



Department for
Energy Security
& Net Zero

Home Decarbonisation Skills Training Competition Phase 2

Guidance

July 2023



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1. Overview

This guidance sets out the context, application process and assessment criteria for the Home Decarbonisation Skills Training Competition (the Competition). This document should be read in advance of submitting any application and should be referred to throughout the competition process.

The Competition will fund training for people working, or who want to work, in the energy efficiency and building retrofit sectors in England. Up to £8.85m will be available as grant funding for a range of suppliers to deliver accredited training to support the scaling up of the retrofit & energy efficiency sectors. The England-wide competition is being run by the Midlands Net Zero Hub (the Hub) with the support of the Department for Energy Security & Net Zero (the Department). The Hub is funded by the Department as part of the government's Clean Growth Strategy and is hosted by Nottingham City Council.

Successful applicants will be expected to achieve the following in their chosen work package(s):

1. For Work Package 1, deliver training in retrofit assessor and retrofit coordinator skills, leading to a recognised qualification.
2. For Work Package 2, deliver installation training courses for the specific technology resulting in a proven competency level for the trainee - for example:
 - National Occupational Standards.
 - NVQ Level 2, 3, 5 or equivalent.
 - Requirements of PAS 2030: 2019 or PAS 2035 standards.
3. Skills training in retrofit and/or energy efficiency including training to individuals with existing skills, and/or training to those new to the sector.
4. CPD style training courses that cover insulation (Work Package 2) supporting entry into the sector.

Successful applicants will be expected to demonstrate the following within their proposal:

5. Evidence of demand for the proposed skills training courses to support the type and volume of training places to be made available e.g. minutes of meetings held with local supply chain providers or work coaches/job centres, details of enquiries for potential courses, or other auditable evidence. This can include letters of support from organisations who intend to work in partnership with the training provider to provide candidates for training that would then go on to work on retrofit projects.
6. Training offered to be available subsidised for trainee at point of delivery; applicants to propose the most appropriate level of subsidy where there is to be a cost to the trainee / trainee's employer (subject to subsidy control).

7. Training can be delivered either online, in physical classroom sessions, or a combination of the two as appropriate.
8. Competition applicants must be based in England. Face-to-face, classroom-based training delivered as part of the competition must also take place in England (training delivered on-line may be delivered from outside of England).
9. Provide evidence of compliance with the competition requirements.

The Competition will be open to applications between **28th July 2023** and **25th August 2023**.

A maximum of £1m will be available for each training project. The number of projects funded will depend on the range and value for money proposed and the quality of the proposals; as such, the target numbers in section 4.1 for training delivered are intended as a guide only and are subject to amendment, pending responses from applicants to the Competition.

The Competition is open to providers across England and training provision delivered as a result of the Competition should be targeted at trainees based in England. It is expected that there will be training provision for each of the Competition work packages across the five Net Zero Hub areas (as detailed in Appendix A). Your application will therefore need to detail which Hub area or areas you are proposing to cover.

The Department reserves the right to terminate the Competition at any time, and may decide not to award any grants, or to award grants for less than the total funding available. Neither the Department nor the Hub will be liable for any costs incurred in the preparation or submission of bids.

1.1 Timescales

The following table outlines the steps within the Competition, from initial applications to final projects.

Table 1: Competition timetable

Milestones	Planned completion date
Competition launch	25 July 2023
Deadline for questions from applicants	28 July 2023
Deadline by which the Department will respond to all applicants' questions	2 August 2023
Deadline for submission of proposals	25 August 2023
Project selection and award notification	11 September 2023
Training begins to be available	September 2023
Training end date – last training day	31 March 2024
Final submission of payment requests and provision of evidence	30 April 2024
Project wrap up	31 May 2024

2. Introduction

Tackling climate change is a high priority for the government. In 2019 the UK government set a legally binding target to achieve net zero greenhouse gas emissions from across the UK economy by 2050. Buildings play a crucial role in our lives. On average people spend 85% of their time indoors, meaning the quality of construction and design, and of retrofit, plays a central role in our health, comfort, wellbeing and productivity. In the UK, heating and powering buildings accounts for 40% of the energy demand, and 30% of the carbon emissions. The UK has some of the oldest, and least energy efficient, homes in Europe. To deliver the UK's net zero carbon emissions targets by 2050, we need to decarbonise over 30 million homes.

The government is investing £6.6 billion over this Parliament on clean heat and improving energy efficiency in buildings, reducing our reliance on fossil fuel heating. In addition, £6 billion of new government funding will be made available from 2025 to 2028.

- Wave 2.1 of the Social Housing Decarbonisation Fund (SHDF) was launched in September 2022 to support the installation of energy performance measures in social homes in England. £778 million of government funding was allocated for Wave 2.1 of the SHDF in March 2023.
- In October 2021 the Heat and Buildings Strategy announced £950 million to be allocated to the Home Upgrade Grant (HUG), which will be delivered from April 2022 to March 2025. Phase 2 of the Home Upgrade Grant will be delivered from early 2023 to March 2025.
- In addition, the government has committed to a four-year, £4 billion extension and expansion of ECO with ECO4.
- On top of this the Great British Insulation Scheme (GBIS) will deliver £1 billion of energy efficiency measures to households over 3 years between 2023 and 2026.

In 2020 we launched the first Skills Training Competition. Training delivered under this £6m competition ran during 2020-2021 and delivered around 7,000 subsidised training opportunities in retrofit, covering energy efficiency installations (fabric and non-fabric), heat installations and retrofit coordinators and advisor qualifications. The training delivered and qualifications achieved enabled individuals to contribute to domestic retrofits, and in some cases achieve the certifications necessary to install measures under government funded schemes.

In 2022 we launched the follow up to the first Skills Training Competition - the Home Decarbonisation Skills Training Competition. This competition is on track to deliver around 9,000 subsidised training opportunities in retrofit, covering energy efficiency installs (fabric and non-fabric) and retrofit coordinators and advisor qualifications.

To deliver the levels of retrofit needed to meet our Net Zero target, and in the shorter term to be able to meet the demands of our retrofit schemes including SHDF, HUG, GBIS and ECO, the supply chain will need to scale up.

The Department is launching the **Home Decarbonisation Skills Training Competition Phase 2 (the Competition)** which invites organisations to submit proposals for delivering skills training and support to installers and installer organisations within the retrofit sector. This guidance sets out the context, application process, and assessment criteria, and should be read in advance of submitting any application and referred to throughout the competition process.

The Competition is open to applications for a period of 4 weeks between 28 July 2023 and 25 August 2023. This guidance and other information related to the Competition is available to download from the competition webpage on gov.uk.

The Competition will make up to £8.85 million available for programmes to deliver training solutions covering the areas described in the overview, and for the technologies set out in section 4.1. A maximum of £1m will be available for each programme/application. The number of programmes funded will depend on the range of solutions proposed and the quality of the proposals.

3. Competition Aims and Objectives

The overall **objective of the competition** is to make progress towards the increased number of trained installers and other retrofit professionals needed to deliver the increase in energy efficiency installations that will be required to meet our Net Zero targets.

The competition aims to:

- Support skills training in the installation of energy efficiency measures – including training to individuals with existing skills, and training to those new to the sector, as well as training for retrofit coordinators and other retrofit professionals;
- Increase installer capacity within the supply chain to deliver installations by increasing the number of skilled individuals;
- Increase confidence of training providers to deliver this type of training by demonstrating the demand for such training and supporting them to set up new delivery of courses;
- Gather information about the supply chain and skills provision, to allow us to consider targeted support and other interventions in future.

3.1 Competition Objectives

Successful competition projects will be expected to achieve one or more of the following **competition objectives**:

- Deliver installation training to National Occupational Standards, or higher as appropriate; resulting in either a formal qualification for the trainee (where available) or other demonstration of competence;
- Deliver training in the installation of energy efficiency measures included in the Work Packages (set out in section 4.1) – including training to individuals with existing skills, and training to those new to the sector;
- Provide support for training in retrofit assessor and retrofit coordinator skills to PAS 2035 standard, leading to the relevant qualification.

3.2 Eligibility Criteria

This competition is open to training providers in England who can demonstrate previous relevant experience in delivering training that aligns with one or more of the three work packages described in section 4.1. Training providers can include Further Education colleges, training academies, and manufacturer training centres. Applications from consortia are welcome. Applications will also be considered from providers who do not meet the definitions above, but who can clearly demonstrate they have the capabilities to deliver the competition requirements to standard.

Applications must also comply with the following requirements:

- The project proposal must conform to the competition requirements (see section 4. below);
- The proposed project activities must be conducted in England, with any classroom training delivered in England;
- The requested funding must not exceed the maximum limit of £1m;
- The training providers must state the professional bodies to which they belong detailing the accreditations and qualifications essential to delivery of relevant training;
- The training providers must have previously delivered vocational courses in construction, energy efficiency or energy assessment;
- The training provider must produce a scheme of work and lesson plans for the training courses;
- The training provider must be registered with the UKRLP (UK Register of Learning Providers) or registered with a body such as city & guilds, logic or equivalent;
- Applicants must confirm that their organisation (including any directors or partner or any other person who has powers of representation, decision or control) has not been convicted of conspiracy, corruption, bribery, fraud, money laundering or drug trafficking, and has not been declared bankrupt;
- Proposed projects must comply with GDPR requirements;
- Applicants to state if they are on any government frameworks and, if they are, which ones. (This point is not scored);
- Offer training subsidised to trainees at point of delivery (this will need to comply with subsidy control);
- Confirm that the training offered meets competence requirements set out in PAS2035 and aligns with the National Occupational Standards;
- Where training is delivered to those who are unemployed, those individuals must be supported to join the industry through training providers matching learners with opportunities in the industry. Links to Job Centre Plus and/or employers will be taken into account when scoring bids.

4. Competition Requirements

Successful competition applicants will be expected to meet the following requirements in their chosen work package(s) and region(s):

1. Demonstrate need for courses to support the proposed number of qualified trainees delivered.
2. Deliver the agreed number of installation training courses to the specific technology standard - for example, National Occupational Standards, PAS 2030: 2019 standards, PAS 2035 Standards or higher; resulting in a proven competency level for the trainee. Where there is no formal qualification for the proposed training, evidence should be submitted to demonstrate the competence level the trainee will achieve and how this will enable the individual to work in the sector.

Applicants must detail the composition of the courses to be delivered in their bid, and clearly show the standard that will be met.

3. Deliver the following;
 - i. Skills training in the installation of individual energy efficiency measures supported by government funded retrofit schemes; and/or,
 - ii. Training in retrofit assessor and retrofit coordinator skills, leading to certification.
4. Training offered to be heavily subsidised for the trainee at point of delivery; applicants to propose the best level of subsidy if there is to be some cost to the trainee / trainee's employer (this will need to be subject to subsidy control).
5. Training may be delivered either online, in physical classroom sessions, or a combination of the two as appropriate.
6. Providers must be based in England and all face-to-face training must be delivered in England.
7. Applicants must provide evidence of compliance with the competition requirements.
8. Information to be provided on which public sector frameworks the applicant is on, if none this is to be stated.

4.1 Competition Work Packages

The Competition is split across two work packages as detailed below. Applicants may choose which work package, or packages, they bid for with no minimum or maximum limit, so long as the overall grant request does not exceed the maximum of £1m.

Proposals may also focus on specific work package and skills areas but provide elements of a “whole house approach” that are particularly relevant to a specific skill set, adding value to the training.

The numbers given below for anticipated qualifications delivered, and anticipated numbers of installers trained, refer to the numbers government and the Hub expect to see delivered by this competition as a whole. They do not refer to the numbers expected to be delivered by an individual competition proposal. In setting out the volume of training to be delivered by their individual proposal, applicants should clearly justify their target numbers, but they do not need to aim to deliver the headline numbers set out below.

Work Package 1 – Retrofit assessor and Retrofit coordinator

Provision and delivery of training to PAS 2035 standards. It is expected that up to 3,000 qualifications in this area will be delivered across this work package to learners with appropriate existing qualifications or experience, for example Domestic Energy Assessor (DEA) or other similar qualifications.

Work Package 2 – Insulation

Provision and delivery of training to National Occupational Standards or higher in the installation of domestic insulation measures. It is expected that up to 5,000 training packages will be delivered to individuals. Training in the following insulation measures (i.e. those included in the NVQ in Insulation and Building Treatments) would be suitable.

- I. External Wall Insulation - Boarder
- II. Cavity Wall Insulation
- III. Cold Roof Insulation
- IV. Draught-proofing
- V. Internal Insulation
- VI. Insulate Framed Sections of Buildings
- VII. External Wall Insulation – Finisher
- VIII. Warm Roof Insulation
- IX. Floor Insulation

The L3 Award in Energy Efficiency for Older and Traditional Buildings would be another example of a suitable qualification. Other awards would be considered as long as their relevance to installation of energy efficiency measures and alignment with a suitable NOS or other standard can be demonstrated.

These two work packages have been designed around anticipated industry requirements based on the key shortage areas within the supply chain identified across the different Departmental retrofit schemes. However, in all cases, Competition applicants should support their specific training proposals and choice of work package(s) with evidence demonstrating that there is a specific demand for their area of focus, and proposed approach. Evidence of this can include letters of support from organisations who would work in partnership with the training provider to provide candidates for training that would then go on to work on retrofit projects. It is expected that successful applicants will provide training to a range of organisations including SMEs as well as larger organisations.

4.2 Geographic Delivery Areas

Across the Competition as a whole, the aim is to have a reasonably balanced coverage of training across the five Net Zero Hub Areas: South East, South West, Midlands, North East and North West (these are set out in more detail at Appendix A).

As part of their proposal, applicants are required to set out the split between proposed online and classroom based training, and specify the Net Zero Hub Area(s) any classroom based training will operate in.

4.3 Engagement with the Midlands Net Zero Hub

To ensure the delivery of training provision runs smoothly, successful applicants will be required to work closely with the Hub for the duration of the Competition. It is expected that successful applicants will adhere to the following process while participating in the scheme:

Evidence Submission Procedures

1. **Referrals** – Providers are to receive or generate the majority of the referrals e.g. enquires from businesses, Local Energy Partnerships, job centres and other stakeholders. There may also be referrals from the Hub;
2. **Training Needs Assessment** – Provider undertakes training needs assessment, ensuring participants and/or businesses meet programme eligibility criteria;
3. **Enrolment** – On enrolment, Providers to submit weekly participant enrolment forms to the Hub;
4. **Training** – Providers are to submit records of the number of participants and businesses undertaking training;
5. **Outcome Summary** – Providers to submit fortnightly outcome summaries to the Hub, recording all completed training (this provides the Hub with indicative data, detailing projected successful training outcomes);

6. **Training Records** – Providers to submit fortnightly training records;

7. **Financial Claims** – Providers to submit monthly 'claim packs' (including invoices) to the Hub. Providers need to register as Nottingham City Council Suppliers to receive funding. Claims to be reviewed by the Hub and either authorised or declined based on evidence submitted and compliance criteria. Claims will be paid within 30 working days of the date the claim was 'authorised'.

To ensure appropriate performance, Hub monitoring officers will also:

- Conduct visits to training centres (minimum of one visit per applicant);
- Attend on-line courses;
- Review trainee feedback (trainer expected to provide feedback forms for each trainee) with spot checks on attendees.

Where a training provider is failing to perform as per their grant agreement and KPIs, supportive steps will be taken in the first instance. However, the grant agreement will include a right to terminate the agreement and allocate the funding to an alternative provider if the situation cannot be resolved. This could be allocated to an existing successful applicant who is over-performing or to an applicant who was not successful in the first instance, subject to Competition eligibility criteria and subsidy control.

5. Funding Levels and Subsidy Control Requirements

The Competition will make available up to £8.85 million of funding for projects to deliver energy efficiency installation skills training. A maximum of £1m will be available for each individual training project, subject to subsidy control, and Competition applicants should ensure that their proposals conform to the requirements as described below.

5.1 Eligible Training Project Costs

The eligible costs are those costs relating to a training project that can be funded. These are:

- Trainers' personnel costs, for the hours during which the trainers participate in the training;
- Trainers' and trainees' operating costs directly relating to the training project, such as travel expenses, accommodation costs, materials and supplies directly related to the project, depreciation of tools and equipment to the extent that they are used exclusively for the training project;
- Costs of advisory services linked to the training project;
- Trainees' personnel costs and general indirect costs (administrative costs, rent, overheads) for the hours during which the trainees participate in the training.

5.2 Subsidy Control

Since 4 January 2023, public authorities must comply with the UK's subsidy control regime. The Subsidy Control Act provides the framework for the regime.¹ The Competition will be subject to the relevant transparency requirements. Providers receiving funding through the scheme will need to ensure that training does not solely or predominately train employees or contractors of a single enterprise whether that enterprise is the same or different to the enterprise carrying out the training. As such providers will be required to record information about employment status and employer name at the sign up stage and this will need to be shared with the Hub and may subsequently be shared with the Department². Data will be managed in accordance with the relevant [Privacy Notice](#).

¹ <https://www.legislation.gov.uk/ukpga/2022/23/enacted>

² <https://www.gov.uk/government/publications/uk-subsidy-control-statutory-guidance>

5.3 Funding Levels

The Competition will follow the guidelines on funding levels as set out in the Energy Usage Streamlined Route.

The overall percentages of funding that can be provided to an individual project varies based on the enterprise's size.

- 40% total eligible costs for large enterprises.
- 50% total eligible costs for medium enterprises.
- 60% total eligible costs for small enterprises.

Each of these ratios can be further uplifted by 10% if the project explicitly targets the training of workers with disabilities or disadvantaged workers.

A disabled worker means a worker who has a disability as defined in the Equality Act 2010.³ This is a person with physical or mental impairment that has a substantial and long-term negative effect on their ability to do normal daily activities.

An underrepresented worker means a worker belonging to a group that is underrepresented in the labour market in relation to the specific training that is being provided, as evidenced by ONS data.

The maximum funding is equal to the funding rate multiplied by the Eligible Costs. Please note these are maximum funding levels and the Department may decide to provide less than the maximum in order to strengthen leverage and value for money, depending on the specific project requirements.

5.4 Public Funding

In applying to this Competition, you must state if you are applying for, or expect to receive, any funding for your project from public authorities or its agencies. Any other public funding will be cumulated with the competition funding to ensure that the public funding limit levels are not exceeded for the project.

Whilst the Hub will check the information provided, applicants should establish that they fall within the Competition rules before submitting applications. The Department requires applicants to notify them of any change to their situations or circumstances during the project.

As part of the assessment process, the added value and additionality of public funding will be tested. Applicants will need to demonstrate why public funding is required to deliver this project.

³ <https://www.legislation.gov.uk/ukpga/2010/15/contents>

6. Application Process

The application process for the Competition will be run through the Hub with support from the Department.

6.1 How to respond

You will need to complete and submit the separate application form which is available on gov.uk. Applications must be received no later than 23:00 on **25 August 2023**. Responses should be in PDF format and clearly show how the bid meets the requirements of the work package chosen. Responses can be emailed (preferred option) or posted using the details below. The subject line of the email should include 'HD Training Competition'.

Respond by Email to: HDTrainingCompetition@nottinghamcity.gov.uk

When responding, please state the work package and area that your proposal relates to.

6.2 Assessment Criteria and Scoring Methodology

Applications will be logged, and an acknowledgement email will be issued providing a unique reference number for your application within two days of the closing date. All applications will be checked for eligibility. Only those that are considered to be eligible will be fully assessed.

Given the broad nature of the Competition, a range of creative and varied responses are expected. To ensure a fair and transparent process, applications will be reviewed by an assessment panel comprising officials from the Department and the Hub. The assessors will review each application submission; applications will be scored against the criteria below and weighted accordingly.

Assessment criteria and weightings (sections refer to the separate Application Form)

Section A: (Lead) Applicant Details [Not scored]

Section B: Partner/Sub-contractor Details [Not scored]

Section C: Project Details [20%]

Section D: Deliverability and Supporting Evidence [10%]

Section E: Subsidy Control and Public Sector Frameworks [Pass/Fail]

Section F: Breakdown of Costs and Funding [25%]

Section G: Project Management and Governance [10%]

Section H: Record Keeping, Course Attendees, Delivery Consistency and Financial Management & Control [15%]

Section I: Project Team [15%]

Section J: Sustainability and Social Value [5%]

Section J: Summary of Supporting Documentation [Pass/Fail]

Section K: Declaration and Signature [Pass/Fail]

Upon individual completion of the assessments, the assessment panel will meet to review and agree the final recommendations. When considering the awarding of grants, a project may be rejected if its score is unacceptably low in one or more criteria area, even if it achieves a high score overall.

Final recommendations will also take into account the overall combination of work packages and geographical spread across the recommended projects. Lower scoring projects will not be supported over higher scoring ones simply to achieve a better spread of work packages and areas, however the Hub and the Department reserve the right to ask successful applicants to review and reconsider their proposed delivery areas, if necessary, with a view to achieving better geographic coverage and availability of training.

Any decision to award made by the assessment panel is final and there will not be an opportunity for unsuccessful entrants to appeal.

The Department and the Hub also reserve the right to terminate the Competition at any time, and may decide not to award any grants, or to award grants for less than the total funding available. Neither the Department nor the Hub will be liable for any costs incurred in the preparation or submission of bids.

6.3 Intellectual Property

Organisations interested in taking part in the Competition should note that neither the Department or the Hub will reserve any R&D results exclusively for its own use and suppliers will retain any intellectual property generated from the project and will be expected to identify and protect patentable knowledge within five years of its creation. Costs associated with securing intellectual property arising from or associated with this project are not eligible for reimbursement and cannot be included within the grant award.

The Department requires a UK wide, irrevocable, royalty-free, non-exclusive licence, together with the right to grant sub-licences, to use or publish information, data, results, outcomes or conclusions which are created in performing the project, for non-commercial purposes.

6.4 Notification

Applicants will be informed by email whether their application has been successful, subject to compliance with the terms and conditions of the Conditional Grant Offer.

6.5 Publication of results

The Department and the Hub will publicise the results of the Competition, which may involve engagement with the media. At the end of the application and assessment process, the Department may issue a press release or publish a notice on its website. Any public notices are likely to include:

- Identity of the participant and any partners;
- Project summary information including aims and expected outcomes of the training delivered;
- Ways for prospective trainees to enrol with particular training offers;
- Total award value.

Any organisation that intends to publicise its project, at any stage, must contact the Hub before doing so.

Following completion of the funded projects, the Department will publish on its website a summary of the funded activities and the outcomes achieved. This will include a final summary report from each project detailing the training approaches adopted (and technologies and skills areas covered by each project), key achievements and any learnings and recommendations for future skills training initiatives. The Department may also revisit projects at a later date and publish an evaluation report for the scheme as a whole.

The Department, however, recognises the need to maintain confidentiality of commercially sensitive information. The Department will consult applicants regarding the nature of information to be published, to protect any commercially sensitive information and will ensure compliance with the UK GDPR.

6.6 Feedback, re-application and right of appeal

A short summary of key feedback regarding the applications will be provided to all applicants, this feedback will be based on the comments of the assessment panel. No additional feedback will be provided and there will be no further discussion on the application. The Department's and the Hub's decision on project funding is final and there will not be an opportunity for unsuccessful entrants to appeal.

7. Successful Applications

If your application is successful, the Hub will contact you with an offer in principle and to confirm the organisation's bank details. We will ask for these on letter headed paper with the application. You will then be asked to sign and accept terms and conditions of the grant which may include terms in addition to those set out in this guidance, and confirm that the information within your application is correct.

Important: You must not start your project until we have received, checked and approved the signed offer letter and any other additional documents we may request.

7.1 Verifying bank details

We require Grant Recipients to have their own UK-based bank account. To minimise the risk of improper use of grant funds, we require there to be two authorised signatories on the account for all cheques and withdrawals including internet purchases. Account signatories must not be related or live at the same address.

So that the Hub can verify your account details, you will be required to provide an original bank statement which must have all pages included and must not be more than three months old.

If you are a new organisation that has only recently opened your account, we will require you to obtain a letter from your bank confirming when the account was opened, your account details and the names/addresses of the account signatories.

Important: We will require original documents. On completion of our checks the original documents will be returned to you via secured post. If you are unable to provide originals, we will require copies that must be stamped and certified as true copies by your Bank or Building Society.

Once we have received your signed form back and completed our final checks, we will notify you of when you may proceed with the project.

7.2 Claims

Finance is released against stages of work, rather than a lump sum on approval. Initial funds of up to 20% can be claimed in advance of expenditure for the first stage of work. However, further funds will not be released until satisfactory completion of the tasks for each stage of work, accompanied by evidence or copies of work undertaken, receipted invoices and a Home Decarbonisation Training Scheme Claim Form. Where a training provider claims 20% but then fails to deliver against funding claimed, then the Hub and the Department reserve the right to claw back the funding.

If a successful applicant is under performing by the interim report, delivery will be taken under review by the Hub and new delivery will need to be agreed; the applicant will be asked to re-profile training delivery targets along with the potential funding allocation. The final 10% of the funding will not be paid until all the required information has been received, to a satisfactory standard, at the end of the project.

7.3 Claim Form

A Claim Form will be issued to successful applicants with their offer letter.

At each stage of work projects will be expected to complete and submit a Home Decarbonisation Training Scheme Claim Form.

Claims are submitted to the Hub for processing.

Claims will be processed within 30 working days of receipt of completed claim being received by the Hub and agreed to be complete and accurate.

7.4 Payment of Grant

You will need to sign up as a supplier with Nottingham City Council. The grant will be transferred to your account via BACs once we receive your signed form and have completed our checks.

A data processing or data sharing agreement will also be required to comply with data protection. This will need to be in place prior to funding transfer.

Please note: a maximum of £1M per successful applicant will be awarded (subject to subsidy control).

7.5 Evaluation Requirements

To assess the impact of the Competition, including value for money, and to ensure that lessons and best practice can be captured and fed into future skills policy thinking, the Department may wish to conduct evaluation work on all aspects of the delivery of successful projects.

Successful applicants will engage and participate in this evaluation work which may include the Hub, the Department, and/or a third-party evaluation partner.

All data will be used in accordance with UK General Data Protection Regulation.

Further information on how data will be processed will be included in a privacy notice that the Department will publish.

7.6 Project Completion

Important: On completion of your project, we will require you to submit a final report to the Hub for review prior to your final payment. This report should include:

- full details of the project costs and outputs;
- lessons learnt during the design and delivery of the training, and
- recommendations on possible design features for future government skills training initiatives in the energy efficiency space

Evidence of all expenditure such as invoices, receipts and proof of payment are also required. Should you have any grant funds remaining on completion of your project these must be returned to the Hub.

Appendix A

Hub Geography

In order to have maximum impact it is envisaged that the applicants to the Competition will individually and / or between them cover the five Hub regions across England. Within the application you will need to state the Hub location area or areas your training will cover.

The Local Net Zero Hubs are split by Local Enterprise Partnership (LEP) regions. Please find below detail on which Hubs cover which LEP areas:

North East Yorkshire and Humber:

- -Tees Valley Combined Authority LEP
- -North East LEP
- -Leeds City Region Enterprise Partnership
- -Humber Local Enterprise Partnership
- -Sheffield City Region
- -York, North Yorkshire and East Riding Enterprise Partnership

North West:

- - Cumbria Local Enterprise Partnership
- - Greater Manchester LEP
- - Liverpool City Region LEP
- - Cheshire and Warrington LEP
- - Lancashire Enterprise Partnership

Midlands:

- - D2N2 (Derby, Derbyshire, Nottingham, Nottinghamshire) LEP
- - Stoke-on-Trent and Staffordshire Enterprise Partnership
- - The Marches Local Enterprise Partnership
- - Worcestershire LEP
- - LLEP (Leicester and Leicestershire Enterprise Partnership)
- - Black Country LEP
- - Coventry and Warwickshire LEP
- - Greater Birmingham and Solihull LEP
- - Greater Lincolnshire LEP

South West:

- - Swindon and Wiltshire LEP
- - West of England Combined Authority
- - Cornwall and Isles of Scilly LEP
- - Heart of the South West LEP
- - Dorset LEP
- - GFirst (Gloucestershire) LEP
- - Solent LEP

South East:

- - Cambridgeshire and Peterborough Combined Authority
- - New Anglia Local Enterprise Partnership
- - Herts (Hertfordshire) LEP
- - Buckinghamshire Thames Valley LEP
- - OxLEP (Oxfordshire) LEP
- - SEMLEP (South East Midlands LEP)
- - Coast to Capital LEP
- - South East Local Enterprise Partnership
- - Enterprise M3 LEP
- - Thames Valley Berkshire LEP
- - LEAP (London Economic Action Partnership)

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