**Phase 5 Public Sector Low Carbon Skills Fund: Completion Statement**

**Organisation Name:**

**Project Title:**

**Submission ID:**

**Grant value awarded:**

**Purpose of the Completion Statement**

This statement has been provided at project completion stage and enables your organisation to confirm final details as part of the grant completion and payment process. Final payments will be made after grant recipients have completed and returned the Completion Statement.

The Completion Statement should be completed and signed by the designated Authorising Official.

1. **I confirm the final project cost is:**

£
*Note: Salix will pay for costs incurred up to the value of the grant award as evidenced by invoices submitted. Your claim should exclude any contribution made by your organisation towards the cost of the project. If you cannot reclaim VAT from HMRC and this value was included in your grant award, then please state the final value of LCSF funding required including VAT.*

1. **I have produced and submitted the following number of completion documents:**

If more than one heat decarbonisation plan, please detail the names and the buildings they cover along with the quality assurance score in Appendix 1, page 3. If more than five, we expect a minimum of five to be detailed and scored.

1. **The submitted completion documents cover the following number of building(s):**

1. **I confirm that our completion documents only include buildings and the activities listed in our application and Supplementary Building Information Tool or as otherwise approved through a scope change.**

Yes [ ]  No [ ]  *If no, please contact your Relationship Manager to discuss*

1. **I confirm that the submitted heat decarbonisation plan(s) (if applicable) include the follow contents:**

You are asked to confirm whether your heat decarbonisation plan(s) submitted to Salix has the following contents in order to aid analysis of the findings and inform future policy development.

* Executive Summary [ ]
* Introduction, Policy and Context [ ]
* Current energy and heating technologies [ ]
* Determining the whole solution [ ]
* Estimating costs and budgets [ ]
* Delivery plan [ ]
* Resources [ ]
* Supporting information [ ]
* Key challenges [ ]
* Approval of HDP [ ]

If any elements are absent, please explain your rationale:

1. **I confirm that I have carried out Quality Assurance scoring on the heat decarbonisation plan(s) (if applicable) and the plan(s) have achieved a score of:**

      %

If more than one plan has been scored and submitted, please detail the name of each plan and the buildings it covers along with the quality assurance score in Appendix 1, page 3. If more than five, we expect a minimum of five to be detailed and scored.

 If the score is below 70% please explain your rationale for approving the final HDP(s):

1. **I confirm that the completed documents submitted have been approved by my organisation:**

On (date):

By (name and job title or decision-making committee):

 **If not – how and when will they be approved by your organisation?**

On (date):

By (name and job title or decision-making committee):

As the designated Authorising Official, I confirm that the above information is accurate. I confirm that our completion documents have been completed within the agreed timescale and that the final costs of the project remain compliant with the terms of the Grant Offer Letter.

**Authorising Official Name:**

**Authorising Official Title:**

**Authorising Official Signature:**

**Date:**

**For and on behalf of**

**Appendix 1**

**If your organisation has produced and submitted more than one heat decarbonisation plan, please detail the title of each plan and the buildings it covers as well as its quality assurance score** *(if >5 HDPs have been submitted, we expect a minimum of 5 to be scored)***:**

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| --- | --- | --- |
| **HDP title** | **Buildings covered** | **Quality assurance score** |
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