



Phase 4 Public Sector Decarbonisation Scheme Application Portal Questions

This document outlines the questions that are expected to be part of the application portal for Phase 4 of the Public Sector Decarbonisation Scheme (PSDS). Potential applicants should consider that the portal may contain additional questions once it opens. Please be aware that should the number of applicants on the portal be higher than its capacity, you will be placed into a queuing system. Please make sure to use the time available to submit your application(s) efficiently and do not rush to submit in the very first hour of the portal opening or the very last hour before the portal closes.

1. WELCOME

Welcome to the Phase 4 Public Sector Decarbonisation Scheme application portal.

Applications will be assessed according to their ranking based on the targeted allocation policy. For further information see the Phase 4 Public Sector Decarbonisation Scheme Guidance Notes section 2.

If at any stage, you wish to discuss your application or need any support or guidance, please contact us at phase4psdsgrants@salixfinance.co.uk.

- To save your progress and return to your application, please press the **'save draft' button** at the bottom of the page.
- If you are ready to proceed with your Phase 4 PSDS application, please **click next**.
- You can return to your application by clicking the **'My PSDS Application'** [here](#). This button can also be found at the top of the Phase 4 Public Sector Decarbonisation Scheme main page on the Salix website under **"My Salix"**.

Please note that this application portal requires you to upload documents in support of your application. This portal provides a specific page where you must upload all the mandatory documents, as well as any other supporting information applicable to your application. For each upload point you must **only** upload the relevant document requested.

For information on the Salix privacy policy please see [here](#).

Please note this application must be submitted by the eligible body. Any applications submitted by a non-public sector organisation will be withdrawn.

2. INTRODUCTION

This online application portal gathers the information we require to process your Phase 4 PSDS application.

We strongly encourage that you familiarise yourself with the [Phase 4 Public Sector Decarbonisation Scheme Guidance Notes](#) and other supporting resources, including the grant scheme Terms and Conditions, all found on our Salix website.

Online application guidance

To complete this online grant application, you must provide all the below information:

- Details about your organisation, including your legal address
- Contact information for the main contact and Authorising Official. If you cannot yet provide the consultant information for this project, this will be requested at a later date.
- Total grant value and forecasted annual spend
- A completed Phase 4 PSDS application form (mandatory template available here) can be found under the heading 'Application forms' [here](#).
- Evidence of project costs (e.g. itemised cost breakdown and quotations/invoices, CAPEX)
- Energy saving calculations, to show how the pre and post kilowatt-hours (kWhs) figures entered on the application form were calculated (preferred format being in xls or xlsx)
- Peak heat loss calculation or peak heat demand profile, to show that the low carbon heating system is appropriately sized
- Feasibility studies, including detailed options appraisal
- Manufacturer data sheets for chosen low carbon heating technology
- Evidence of the current heating system at the end of its useful life (e.g. photograph(s) of the boiler plates or maintenance report(s))
- Schematics of existing and proposed heating system
- A project programme (optional template available [here](#))
- Building energy consumption (meter data, historic bills, DEC)
- A detailed Salix risk register (mandatory template available [here](#))
- Project execution plan
- Counter fraud declaration signed by the Authorising Official (template available [here](#))
- Procurement status evidence ensuring applicant meets the [Procurement Act 2023](#) public authorities definition (if a higher education applicant)
- Leasehold agreement that also evidences remaining years of lease (if building leaseholder including PFI leaseholders)

Any other appropriate documentation can be provided under 'other supporting documents' such as but not limited to evidence of Distribution Network Operator engagement, quotations, etc.

Applications that do not provide the above information will not pass initial quality checks and will be withdrawn.

Please ensure you can answer yes to the following:

- The organisation I am submitting the application on behalf of is an 'eligible body' as defined by the [Procurement Act 2023](#) and can meet at least one of the following tests and that the organisation does not operate on a commercial basis:
 - a. The organisation is wholly or mainly funded out of public funds. **Yes/No**
 - b. The organisation is subject to public authority oversight. **Yes/No**
- This includes the following:
 - Central government departments and their arm's length bodies (set out in Public Bodies as published by the Cabinet Office, see [here](#). For central government departments where their roles are reserved (i.e., not devolved to Governments of Scotland, Wales, and Northern Ireland), funding may be used for estates located anywhere within the UK
 - Emergency services
 - Institutions of further and higher education (if eligible procurement status)
 - Local authorities
 - Schools within the state education system, including maintained schools, academies, multi-academy trusts, and free schools
 - Nursery schools maintained by a local authority
 - NHS trusts and foundation trusts
- The following organisations are ineligible for the scheme:
 - Public corporations
 - Private sector bodies
 - Social housing organisations
 - Registered charities
 - NHS primary care networks unless they are contracting authorities of an eligible body (including NHS trusts)
 - Organisations under the jurisdiction of trailblazer benefitting public authorities

I agree to the terms above *

Yes/No Tickbox

3. ORGANISATION DETAILS

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

Please select the sector which best represents your application (as defined in section 2.13 of the Guidance Notes).

Please note that this will determine the sector cap that applicants are assigned to and will be verified based on the building types included in the application form.

Name of organisation (Please state the official name, excluding acronyms)*

The sectors are as follows:

- Health

- Education
- Other

Note: if you are a local authority only applying for funding for school buildings, please select education.

Please select the sector type which best represents your organisation:

- Schools
- Academies
- Higher Education
- Further Education
- Boards of Education
- NHS Trust and Foundation Trust
- Healthcare facilities management
- University teaching hospitals
- Emergency Services (standalone ambulance services should select 'NHS')
- Central Government Departments
- Ministry of Defence
- Ministry of Justice
- Other central government departments
- Arms-Length Bodies
- Local Authorities
- Non-departmental Public Bodies
- Other

If you are applying on behalf of an individual school, please input the school's Unique Reference Number.

Please input your sponsor department if an arms-length body.

Have you successfully applied for PSDS in the past? **Yes/No (checkbox)**

If yes, please provide the most recent Submission ID (if known)

Please input your public sector organisation's legal address:

Address line 1

Address line 2

City

County (from the below list)

Post Code

Country (from the below list)

Region of project sites (from the below list):

- East of England
- East Midlands
- South East
- South West
- Greater London
- Northeast
- Northwest
- West Midlands
- Yorkshire and the Humber
- Northern Ireland
- Scotland
- Wales
- Across Regions

Please confirm the total grant value (£)

Note: This should match the total eligible grant value on your application form.

Forecasted grant spend year 1 (FY 2025/26) (£)

Forecasted grant spend year 2 (FY 2026/27) (£)

Forecasted grant spend year 3 (FY 2027/28) (£)

Note: Once agreed via the Grant Offer Letter, funding cannot be moved between years.

Please confirm the total applicant contribution, (£)

Note: This should match the total applicant contribution value in Step 4 on your Application Form.

Main contact/Project lead details

Please enter the contact details for the main contact/project lead at the eligible public sector organisation for this Phase 4 Public Sector Decarbonisation Scheme application. Please note, the main contact/project lead will be the first point of contact for any questions from Salix/assessors on the application.

First name

Last name

Organisation

Department

Position

Email address

Please confirm email address

Contact number

Please confirm contact number

4. PLEASE PROVIDE THE LEAD CONSULTANT/CONTRACTOR DETAILS

Is a consultant/contractor supporting your Phase 4 Public Sector Decarbonisation Scheme Application?

Yes/no (Tickbox)

If yes, please provide the main contact details for the contractor/consultant below.

First name

Last name

Organisation

Department

Position

Email address

Please confirm email address

Contact number

Please confirm contact number

Are there any further consultants/contractors working on your Public Sector Decarbonisation Scheme application? Yes/No (tickbox)

If yes, please provide the main contact details for the contractor/consultant below.

First name

Last name

Organisation

Department

Position

Email address

Please confirm email address

Contact number

Please confirm contact number

Are you expecting any additional consultant or contractors to support the delivery of the project? Yes / No (tickbox)

5. AUTHORISING OFFICIAL AT ELIGIBLE BODY

Please provide the details of the Authorising Official at the eligible body for this project. The Authorising Official should have the final sign off on your Phase 4 PSDS application.

Please note the Authorising Official must be someone in the organisation with the ability to sign off on financial documents, for example a Chief Financial Officer (CFO). We would recommend that this is someone separate from the main contact.

For your application to be reviewed, your Authorising Official must have signed the Counter Fraud declaration, which confirms that the Authorising Official has authorised the application and that the organisation is not committing fraud.

We recommend that you continue to brief your Authorising Official on your Phase 4 PSDS application throughout assessment. If awarded funding, the Authorising Official will be responsible for signing the Grant Offer Letter within 10 working days.

Authorising Official Details:

First name

Last name

Organisation

Department

Position

Email address

Please confirm email address

Contact number

Please confirm contact number

6. UPLOAD APPLICATION FORM AND SUPPORTING INFORMATION

Supporting documents

Along with the mandatory Phase 4 application form, we require you to provide supplementary documentation to support the project assessment. These are an essential part of your application and will determine the outcome of the initial quality check and the assessment.

Please upload your completed application form and supporting information below. Note that fields marked with an asterisk * are mandatory and these documents must be uploaded to continue to the next page.

Any submitted evidence containing links to file upload websites will not be accepted.

We strongly discourage uploading large zip files that consolidate the mandatory document listed above into a single archive. This approach is not suitable for assessment purposes and may slow the operation of the portal for you and other applicants. Instead, we request the individual submission of documents for improved clarity and efficiency. Zip files should only include the same type of supporting documentation (i.e., all energy calculations in their own zip file).

If a supporting document is unavailable, kindly upload a Word document providing an explanation for its absence or specify where the relevant information linking to the document can be located. This ensures transparency and clarity in the absence of the intended supporting material.

Please upload your supporting documents:

Phase 4 PSDS application form*

- Supported formats are xls xlsx only. Max file is 100MB.

Cost evidence (itemised cost breakdown for CAPEX)*

- Supported formats are gif jpeg png txt rtf pdf doc docx ppt pptx xls xlsx xml zip. Max size for each file is 100MB.

Energy saving calculations for all measures*

- Supported formats are xls xlsx pdf zip. Max size for each file is 100MB.

End-of-life heating plant evidencee*

- Supported formats are gif jpeg png txt rtf pdf doc docx ppt pptx xls xlsx xml zip. Max size for each file is 100MB.

Project programme*

- Supported formats are gif jpeg png txt rtf pdf doc docx ppt pptx xls xlsx xml zip. Max size for each file is 100MB.

Peak heat loss calculation or peak heat demand profile*

- Supported formats are gif jpeg png txt rtf pdf doc docx ppt pptx xls xlsx xml zip. Max size for each file is 100MB.

Feasibility studies, including detailed options appraisal*

- Supported formats are gif jpeg png txt rtf pdf doc docx ppt pptx xls xlsx xml zip. Max size for each file is 100MB.

Manufacturer data sheets for all measures including proposed Low Carbon Heating Technology (these do not need to be the final products chosen)*

- Supported formats are pdf zip. Max size for each file is 100MB

Building energy figures (meter data, historic bills, DEC)*

- Supported formats are gif jpeg png txt rtf pdf doc docx ppt pptx xls xlsx xml zip. Max size for each file is 100MB.

Risk register (using Salix's template)*

- Supported formats are xls xlsx only. Max size for each file is 100MB.

Counter fraud declaration*

- Supported formats are gif jpeg png txt rtf pdf doc docx ppt pptx xls xlsx xml zip. Max size for each file is 100MB.

Governance structure*

- Supported formats are gif jpeg png txt rtf pdf doc docx ppt pptx xls xlsx xml zip. Max size for each file is 100MB.

Schematics of existing and proposed heating system*

- Supported formats are gif jpeg png txt rtf pdf doc docx ppt pptx xls xlsx xml zip. Max size for each file is 100MB.

Project execution plan*

- Supported formats are gif jpeg png txt rtf pdf doc docx ppt pptx xls xlsx xml zip. Max size for each file is 100MB.

Other supporting information

Procurement status evidence (only for higher education applicants)

- Supported formats are gif jpeg png txt rtf pdf doc docx ppt pptx xls xlsx xml zip. Max size for each file is 100MB.

Leasehold agreement that also evidences remaining years of lease (for building leaseholders including PFI leaseholders)

- Supported formats are gif jpeg png txt rtf pdf doc docx ppt pptx xls xlsx xml zip. Max size for each file is 100MB.

Other supporting information such as but not limited to evidence of Distribution Network Operator engagement, quotations, etc

- Supported formats are gif jpeg png txt rtf pdf doc docx ppt pptx xls xlsx xml zip. Max size for each file is 100MB.

7. DECLARATIONS

Please review the terms below and confirm your agreement.

We confirm that those submitting the application are members of the public sector body and the public sector body is eligible for Phase 4 PSDS.

The information supplied in our 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.

We understand that if a project's timescales, or scope change, we must notify Salix.

We agree to Salix sharing knowledge and information about our application and funded projects with both current and future clients, including the Department.

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, including previous phases of the Public Sector Decarbonisation Scheme).

We have read the Phase 4 Public Sector Decarbonisation Scheme Guidance Notes and agree acceptance of the content.

We confirm that a team member and, if already appointed, a consultant will be available to answer any questions, within two working days, throughout the assessment process.

We confirm that the eligible body has agreed to fund any like-for-like costs and costs that the grant cannot cover, as defined in the Public Sector Decarbonisation Scheme Phase 4 criteria.

We are aware that once agreed, the total grant value cannot be exceeded, and any additional costs need to be supported by the eligible organisation directly.

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).

I agree to the terms above* **(Tickbox)**

We confirm that the application complies with all the relevant additionality criteria set out in the Phase 4 Public Sector Decarbonisation Scheme Guidance Notes, including that the applicant does not have readily available access to endowments or other sources of private funding that could be used to fund this project apart from the required applicant contribution. **(Tickbox)**

We confirm that the funding for the project will be governed by the terms and conditions of the Phase 4 Public Sector Decarbonisation Scheme Grant Offer Letter **(Tickbox)**
See Terms and Conditions.

I declare that the information I have given on this form is correct and complete. I understand that if I knowingly provide false information this may result in further action and I may be liable for prosecution and civil recovery proceedings. I consent to the disclosure of information from this form for the purposes of verification of this application and the investigation, prevention, detection and prosecution of fraud. **(Tickbox)**

Use of data

Please note that information, which may include personal data, about both unsuccessful applications and funded projects collected via the application portal will be shared with the Department for Energy Security and Net Zero (the Department) and, where the Department deems it appropriate and/or consistent with the purposes for holding the data, may share this data with other government departments and public authorities as detailed in the Department's Privacy Notice. The purposes for which data may be shared will include enabling/assisting these bodies to co-ordinate decarbonisation work across the areas of the public sector for which they have responsibility.

Administrative data will be shared with the Department's research and evaluation partners to evaluate the effectiveness of the scheme. Where consent is provided, personal data will also be shared as detailed in the Department's Privacy Notice.

Consent to Share Data

We understand that Salix may share our personal data with other government departments and public authorities which have a legitimate interest in the data.

In all cases, where shared data contain personal data, they will be managed in accordance with the published the Department's Privacy Notice, which can be found here.

I understand that scheme research activities may be conducted by third-parties and that my consent is sought for data to be shared with such parties in connection with these activities.

I consent for Salix to share the data contained in this application, including personal data with third party research and contractors appointed by the Department to evaluate this scheme.

Giving consent to this option is not a precondition for consideration of your application.

(Tickbox)

Further information on data processing and rights in respect of personal data held in respect of Phase 4 Public Sector Decarbonisation Scheme is contained in the Salix and the Department privacy notice.

8. READY TO SUBMIT

Are you ready to submit?

*****Please note once you have submitted you will not have the option to edit your application*****

Before submitting your application, please ensure you have fulfilled the scheme criteria and uploaded all relevant documentation.

Once submitted, all applications must first meet all quality and completeness checks before they can undergo a full technical assessment. If applications do not pass the initial quality checks stage, then the application will be withdrawn from the scheme.

Applicants will be able to view their application and follow the progress of their application status within the application portal via portal status updates. Applicants will be informed if any further actions are required via email.

Confirmation of funding will not be shared until the application has completed the assessment process. Salix expects to inform successful applicants by mid-March 2025.

When you are ready to apply, please click submit below.

Salix Finance Ltd
10 South Colonnade, Canary Wharf, London, E14 4PU
t: 020 4542 6439
e: info@salixfinance.co.uk



www.salixfinance.co.uk

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