# Schedule 5: Payment Request

To: Salix Finance Limited

10 South Colonnade

Canary Wharf

London

E14 4PU

For the attention of: Phase 4 Public Sector Low Carbon Skills Fund Team

Email: Phase4lcsfgrants@salixfinance.co.uk

From: [Organisation Name]

Date: [Date of submission]

Submission ID: [Submission ID]

Project Title: [Project Title]

Dear Sirs/Madams,

**Phase 4 LCSF Grant Offer Letter dated [Insert LCSF Grant Start Date] entered into between Salix and the Recipient**

1. We refer to the LCSF Grant Offer Letter. This is a Payment Request. Words and expressions defined in the LCSF Grant Offer Letter have the same meaning in this Payment Request unless given a different meaning in this Payment Request.
2. We hereby request payment of the Grant as follows and attach supporting documentation which is normally an invoice:

Amount: £

Payment Date: XX/XX/XX

1. We confirm that at the date of this Payment Request and on each Payment Date:
   * + 1. each payment of the LCSF Grant that has been received to date has been used for the LCSF Grant Purpose,
       2. each payment of the LCSF Grant that has been received to date has been spent on those items of expenditure listed in the LCSF Grant Application and such items have not exceeded the forecasted amounts listed in the LCSF Grant Application (without prior written agreement of Salix);
       3. the remaining LCSF Grant to be provided is sufficient to meet the remaining costs required for fulfilment of the LCSF Grant Purpose;
       4. all information and evidence provided to Salix in support of the application for the LCSF Grant was complete, true and accurate at the time it was provided; and
       5. we have complied with the LCSF Grant Terms and Conditions in all respects.
2. This Payment Request is irrevocable.

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The Accountable Officer Date

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Print Name Job Title

For and on behalf of (Organisation Name)