

## PUBLIC SECTOR DECARBONISATION SCHEME GRANT OFFER LETTER

[CLIENT]

[Date]

Dear [xx]

### GRANT OFFER LETTER

1. The Secretary of State for Business, Energy and Industrial Strategy (the **Secretary of State**) has made funding available to provide you (the **"Recipient"**) with a grant of [up to] £[amount] to assist you in carrying out [description of the project].
2. I am writing to acknowledge receipt of your application for the Grant, a copy of which is attached at Schedule 5, and, on behalf of the Secretary of State, to provide you with an offer of grant funding. Terms defined in this Grant Offer Letter have the same meanings as defined in the attached Memorandum of Understanding.
3. The key details of the Grant are as follows:

<b>Name of Recipient</b>	
<b>Amount of Grant</b>	
<b>Project Name</b>	
<b>Project ID/Reference Number</b>	
<b>Low Carbon Skills Fund Grant ID/Reference Number (if applicable)</b>	
<b>Description of Project</b>	
<b>Project Start Date</b>	
<b>Grant Payment Date</b>	

4. You must appoint a person (the “**Accountable Officer**”) who will be responsible for ensuring that you use the Grant in compliance with the attached Grant Determination Letter and Memorandum of Understanding.
5. The Grant will be paid to you by the Secretary of State in full on the Grant Payment Date, subject to various conditions which are set out in the attached Grant Determination Letter and Memorandum of Understanding.
6. The signature of the Accountable Officer is to be inserted at Schedule 6.
7. In communicating with us, your contact is [●].
8. The provision of the Grant is subject to the terms and conditions set out in this Grant Offer Letter, the attached Grant Determination Letter, Memorandum of Understanding, and schedules. The Grant is being provided to you in consideration for you agreeing to deliver the Project and agreeing to comply with the terms and conditions set out in this Grant Offer Letter and the attached schedules, Grant Determination Letter, and Memorandum of Understanding.

If you wish to accept the offer of grant funding upon the terms set out in this Grant Offer Letter and the attached schedules, Grant Determination Letter, and Memorandum of Understanding, please countersign this letter within 10 Business Days of the date of this letter and return the original to Salix Finance Ltd. If you fail to countersign and return this letter within 10 Business Days of the date of this letter, the offer of grant funding shall expire.

.....  


Katherine Wright, Deputy Director, Public Sector and Local Energy, Department for Business, Energy and Industrial Strategy

Authorised Signatory

For and on behalf of the Secretary of State

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We hereby accept the offer of grant funding upon the terms set out in this Grant Offer Letter and the attached schedules.

.....

Authorised Signatory

.....

Date

For and on behalf of [*Name of Recipient*]

### **Schedule 1: Specific Conditions**

- Schedule 2 must be completed and returned to Salix Finance by 1<sup>st</sup> April 2021.
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## Schedule 2: Delivery Programme

To be completed and returned to Salix Finance by 1<sup>st</sup> April 2021.

1. Name of Project with URN
2. Summary Description of Project
3. List of Measures and the cost of each Measure
4. Detailed Timetable:

Steps Taken/To be Taken	Process	Dates	Status e.g. RAG status/Complete	Estimated Spend Profile
<b>Internal Governance</b>				
Project Approval	Estates/Finance approval			
	Board/Council approval			
Confirmation that any Grant conditions have been satisfied e.g. provision of risk register				
Return Grant Offer Letter				
<b>Status of Project</b>				
Procurement/Tender	Final design/specification			
	Project out to tender			
	Contract awarded			
	Cool off period			
Order	Order placed			
Equipment	Equipment delivered/on site			
Project on Site	Commencement			
	Key milestones			
	Project complete onsite			

	Final commissioning/Completion Certificate			
Project Completion	Submit final invoices			
	Send Completion Certificate to Salix			

**5. Key/High Level Risks with mitigation measures**

**6. Estimated Number of Jobs generated by the project**

**7. Provide the following details for every building a measure is taking place:**

(further lines can be added if necessary)

#	Building name	Building Property Number	Unique Reference	Postcode
1				
2				
3				
4				

### Schedule 3: Monitoring Reports

Monitoring reports are to be provided by the 5<sup>th</sup> of each month to Salix Finance and should contain the following information:

- 1. Internal governance/project approvals update**  
Including - progress update on any conditions within GOL that have been satisfied.
- 2. Status of project**  
Highlighting comparison to Project Programme outlined in Schedule 2 e.g. project out to tender; updated details of procurement route used or awards made to contractors; order placed; equipment on site; completed on site; final commissioning, payment(s) required etc.  
Provide an updated Schedule 2 including detailed timetable if there have been any updates or changes.
- 3. Actual project spend to date (£)**
- 4. Risks impacting on project delivery (changes to risk register only)** [these should be reported by exception from month 2 onwards]  
e.g. supply chain delays to receiving some equipment
- 5. Update on jobs being supported** – looking for evidence
- 6. (Applicable for Category 2(c) and 3(c) projects only) Status of Heat Decarbonisation Plan**  
Highlighting progress made on the development of a Heat Decarbonisation Plan
- 7. Any other relevant information**  
Highlighting any changes in Authorising Official and key personnel

In the event that the below scenarios arise, you need to report by exception within 3 business days:

- Changes in cost > 10%
- Changes in scope (technologies)
- Delayed > 3 months
- Project no longer able to proceed, detailing any reasons for the decision

#### Schedule 4: Specimen Signature

Name of Accountable Officer:	
Position in Organisation:	
Signature:	

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**Schedule 5: Grant Application**

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