



Department for  
Business, Energy  
& Industrial Strategy

# Green Homes Grant Skills Training Competition

Guidance

September 2020



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# 1. Overview

As part of the Green Homes Grant Voucher Scheme (the scheme) this guidance sets out the context, application process and assessment criteria for the Green Homes Grant Scheme 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 aim of the competition is to award grant funding to a range of suppliers to deliver accredited training at scale to the low carbon installation sector. The competition is being run by the Midlands Energy Hub with the support of the Department for Business, Energy and Industrial Strategy (BEIS).

There are five Energy Hubs funded by BEIS as part of the Clean Growth Strategy. The role of the Midlands Energy Hub is to support the capacity of Local Enterprise Partnerships and Local Authorities to identify and deliver local energy strategies and projects which includes housing retrofit works.

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

1. Demonstrate evidence of demand for the proposed skills training courses to support the type and volume of training places to be made available;
2. Deliver the maximum number of installation training courses to the specific technology resulting in a proven competency level for the trainee, or certification for the installation company - for example:
  - National Occupational standards,
  - PAS 2030: 2019 or 2017 standards,
  - MCS standards or higher.

Where there is no formal qualification for the proposed training, evidence should be submitted to demonstrate the competence level the trainee will achieve.

3. Skills training in the installation of individual energy efficiency and low carbon heating measures supported by the Green Homes Grant Scheme including training to individuals with existing construction skills, and training to those new to the sector;
4. Assistance for businesses wanting to gain certification in [Publicly Available Standard \(PAS\) 2030 : 2019](#), and/or 2030 : 2017, or the [Microgeneration Certification Scheme \(MCS\)](#) including training in 'whole house' retrofit for staff at a supervisory level;
5. Support for training in retrofit assessor and retrofit coordinator skills, leading to a recognised qualification. It is anticipated that this would be an upgrade course delivered to those already holding Domestic Energy Assessor qualifications in order to fit within the delivery timeframe of the scheme.

6. Training offered to be available free or 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; (this will need to be subject to State Aid rules).
7. Training can be delivered either online, in physical classroom sessions, or a combination of the two as appropriate, with any face-to-face training conforming to current and future Covid-19 guidelines on workplace safety.
8. Competition applicants may be based anywhere in the UK, but face-to-face, classroom based training delivered as a result of the competition must 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 **23 September 2020** and **14 October 2020**. The required format of applications is outlined within this guidance. Only one application will be accepted per applicant or consortia.

The competition will make available up to £6.9 million to support an increase in capacity of the installer base in England, and so support PAS and MCS certification through the delivery of training courses in order to implement the Green Homes Grant Scheme according to the following work packages. A maximum of £1m will be available for each training project, subject to State Aid restrictions. 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 given for the numbers of installers etc to be trained (see section 4.1) are intended as a guide only and are subject to amendment, pending responses from applicants to the competition.

While the competition is open to providers across the UK, training provisions delivered as a result of the competition should be targeted at trainees based in England, and should be appropriate to England and the installation standards required by the Green Homes Grant Scheme. This is to align with the England-only scope of the scheme, and it is expected that there will be a training provision for each of the competition work packages across the five Energy Hub areas (as detailed in Appendix A). Your application will therefore need to detail which Hub area or areas you are proposing to cover.

BEIS and the Hub 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 BEIS 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**

Milestone	Planned completion date
Competition launch	23 September 2020
Deadline for questions from applicants.	28 September 2020
Deadline by which BEIS will respond to all applicants' questions	2 October
Deadline for submission of proposals	14 October 2020
Project selection and award notification	W/C 2 November 2020
Training begins to be available to the installer community	November/December 2020
Training end date – last training day!	31 March 2021
Final submission of payment requests and provision of evidence	30 April 2021
Project Wrap Up & Post evaluation	31 May 2021

## 2. Introduction - Green Homes Grant Skills Training Competition

In July 2020, the Chancellor announced £1.5 billion of support through the Green Homes Grant Voucher Scheme. Under this initiative, the government will fund up to two thirds of the cost of home improvements, up to £5,000, for over 600,000 homes in England. This is expected to support approximately 100,000 jobs in the construction sector and is a key part of government's green economic recovery through and beyond Covid-19. Homeowners and landlords will be able to start applying for vouchers from the end of September 2020.

The UK has a strong base to build upon. There are already over 460,000 jobs in low carbon businesses and their supply chains across the country, and latest official statistics show turnover for low carbon businesses was up 5% in 2018, with turnover in the low carbon sector growing more quickly than UK GDP.

To strengthen and build the low carbon sector further, and support the roll out of the Green Homes Grant scheme, the government is launching a **Green Homes Grant Skills Training competition (the competition)**. This competition invites organisations to submit proposals for delivering skills training and support to installers and installer organisations intending to operate under the scheme (although participation in the Green Homes Grant Scheme will not be essential for installers and organisation to access the training). 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 three weeks between **23 September 2020** and **14 October 2020**. This guidance and other information related to the competition is available to download from the [competition webpage](#).

The competition will make available up to £6.9 million of funding for programmes to deliver a suite of training solutions covering the areas described in the overview, and for the technologies set out in table 2 below. A maximum of £1m will be available for each programme / application, subject to State Aid restrictions (see section 5). The number of programmes funded will depend on the range of solutions proposed and the quality of the proposals.

### 2.1 Green Homes Grant Scheme Background

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. As laid out in the government's Clean Growth Strategy, improving the energy performance of buildings is one of the most important and difficult components of our decarbonisation agenda, but there is a big

industrial opportunity for the whole of the UK to benefit from the transition. Growing and upskilling the energy efficiency and low carbon heating sectors was therefore a priority, even prior to the Covid-19 pandemic, and is an area of particular focus for government now, as we move into the economic recovery phase.

As noted above, the Green Homes Grant scheme forms a key part of our economic recovery to build back better. But it will also help us gear up the supply chain to meet our net zero goal by 2050. The voucher scheme will be open to owner occupiers in England (including park home owners) and landlords who let property in England privately or through the social rented sector. The voucher will cover up to two thirds of the cost of qualifying improvements, up to a value of £5,000. Low income and vulnerable homeowners, including those in receipt of certain benefits, will be eligible for a grant covering up to 100% of the cost, up to £10,000.

The Green Homes Grant scheme covers a range of green home improvements ranging from insulation of walls, floors and roofs, to the installation of double or triple glazing when replacing single glazing, and low-carbon heating like heat pumps or solar thermal – measures that could help families save up to £600 a year on their energy bills. The complete list of measures and technologies covered by the scheme are shown in table 2 below.

## 2.2 Jobs, Standards and the Supply Chain

The Green Homes Grant scheme is time-limited to stimulate economic recovery, and support and create tens of thousands of green jobs immediately. Through this competition, government is making a substantial commitment to supply chain development, to bolster the workforce and support the delivery of both the scheme, and the government's longer-term decarbonisation goals.

To register and offer their services through the voucher scheme, businesses and tradespeople must have the required certifications to install specific eligible measures as follows:

Each energy efficiency measure must be installed by an installer who:

- i. has been registered by Trustmark (i.e. having followed the Trustmark registration process and been given a registration number);
- ii. for all measures other than those described at iii) below, is certified (by the relevant UKAS accredited certification body) to either PAS 2030:2017 or PAS 2030:2019 for that measure; and
- iii. for measures installed at park homes, high-rise buildings, traditionally constructed and protected buildings, is certified (by the relevant UKAS accredited certification body) to PAS 2030:2019 and following PAS 2035 standards.

Each low carbon heat measure must be installed by an installer who is [TrustMark](#) registered and certified through [MCS](#) for the relevant heating technology.

Find [further details of the Green Homes Grant scheme](#), and information on how tradespeople and businesses can carry out work under the scheme.

**Table 2: Measures covered under the Green Homes Grant scheme**

**Insulation measures**

- solid wall
- under floor
- cavity wall
- loft
- flat roof
- room in roof
- insulating a park home

**Low carbon heat measures**

- air or ground source heat pump
- solar thermal (liquid filled flat plate or evacuated tube collectors)
- biomass boilers

**Secondary measures**

- draught proofing
- double/triple glazing (where replacing single glazed windows)
- secondary glazing (in addition to single glazing)
- external energy efficient doors (replacing single glazed or solid doors installed before 2002)
- heating controls
- hot water tank thermostats and insulation

## 3. Competition Aims and Objectives

The **aim of this competition** is to provide grant funding to a range of energy efficiency and low carbon heating installation training and skills providers to support the delivery of the Green Homes Grant scheme. The competition is also keen to fund services which will support installer organisations through the PAS 2030 and/or MCS accreditation process to enable them to deliver measures under the scheme.

### Green Homes Grant scheme objectives

The two primary objectives of the scheme are:

1. To bring forward investment in domestic energy performance and low carbon heating through subsidies, supporting an industry impacted by Covid-19, by securing jobs and creating new long-term jobs;
2. Accelerate the installation of energy performance upgrades to the housing stock, including installation of low carbon heat technologies, delivering increased carbon savings, and fuel poverty alleviation, in the residential sector, for our Carbon Budgets and Fuel Poverty Target.

Consequently, the main outputs of the competition are associated with these two overarching programme objectives. However, additional aspirations of raising skills and standards, and of demonstrating the potential for upskilling at scale beyond the period covered by the scheme will also form important considerations, and will be of significant value after the end of the scheme.

### 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;
- Provide support and training directed towards existing installation companies to gain required PAS 2030: 2017 and/or PAS 2030: 2019 certification, including possible contribution to certification costs;
- Provide support to gain TrustMark registration and/or MCS certification, including possible contribution to certification costs;

- Deliver training in the installation of one or more individual energy efficiency and/or low carbon heating measures supported by the voucher scheme – including training to individuals with existing construction skills, and training to those new to the sector;
- Deliver training in wider whole house retrofit knowledge and awareness (covering wider issues such as building physics, moisture, ventilation, cold-bridging etc);
- 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 the UK who can demonstrate previous relevant experience in delivering training that aligns with, or can be developed to meet, one or more of the five work packages described at 4.1. Training providers can include Further Education colleges, training academies, and manufacturer training centres, and 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 the UK, with any classroom training delivered in England;
- The requested funding must not exceed the maximum limit of £1m;
- Applicants must state the professional bodies to which they belong detailing the accreditations and qualifications essential to training delivery for the Green Homes Grant scheme;
- Applicants must have previously delivered vocational courses in construction, energy efficiency, installation of low carbon technologies, or energy assessment;
- Applicants must produce a scheme of work and lesson plans for the training courses;
- Applicants must not exceed the State Aid threshold through requesting the grant;
- 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).

## 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 the courses to support the proposed numbers 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: 2017 or 2019 standards, MCS standards or higher; resulting in a proven competency level for the trainee, or accreditation for the installation company. Where there is no formal qualification for the proposed training, evidence should be submitted to demonstrate the competence level the trainee will achieve.

Applicants must detail the composition of the courses to be delivered in their bid, and clearly show that they meet the National Occupational Standards, or equivalent where relevant. They should also show that proposed training packages include information on whole house retrofit.

3. Skills training in the installation of individual energy efficiency and low carbon heating measures supported by the voucher scheme and/or training in whole house retrofit – including training to individuals with existing construction skills, and training to those new to the sector. Assistance for businesses wanting to gain certification to (PAS/MCS) including training in ‘whole house’ retrofit.
4. Support for training in retrofit assessor and retrofit coordinator skills, leading to accreditation. It is anticipated that this would be an upgrade course delivered to those already holding Domestic Energy Assessor qualifications - in order to fit within the delivery timeframe of the Green Homes Grant scheme (this requirement only applies to work package 1).
5. Training offered to be available free or heavily subsidised for 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 State Aid rules).
6. Training may be delivered either online, in physical classroom sessions, or a combination of the two as appropriate<sup>1</sup>, with any face-to-face training complying with current Covid-19 guidelines on workplace safety.
7. Providers can be based anywhere in the UK, but training must be delivered in England in the case of face to face training.

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<sup>1</sup> Face-to-face training in a physical classroom setting is the preferable approach, however, it is recognised that the delivery timeline of the competition and wider the Green Homes Grant scheme, and ongoing Covid-19 restrictions, may make this challenging in many instances.

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 five 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.

Applications where these packages are combined in an innovative manner to deliver a whole house approach will also be considered. However, clear justification must be provided for how such an approach will benefit the Green Homes Grant voucher scheme. 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 a minimum of 240 qualifications in this area will be delivered across this work package to learners with DEA or other similar qualifications already.

### Work Package 2 – Insulation

Provision and delivery of training to National Occupational Standards or higher in the installation of domestic insulation measures - Underfloor, Internal & External wall and Loft. It is expected that 2,000 training packages will be delivered to individuals and 100 companies assisted in gaining PAS 2030 certification / Trust Mark and knowledge of whole house retrofit.

### Work Package 3 – Non Insulation Fabric Measures

Provision and delivery of training to National Occupational Standards or higher in the installation of domestic windows, doors and draft proofing. It is expected that 1,000 training packages will be delivered to individuals and 50 companies assisted in gaining PAS 2030 certification / Trust Mark and knowledge of whole house retrofit.

## Work Package 4 – Heat Pumps & Solar Thermal

Provision and delivery of accredited training to National Occupational and MCS standards in the installation of domestic heat pump (air & Ground source) and solar thermal. It is expected that 1,000 training packages will be delivered to individuals, and 50 companies assisted in gaining PAS 2030 / MCS certification / Trust Mark and knowledge of whole house retrofit.

## Work Package 5 – Heating and Hot Water Controls

Provision and delivery of training to National Occupational Standards or equivalent in the installation of domestic heating & hot water controls including smart controls. It is expected that 1,000 training packages will be delivered to individuals and 50 companies assisted in gaining PAS 2030 certification / Trust Mark / knowledge of whole house retrofit.

These five work packages have been designed around anticipated industry requirements based on the measures supported by the Green Homes Grant scheme. 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 look to work in partnership with the applicant – 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 Energy Hub Areas: South East, South West, Midlands North East and North West (these are set out in more detail at Appendix A). This is particularly important where in person to person, classroom based training is required.

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

## 4.3 Engagement with the Midlands Energy Hub

To ensure the delivery of training provision runs smoothly, successful applicants will be required to work closely with the Midlands Energy Hub (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 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** – Participants and Businesses undertake training;
5. **Outcome Summary** – Providers to submit weekly 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 weekly Training Records with accompanying accreditation/certification evidence;
7. **Financial Claims** – Providers to submit monthly 'claim packs' (including invoices) to the Hub. 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 the eligibility criteria and State Aid limitations.

## 5. Funding levels and State Aid requirements

The competition will make available up to £6.9 million of funding for projects to deliver energy efficiency and low carbon heating installation skills training and accreditation support. A maximum of £1m will be available for each individual training project, subject to State Aid restrictions, and competition applicants should ensure that their proposals conform to State Aid requirements as described below.

The competition has been designed to comply with the GBER block exemption for training aid set out in Article 31<sup>2</sup> (see Appendix B for full Article 31 text). In all cases it is the responsibility of competition applicants to ensure their proposals comply with the following legal requirements.

### **State aid**

The European Commission's regulation of State Aid is designed to prevent government funding from causing unfair competitive advantages within a given market. The General Block Exemption Regulation (GBER)<sup>3</sup> provides a list of specific conditions under which Member States may inject government funds into a market without falling within the full set of State aid controls. GBER sets out conditions around maximum grant awards, eligible costs and eligible activities/technologies in particular areas, as well as general conditions which must be complied with.

### 5.1 Eligible Training Project Costs

The eligible costs are those costs relating to a training project that, subject to the permitted aid intensity (see below), can be funded under Article 31 of GBER. 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.

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<sup>2</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:02014R0651-20170710>

<sup>3</sup> [https://ec.europa.eu/competition/state\\_aid/legislation/block.html](https://ec.europa.eu/competition/state_aid/legislation/block.html)

## 5.2 Aid Intensity

The GBER specifies an “aid intensity” for each block exemption. The aid intensity is expressed as a percentage and represents the maximum portion of the potential Eligible Costs that can be covered by the grant funding. For projects which cover training, Article 31 states that the normal maximum aid intensity is 50% of Eligible Costs.

The maximum aid intensity can be uplifted to a maximum of 70% as follows:

1. by 10 percentage points if the training is given to workers with disabilities or disadvantaged workers;
2. by 10 percentage points if the aid is granted to medium-sized enterprises, and
3. by 20 percentage points if the aid is granted to small enterprises

The maximum aid permitted under an Article is equal to the aid intensity multiplied by the Eligible Costs. Please note these are maximum levels and BEIS may decide to provide less than the maximum in order to strengthen leverage and value for money, depending on the specific project requirements.

State Aid compliance is a legal requirement and the risk of non-compliance rests with the grant recipient. It is therefore crucial that you address State Aid fully within your application, as any errors at this stage may result in the Hub being able only to offer a reduced level of funding or require the repayment of grants by applicants.

## 5.3 Public funding

When considering levels of aid intensity (described above in section 5.2), public funding includes the grant and all other funding from, or which is attributable to, other government departments, UK public bodies or other Member States. Such funding includes grants or other subsidies made available by those bodies or their agents or intermediaries (such as grant funded bodies).

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 (in the UK or in other Member States) or the EU or its agencies. Any other public funding will be cumulated with Green Homes Grant scheme Skills Competition funding to ensure that the public funding limit and the aid intensity levels are not exceeded for the project.

Whilst the Hub will check the information provided to try and ensure that applicants meet the requirements of State Aid, applicants should establish that they fall within the State Aid rules before submitting applications. BEIS requires applicants to notify them of any change to their situations or circumstances during the project.

If there is a breach of State Aid regulations, for whatever reason, the European Commission requires repayment of any grant received in breach of State Aid, including interest. In this

situation applicants will be required to repay any funding received. It is also important to ensure that the total grant funding for the project from public sources (including from the European Commission) does not exceed the relevant permitted GBER aid intensity levels.

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.

## 6. Application Process

The application process for the competition will be run through the Midlands Energy Hub with support from BEIS. Applications must be received **no later than 23:00 on 14 October 2020**. Responses should be in PDF, and should be Emailed to: [GHGTrainingCompetition@nottinghamcity.gov.uk](mailto:GHGTrainingCompetition@nottinghamcity.gov.uk).

There is no application proforma separate to this guidance; applicants will need to provide a written submission, structured around the headings set out below, that sets out their proposal, demonstrates how it meets the requirements of the selected work packages, and meets a clear industry need:

This section will need to be at the very start of your proposal:

1.0 Applicant Details	
1.1 Applicant organisation	
1.2 Status of organisation	
1.3 For private sector applicants, what is the size of the enterprise applying for funding?	<b>Small</b>
	<b>Medium</b>
	<b>Large</b>
1.4 Company/charity registration number (where applicable)	
1.5 VAT number (where applicable)	
1.6 Applicant address	
1.7 Applicant address (row 2)	
1.8 Applicant address (row 3)	
1.9 Town / City	
1.10 County	
1.11 Postcode	
1.12 Main contact	

1.13 Job Title / Position in the Organisation	
1.14 Email	
1.15 Telephone Number	
1.16 Mobile Number (optional)	

## Project Proposal Headings

Your written project proposal must include the following:

### Project Name

**Hub Area(s) covered** (in the case of face-to-face classroom training) (see 4.2 and Appendix A)

### Executive summary

### Project Description

Fully describe how the training project will be delivered. You should avoid overly technical terminology. Your response should be understood by a non-expert. In your response please cover:

- What the project is, including the specific activities undertaken as part of the project in line with the competition objectives (see 3.1) and work package(s) (see 4.1);
- How the project meets the competition requirements (see section 4. - pages 10/11);
- How the project meets a clear skills or knowledge gap related to the Green Homes Grant scheme, and what evidence you have to support this;
- How the project will be delivered (online, face-to-face or both);
- The project timescale (last training day 31 March);
- Who will deliver the project (project partners);
- Who will benefit from the project;
- What the benefits will be (i.e. jobs created, certifications achieved etc);
- The composition of the courses to be delivered in their bid, and how they meet National Occupational Standards, MCS, PAS or equivalent standards where relevant;
- What the proposed outcomes will be, and how these will be measured, for example:
  - Number of individuals trained (and to what standard)
  - Level of trainee satisfaction

- Stakeholder engagement and communication plan (Please include information on intended methods, messages and channels):
  - It is expected that the bidder will promote / market the scheme and recruit trainees
- What actions will be taken to target those not in education, employment or training.

There is no word limit but applicants are encouraged to keep this description focussed on the activity of the project.

### Details of Partners / Sub contractors

- Delivery partner name & address including postcode, and their Company / Charity registration number.
- Role and confirmation that they will defray expenditure (will they provide match funding)
- Is an SLA / partnership agreement / contract in place and if not when it will be?

### Deliverability

Provide a clear breakdown of each element of match funding and the source, demonstrating if there are any applicable conditions or ring-fencing attached to the source in the form a letter or certificate of confirmation.

Please provide a project plan, proposed key performance indicators, and any further supporting evidence to demonstrate you are able to deliver your proposal within the timeframes of the competition.

### State Aid

Please provide clarification regarding the method you are using to test State Aid including document retention clearly showing the State Aid analysis. See section 5. and Appendix B of this guidance for more information on State Aid.

Please list all the organisations (if known) which may benefit from the funding of the project. If they are not known, list the types of organisations that might benefit from the funding.

For each organisation or type of organisation that may benefit from the project, (including the applicant and any Delivery Partners) identify whether they meet the State Aid test. If you believe an organisation or type/ group of organisations is outside the scope of State Aid, please provide the reasons.

For each participant and or type of participant that the applicant regards as being in receipt of State Aid, identify which exemption(s) they will be using to provide the aid in accordance with State Aid law<sup>4</sup>.

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<sup>4</sup> For notified schemes the answer should include the full name of the scheme and the Commission reference number.

## Evidence to support the proposal

Proposed training: How does the proposed training build on evidence of good practice, and what works most effectively for the target group within each work package being applied for?

## Public sector frameworks

Provide information on any public sector frameworks you are on, if none this is to be stated.

## Costs and Funding

This should include:

- Amount requested
- Match
- Total

Please provide a breakdown of the sources of funding and detail as to whether or not they are secured and if not when they will be.

Please advise whether or not the project budget includes any VAT you cannot recover from HMRC (recoverable VAT). Note we may need confirmation of this by way of a letter from the applicant's finance department.

Please detail the process you will follow where a trainee does not attend the training including:

- How it will be recorded
- How the financial implications will be managed
- How different cancellations scenarios will be dealt with i.e., self-isolation due to trainee displaying Covid-19 symptoms.

Expenses are expected to be reasonable, demonstrating value for money and will need to be evidenced when submitting claims for payment. Please outline expected travel costs and what the upper allowance will be per person including for:

- Travel (mileage / public transport) [air travel is not a permissible expenditure]
- Hotels (capped at £X per night)
- Food (capped at £X per Meal)

Applicant to confirm their cap at £X per night / per meal, this will form part of the value for money and expected to be reasonable.

## Project Management and Governance

Fully describe the project management and control systems that will be established for the project, demonstrating that the project (including any delivery partners) has the appropriate capacity to meet the requirements of the competition.

Please also provide a risk assessment log, setting out mitigating actions for all project risks identified.

## Project Team

Please describe the individual posts within the team that will be delivering the project:

- How is the team set up to manage and deliver the project?
- Identify which posts are not 100% funded by the project.
- What resources, expertise, skills, responsibilities and experience do they have?
- Will existing staff be employed, or will new staff be recruited (if yes, how)?
- What are the reporting lines and accountabilities of individual posts?

Please include details of Delivery Partners (if relevant).

Please attach a structure chart (organogram) and job descriptions for project delivery staff.

This should include any sub-contractors - NB the work can only be sub-contracted once (i.e. a sub-contractor cannot sub-contract).

CV of person(s) you have chosen to deliver the project and training.

You will need to demonstrate that the person(s) you have chosen to deliver the work has the relevant experience (including financial experience) to carry out the training. We will require a copy of their CV and details of any similar work they have carried out previously.

If applicable, how will you ensure that Delivery Partner(s) comply with the requirements of the competition? How will you monitor and manage the performance of Delivery Partner(s) and or sub-contractor(s)?

## Record Keeping

Please describe how you will collate, calculate and verify deliverables to ensure that interventions are recorded and an audit trail is retained to prove their validity

## Course attendees

What checks will be carried out to ensure the end participants (for example, businesses or learners) benefitting from the proposal or individuals engaged as part of the proposal is eligible and belongs to the target group?

## Maintaining consistence of delivery

Describe the controls put in place by the applicant to check that it is maintaining compliance with the eligibility rules during the delivery of the project.

## Financial Management and Control (In all responses reference delivery partners where appropriate).

Describe the financial management and control procedures for the project; including the process for compiling, authorising and ensuring only eligible and defrayed expenditure is included in training competition claims for payment.

Please describe the document management system for the project and how the audit trail will be maintained and accessible for the 24 months, this includes retrieving original invoices and ensuring evidence of costs incurred is available.

Please set out your organisation's financial policy which describes processes, roles and schemes of delegation.

If applicable, how will you ensure that Delivery Partners/financial participants engaged in the delivery of the project will comply with the requirements relating to defrayal of expenditure?

This section will need to be at the end of your written proposal:

### **Declaration & Signature**

I declare that I have the authority to represent [COMPANY] in making this application.

I understand that acceptance of this Full Application does not in any way signify that the project is eligible for Funding support or that Midlands Energy Hub funding has been approved towards it.

- On behalf of [COMPANY] and having carried out full and proper inquiry, I confirm to the Midlands Energy Hub (the Hub):
- [COMPANY] has the legal authority to carry out the project; and
- That the information provided in this application is accurate.

I am not aware of any relevant information, which has not been included in the application, but which if included is likely to affect the decision of the Hub whether to endorse the application.

I confirm to the Hub:

- I have informed all persons in relation to whom I have provided personal information of the details of the personal information I have provided to you and of the purposes for which this information will be used and that I have the consent of the individuals concerned to pass this information to you for these purposes.
- That I shall inform the Hub if, prior to any Hub funding being legally committed to [Company], I become aware of any further information which might reasonably be considered as material to the Hub in deciding whether to fund the application.
- Match funding will be in place prior to any award of Hub funding.

- I am aware that if the information given in this application turns out to be false or misleading the Hub (the Hub, for Training Competition Fund) may demand the repayment of funding and/or terminate a funding agreement pertaining to this Application.

I confirm that I am aware that checks can be made to the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining grant or for the purpose of assisting any person to obtain grant is liable to be prosecuted. A false or misleading statement will also mean that approval may be revoked and any grant may be withheld or recovered with interest.

**You should not commence project activity, or enter in to any contractual agreements, including the ordering or purchasing of any equipment or services before the formal approval of your project and you have signed an Agreement with the Midlands Energy Hub / Nottingham City Council. Any expenditure before the approval date is incurred at your own risk and may render the project ineligible for support.**

Signed  For and on behalf of the Applicant Organisation			
Name (Print)			
Position		Date	

## 6.1 How to respond

Applications must be received no later than 23:00 on **14 October 2020**. Responses should be in PDF format and clearly show how the bid meets the requirements of the work package chosen. Responses can then be emailed (preferred option) or posted using the details below. The subject line of the email should include 'GHGS Training Competition'.

Respond by Email to: [GHGTrainingCompetition@nottinghamcity.gov.uk](mailto:GHGTrainingCompetition@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. In order to ensure a fair and transparent process applications will be reviewed by an assessment panel comprising officials from BEIS and the Midlands Energy Hub. The assessors will review each application submission; applications will be scored against the criteria in table 3 below, and weighted accordingly.

**Table 3 – Assessment criteria and weightings**

Major Criteria	% Weight	Sub-Criteria
Quality Assessment	40%	Proposed number of qualified trainees delivered
		Proposed number of companies gaining certification
		Training offered to be available free or heavily subsidised for trainee at point of delivery
		Demonstrate the need for the proposed courses
		Trainer companies demonstrate relevant accreditation
		Relevant Experience in Delivering Training Programmes
Technical	15%	Quantity of NOS demonstrated during scheme of work
		Display the staff that are being used are relevantly qualified
		Training confirms to Covid-19 guidelines
		Record of assessment for trainees

Major Criteria	% Weight	Sub-Criteria
Delivery	15%	Whole House Approach integrated into training
		Practical simulations offered
		Resources and materials provided to trainees
		Feedback forms completed on attendees
		Ongoing and end-of-life reporting on delivery
		Timescale for completing each training programme
Social Value	5%	Encourage a diverse supplier base - Support uptake from SME's and promote training to those with protect characteristics under the Equalities Act 2010
		Promote environmental impact of measures and ethical sourcing practices
		Work in partnership to support and promote routes to employment post training
		No. volunteered training sessions for community energy groups
Cost	25%	Weighted Cost per trainee produced

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 it scores 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 spread 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 BEIS reserve the right to ask successful applicants to review and reconsider their proposed delivery areas, if necessary, with a view to achieving better geographic spread 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.

BEIS 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 BEIS 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 Green Homes Grant Scheme Skills Training Competition should note that neither BEIS or the Hub will reserve the 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.

BEIS 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 its internal non-commercial purposes.

# Notification and publication of Results

## 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

BEIS and the Hub will wish to publicise the results of the competition which may involve engagement with the media. At the end of the application and assessment process, BEIS 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, BEIS 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. BEIS may also revisit projects at a later date and publish an evaluation report for the scheme as a whole.

BEIS however recognise the need to maintain confidentiality of commercially sensitive information. BEIS will consult applicants regarding the nature of information to be published, in order to protect any commercially sensitive information.

## 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. BEIS'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, we will contact you with an offer in principle and to confirm the organisation's bank details. We will have asked for these on letter headed paper with the application. You will then be asked to sign and accept terms and conditions of the grant 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 Green Homes Grant Training Scheme Claim Form.

If a successful applicant is under performing by the interim report, the applicant will be asked to re-profile 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 Green Homes Grant Training scheme Claim Form.

Claims are submitted to the Midlands Energy Hub for processing.

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

## 7.4 Payment of Grant

Grant will be transferred to your account via BACs once we receive your signed form and have completed our checks.

Please note: a maximum of £1M per successful applicant will be awarded (subject to any State Aid assessment).

## 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, BEIS may wish to conduct evaluation work on all aspects of the delivery of successful projects. Successful applicants will therefore be expected to engage and participate in this evaluation work which may include the Hub, BEIS, or a third-party evaluation partner.

## 7.6 Project Completion

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

- full details of the projects 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 and low-carbon heating 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 Midlands Energy Hub.

# Appendix A

## Hub Geography

In order to have maximum impact it is envisaged that the applicants to the training 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, this could be one of them to all of them.

The Local Energy 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)

## Appendix B:

### State aid General Block Exemption Regulation – Relevant Text

#### Article 31<sup>5</sup>

##### **Training aid**

1. Training aid shall be compatible with the internal market within the meaning of Article 107(3) of the Treaty and shall be exempted from the notification requirement of Article 108(3) of the Treaty, provided that the conditions laid down in this Article and in Chapter I are fulfilled.
2. Aid shall not be granted for training which undertakings carry out to comply with national mandatory standards on training.
3. The eligible costs shall be the following:
  - (a) trainers' personnel costs, for the hours during which the trainers participate in the training;
  - (b) 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;
  - (c) costs of advisory services linked to the training project;
  - (d) trainees' personnel costs and general indirect costs (administrative costs, rent, overheads) for the hours during which the trainees participate in the training.
4. The aid intensity shall not exceed 50 % of the eligible costs. It may be increased, up to a maximum aid intensity of 70 % of the eligible costs, as follows:
  - (a) by 10 percentage points if the training is given to workers with disabilities or disadvantaged workers;
  - (b) by 10 percentage points if the aid is granted to medium-sized enterprises and by 20 percentage points if the aid is granted to small enterprises.
5. Where the aid is granted in the maritime transport sector, the aid intensity may be increased to 100 % of the eligible costs provided that the following conditions are met:
  - (a) the trainees are not active members of the crew but are supernumerary on board; and
  - (b) the training is carried out on board of ships entered in Union registers.

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<sup>5</sup> In addition to Article 31, there are other relevant eligibility requirements in chapter 1 of the General Block Exemption Regulation. This includes the restriction that aid cannot be given to undertakings in difficulty, subject to certain exceptions.

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This publication is available from: [www.gov.uk/government/publications/green-homes-grant-skills-training-competition](https://www.gov.uk/government/publications/green-homes-grant-skills-training-competition)

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