guidance Notes for the full list of desirable supporting information for both Detailed and Concept Applications.

### **Page 5 - Subsidy Control Rules**

Applicants are requested to review the information below and answer the following questions about subsidy control rules.

In some instances, public sector organisations can operate as economic actors as defined in the UK Subsidy Control Act 2022. If, in connection with the delivery of the Scotland's Public Sector Heat Decarbonisation Fund grant/activities, you are undertaking any economic activity, you must cooperate with Salix to ensure compliance with the subsidy control rules. A public sector organisation will be an 'economic actor' if it is engaged in an economic activity by offering goods or services on a market (see Part 1, Section 7 of the UK Subsidy Control Act 2022) .

Does your organisation operate as an economic actor in respect of any of the work being undertaken within your application?

If yes, please provide:

- a. an explanation of what this economic activity is; and
- b. the amount of funding sought for this economic activity (£) within your Application. By reference to the value of the economic activity declared in above, please confirm if you have received more than £315,000 Minimal Financial Assistance (MFA) over the current and previous two financial years.

Any subsidies awarded will need to comply with the principles and transparency requirements of the Subsidy Control Act 2022 .

If, in respect of any economic activity, the applicant has received less than £315,000 MFA over a period of three fiscal years, the grant would not be caught by the subsidy control rules. Further detail is set out in Chapter 7 of the UK Gov Subsidy Control Statutory Guidance. Applicants below this limit will need to complete a Minimal Financial Assistance (MFA) declaration, which will be set out in the Grant Offer Letter



## **Page 6 - Declaration before Application submission.**

Please tick to confirm that your project will complete before Monday 31 March 2025.

I confirm that I have read and understood all terms and conditions stated below:

- The information supplied in the Application Form, energy savings information and supporting information is true and correct to the best of our knowledge.
- We understand that we will be required to provide Salix with monthly reports on the progress of the project together with reasonable evidence of costs and proof of payment to suppliers and contractors.
- We understand that if a project's timescales or scope changes, we must notify Salix.
- We agree to Salix sharing knowledge and information about our funded projects with both current and future clients, according to the terms of the Privacy Notice, available on the Salix Website.
- We consent for Salix to share our data with the Scottish Government.
- We confirm that we give consent for Salix to share our contact details to any contractor appointed by Salix or the Scottish Government to evaluate this scheme.
- We confirm there is no double funding for this project (i.e., that two sources of government funding are not being used to subsidise the same capital spend).
- We confirm that the funding for the project will be governed by the terms and conditions of the Scotland's Public Sector Heat Decarbonisation Fund Grant Offer Letter.

Above statements are confirmed as true: [Yes/No option]

How did you hear about Scotland's Public Sector Heat Decarbonisation Fund?

- Salix website
- Have used Salix in the past
- Via consultant/supplier
- Magazine/other publication
- From other public sector body
- Event/conference
- Social media
- Salix email
- Other

Did you attend of the Scotland's Public Sector Heat Decarbonisation Fund webinars?  
Yes/No

## **Page 7 – Authorisation and commitment**

Signed by the main contact at the public sector body:



Signature: \*

Print name: \*

On behalf of (organisation): \*

Date signed: \*