

Breakdown of works: guidance

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Scotland's Public Sector Heat Decarbonisation Fund grant funding can only be drawn down on an evidence of need basis and must be for works related to measures within the agreed scope set out in a project's original application form or subsequently approved change request(s).

In order to provide this assurance and for Salix to complete these checks, we ask grant recipients to provide sufficiently detailed invoices or supporting evidence in the form of a breakdown of works for each payment request submitted to Salix.

Grant recipients must evidence each payment request with either:

- i) An *invoice* where a breakdown of works is directly itemised and specified, or
- ii) An invoice *and accompanying supporting documentation* where the works are itemised, and the supporting documentation can be clearly linked to the invoice

If the level of detail provided is not sufficient, we may ask grant recipients to provide further supporting information before we can make payment.

What is required?

To claim Scotland's Public Sector Heat Decarbonisation Fund payments from Salix, grant recipients will need to provide supporting information to evidence the payment request (in most cases this should be invoices) with the following detail:

- Addressed to the public sector body as the grant recipient
- Dated within the grant scheme start and end date (the financial year 01 April 2024 – 31 March 2025).
- Referenced with Scotland's Public Sector Heat Decarbonisation Fund and/or your Scotland's Public Sector Heat Decarbonisation Fund submission ID.
- The exact site or building where the works took place. Where costs for more than one site are included in the invoice, the costs should be broken down and itemised by site.
- Detailed description of the exact works the costs relate to, linked to a specific measure in the application form.
e.g. installation fees for 125Kwp Solar PV, orders placed for 2x 12kw Mitsubishi ASHP.
- Each measure or work type should be a separate line so that the cost of each measure can be clearly identified
- For orders placed, the technology, manufacturer and number of technologies should be specified
e.g. Supply of 2x 11.2kW Mitsubishi Air Source Heat Pumps

*Fees for the installation of Solar PV at Site A **£2,000***
*Installation of external wall insulation at Site B (please see schedule for details) **£3,000***
*Orders placed for 1x 12kw Mitsubishi heat pump (50% deposit) **£10,000***
Invoice total £15,000



*Orders Placed, Design and Installation works for SPSHDF **£15,000***



Salix advises grant recipients to share these requirements with their consultants and contractors from the start of the project to ensure evidence is correctly detailed for the first claim and all future payment requests.

If an invoice does not clearly show the required detail, grant recipients must provide accompanying supporting information which details the information listed previously in a separate Excel document.

If grant recipients are unable to provide sufficient detail through invoices or additional supporting documentation, Salix may request a *breakdown of works*, which will help grant recipients to provide the level of detail needed for payment. Where this is requested, your relationship manager will provide you with a template to fill in.

Payment requests may be rejected if Salix does not receive satisfactory evidence by the payment deadline. Further details on the payment deadline for each month can be found in your monthly monitoring report (MMR).

Invoices:

An invoice can be submitted on its own if it clearly describes the type of works and associated costs linked to the Scotland's Public Sector Heat Decarbonisation Fund project.

Example of an appropriate invoice:

Invoicer Name

Company details invoicing grant recipient
(contractor/subcontractor/consultant/supplier..)

<123 Street Address, City, Region, Post Code>
<Website, Email Address>
<Phone Number>

Addressed to Public Sector Body Grant Recipient

BILL TO:
<Contact Name>
<Client Company Name>
<Address>
<Phone, Email>

SHIP TO:
<Name / Dept>
<Client Company Name>
<Address>
<Phone>

INVOICE

INVOICE NO: #000001
INVOICE DATE: 01/11/2024
DUE DATE: 01/12/2024

Invoice Number

Invoice date within grant start and grant end date

DESCRIPTION			QTY	UNIT PRICE	TOTAL
School A: Reference to site. Works should be attributed to relevant site					
Installation	Heat Pump	Pipework and emitter works	1	10,000.00	10,000.00
	Solar PV	Roof Structural works	1	5,000.00	5,000.00
Orders placed	ASHP	10.2kW Mitsubishi	2	4,000.00	8,000.00
School B:					
Installation	ASHP	6 th Stage payment for pipework and electrical installations	1	9,500.00	9,500.00
All works above in association with (grant recipient's) Scotland's Public Sector Heat Decarbonisation Fund (Submission ID)					
Mention of Scotland's Public Sector Heat Decarbonisation Fund Scheme and Submission ID#					
				SUBTOTAL	32,500.00
				DISCOUNT	0.00
				SUBTOTAL LESS DISCOUNT	32,500.00
				TAX RATE	20.00%
				TOTAL TAX	6,500.00
				SHIPPING/ HANDLING	0.00
				BALANCE DUE	39,000.00

Terms & Instructions
<Add payment instructions here e.g. bank, paypal...>
<Add terms here, e.g: Warranty, returns policy...>

- Itemised breakdown by technology and the exact works
- Technology, Manufacturer, and number of technologies should be specified
- Each measure or work type is a separate line

Supporting documentation:

Where limited detail is provided in an invoice, grant recipients are expected to provide further detail in supporting documentation such as application for interim payments (where this lists the specific works and associated costs), valuations and breakdown of works.

Other evidence may be accepted on a case-by-case basis and should be discussed with your Salix relationship manager. Any form of supporting evidence must be able to be clearly linked to the invoice.

Where the *breakdown of works* or other supporting documents provided total a different amount to the invoice amount, then the comments cell on the statement of expenditure should be used to clearly indicate which lines are relevant to the invoice being claimed.

If this is not completed, Salix may request grant recipients to add this detail and re-submit the revised statement of expenditure.

Supporting information in an email format will **not** be accepted.

Examples of appropriate supporting documentation include:

		Unit	QTY	Milestone 1	Milestone 2	Milestone 3	Milestone 4	Milestone 5
School A								
Solar PV								
Orders placed	3kw		10			50,000		
Installation							3,000	3,000
Comissioning								
ASHP								
Orders Placed	10.2kW M		2					£18,000
Installation					£40,000			
Commissioning				£0.00	£40,000	£50,000	£3,000	£21,000

Exact site specified

Cost broken down by work type and technology
Quantity, manufacturer and number of technologies specified

Milestone total matches invoice total

