



UK Government

Project Reference Number: [PROJECT REFERENCE NUMBER]

[CONTACT IN PROJECT LEAD ORGANISATION]

[POSITION HELD]

[LEGAL NAME OF GRANT RECIPIENT]

[ADDRESS]

[POSTCODE]

[EMAIL ADDRESS OF GRANT RECIPIENT CONTACT ABOVE]

Date [INSERT DATE]

Dear [INSERT NAME OF GRANT RECIPIENT SIGNATORY],

Heat Pump Ready – Round 2: Innovation Funding Competition (HPR IFC) – The Grant Offer Letter – HPR IFC Project at [GRANT RECIPIENT NAME]

1. I am pleased to tell you that, subject to all the pre-conditions listed in Paragraph 7 being satisfied, The Secretary of State for Energy Security and Net Zero (“**We**”/“**Us**”/“**Our**”/“**the Secretary of State**”), offers [DETAILS OF GRANT RECIPIENT] (“**You**”/“**Your**”) a grant (“**Grant**”) subject to your agreement to, and compliance with, the Terms and Conditions set out in this Grant Funding Agreement.
2. The offer contained in this Grant Funding Agreement is made with regard to Your application submitted to the Heat Pump Ready Innovation Funding Competition on [XX XXXXX 202X], to deliver [PROJECT TITLE] as more fully described at Schedule 1 attached (the “**Funded Activities**”).
3. The Grant is offered under the Science and Technology Act 1965.
4. Terms used in this Grant Offer Letter shall have the meaning given to them in Paragraph 2 of the Terms and Conditions contained in Annex 4, Schedule 7 unless the contrary intention appears.
5. In this Grant Offer Letter references to the Grant Funding Agreement means this Grant Offer Letter together with its Schedules, including but not limited to the Terms and Conditions.

Amount of Grant

6. A Grant of up to [MAXIMUM GRANT SUM] (the “**Maximum Sum**”) is offered for the Grant Drawdown Period (as defined in Schedule 5, Table A). This is the total amount of Grant that We may pay, and this amount will not be increased as a result of any overspend or otherwise. The Grant awarded is summarised below. See Schedule 3 to this Grant Offer Letter for a more detailed analysis of what the total investment figure

is comprised of and Paragraph 4 of the Terms and Conditions and Schedule 4 to this Grant Offer Letter for details of how payments will be made.

Category of Grant or Expenditure	Total Eligible Project Spend to be invested by You £	MAXIMUM total Grant payable to You £	MAXIMUM Intervention Rate ALLOWABLE
Revenue Grant based on relevant [compliance reference]	[£X]	[£X]	X%
TOTAL	[£X]	[£X]	

Pre-acceptance conditions

7. The offer of Grant is conditional on You providing Us with the following:

- a) Receipt by Us before [DATE] of an up-to-date Project Delivery Plan (PDP) provided by You which covers (at a minimum) the scope aligned to the Funded Activities which demonstrates that you will be able to achieve the Deliverables and Milestones set out in Schedules 2 and 3 and complete the project and the form and content of which is otherwise satisfactory to Us.
- b) You must provide Us with a Parental Undertaking and Guarantee (PUG) from [PARENT CO] in the same form as Annex 1 of the Terms and Conditions.

Pre-Payment Conditions

8. Without prejudice to Schedule 4 to this Grant Offer Letter and Paragraph 4 of the Terms and Conditions, the first payment of Grant is conditional upon on You providing Us with the following:

- a) [PRE-PAYMENT CONDITIONS]

Purpose of grant

9. The Grant is offered to You to contribute to:

- a) the delivery of the Funded Activities set out in Schedule 1;
- b) the achievement of the Deliverables set out in Schedule 2; and/or
- c) the Eligible Expenditure specified in Schedule 3.

You may not make changes to the Funded Activities. Funded Activities must not proceed before the Commencement Date and must be completed on or before the Conclusion Date.

10. The Grant must not be used other than in accordance with the Terms and Conditions of the Grant Funding Agreement. Please ensure that you have read the Terms and Conditions (annex 4 schedule 7) in conjunction with this Final Grant Offer Letter.

Eligible Expenditure

11. The Eligible Expenditure is specified in Schedule 3 and is limited, in all cases, to costs which:

- a) are incurred and defrayed during the Investment Period (as defined in Schedule 5 Table A); and
- b) comply with the Grant Funding Agreement.

12. Under no circumstances may the Grant be claimed or used for the purposes prohibited in Paragraph 5.3 of the Terms and Conditions or to cover costs incurred for those purposes (and any such costs do not constitute Eligible Expenditure for the purpose of the Grant Funding Agreement).

Availability of grant

13. Funding for this Grant is only available in respect of Eligible Expenditure incurred and defrayed and reported ineligible expenditure, where applicable in the Investment Period.

Payment of grant

14. Before paying any instalment of Grant the Secretary of State must be in receipt of a copy of this Grant Offer Letter which has been signed by You in accordance with the requirements at Paragraph 24 and Paragraph 28 and 29 below. Paragraph 4 of the Terms and Conditions and Schedule 4 to this Grant Offer Letter detail how the Grant will be paid to You.

Conditions

15. You must:

- a) perform the Funded Activities in full;
- b) complete the Investment as set out in Schedule 3;
- c) achieve the Deliverables set out in Schedule 2 within the applicable timescales set out in Schedule 2;
- d) where Schedule 2 details Direct Jobs, Created Jobs and/or Safeguarded Jobs that should be created and/or retained, ensure those jobs are retained for the Job Retention Period;

- e) comply with all the requirements of the Terms and Conditions, paying specific attention to Paragraphs 3 to 5, in addition to all other requirements set out or referred to in the Grant Funding Agreement; and
- f) continue to comply with the Terms and Conditions, in addition to all other requirements set out or referred to in this Grant Funding Agreement (where relevant) after payment of the Grant.

16. You will be the sole recipient of the Grant and, as such, You will be responsible for managing the Grant and any Third Parties You may contract with to deliver the Funded Activities.

SAMPLE

17. You must complete and sign the Confirmation of Company Details Form in Schedule 6 of this Grant Offer Letter as part of Your acceptance of the Grant. Grant payments will be made into the bank account listed in this form. No payment will be made in advance of receipt of a correctly completed and signed Grant Offer Letter and Confirmation of Company Details Form. The signatory to Your Confirmation of Company Details Form must be the Chief Finance Officer or a Director with proper delegated authority, who must be listed on Companies House records. Any change of bank details must be notified immediately on the same form and signed by an Approved Signatory, who should be listed on Companies House record. Any change of Approved Signatory must be notified to the Secretary of State for approval, as soon as known.

Grant Review

18. The Grant may be reviewed at intervals to be determined by the Secretary of State, throughout the Monitoring Period as set out in Schedule 5 of this Offer Letter. The Secretary of State may carry out more than one review.
19. As part of any review, You shall provide any assistance and information reasonably requested by the Secretary of State to establish whether You have used the Grant in accordance with the Terms and Conditions set out in the Grant Funding Agreement or that is otherwise required to assess Your delivery of the Funded Activities against the Deliverables and Eligible Expenditure. As part of the review, the Secretary of State may (where applicable) consider monitoring information provided under Paragraph 20 below and Paragraphs 6-8 inclusive of the Terms and Conditions.

Grant Monitoring, Evidencing and Verification

20. In addition to the Monitoring and Reporting requirements set out in Paragraphs 6 (review of funded activities), 7 (eligible and ineligible expenditure) and 8 (independent accountant's report or independent Monitoring review verifying expenditure) of the Terms and Conditions, you shall provide the Secretary of State the following information during the Monitoring Period:
- a. A first independent accountant's report or independent monitoring review on [INSERT DATE] and on an annual basis thereafter during the monitoring period. In addition, You are required to submit an independent accountants' report or independent monitoring review with Your final claim.
 - b. Please also refer to Monitoring and Reporting Requirements set out in the Heat Pump Ready Innovation Funding Competition Guidance.

Day-to-day contact

21. In communicating with the Secretary of State, or if you have any queries on this Grant award, Your day-to-day contact will be your Monitoring Officer (MO) within the Department for Energy Security and Net Zero,

[DESNZ MO NAME]

[MO JOB TITLE] - Central Grants and Loans

Email: [MO EMAIL]

Telephone: [TELEPHONE NUMBER]

Entire agreement

22. If this Grant Funding Agreement is accepted, the Grant Funding Agreement shall form the entire agreement relating to the Grant. The Grant Funding Agreement will supersede previous correspondence and understandings. However, this does not exclude the liability of either party in respect of any previous fraud or fraudulent misrepresentation.

Variation

23. No variation of the Terms and Conditions set out or referred to in this Grant Funding Agreement will be effective unless it is agreed in writing and signed by both parties. This does not prevent the Secretary of State making reasonable changes in relation to the administrative arrangements in this letter (such as day-to-day departmental contact details).

Duration of offer

24. Subject to Paragraph 7 [and 8] above, the offer contained in this Grant Funding Agreement remains open until [DATE OF GOL + 14 DAYS], at which point it expires. If You wish to accept this offer, You must ensure that We receive Your formal acceptance, in full compliance with the acceptance requirements below, on or by that time and that all Pre-Conditions listed in Paragraph 7 have been satisfied.

Subsidy Control

The Grant has been awarded on the basis that it is compliant with the principles set out in Schedule 1 of the Subsidy Control Act.

Other public funding assistance

25. By accepting this Grant offer You confirm to Us that no other public financial assistance has been sought or offered to You for the Funded Activities or Deliverables.

26. You may not apply for any other public support for the Funded Activities or Deliverables in the form of grants, guarantees, loans or tax credits without Our prior written approval. You are obliged to inform Us in writing if You seek or are offered any other public sector support for the Funded Activities or any of the Eligible Expenditure included in this Grant Funding Agreement as this may affect the Intervention Rates set out in Paragraph 6.

SAMPLE

Acceptance

27. If You wish to accept this Grant offer, please complete the Agreement Section below. It must be signed and dated by an Approved Signatory of Your organisation, who is listed on Companies House records. They should also sign and date the duplicate copy of this letter as indicated below.
28. For the avoidance of doubt, the version of this Grant Offer Letter that will take precedence and shall be relied upon in the case of any ambiguity or dispute will be the Department for Energy Security and Net Zero signed and issued version of the document and not the signed Acceptance copy. Any changes made to the Grant Offer Letter after it is signed and issued by the Department for Energy Security and Net Zero that are not made by Us, will automatically mean the grant offer is rescinded and rendered null and void.

Yours sincerely,

[DESNZ AUTHORITY TO SIGN]

[JOB TITLE OF DESNZ SIGNATORY]

On behalf of the Secretary of State for Energy Security and Net Zero
Department for Energy Security and Net Zero
55 Whitehall
London
SW1A 2HP

Agreement

I confirm, for and on behalf of [NAME OF GRANT RECIPIENT], the agreement of [NAME OF GRANT RECIPIENT] to the terms of this Grant Offer Letter, its Schedules, Annexes and the Terms and Conditions (the Grant Funding Agreement) and fully understand the terms and obligations it places on [NAME OF GRANT RECIPIENT].

Signed:

Printed Name:

Position:

Date:



Schedule 1

Funded Activities

Background of the Scheme

The Heat Pump Ready Innovation Funding Competition is providing grant funding to support research and development projects, developing innovative technologies which focus on overcoming one of the following four identified barriers to heat pump uptake:

1. Capital cost of heat pump system hardware and components
2. In property changes required
3. Internal & external space requirement
4. Time taken for heat pump install from accepted quote

Background of this Award

This grant award contributes to this scheme, and in particular:

- [information taken from grant application].

The financial basis for this assistance is:

- [information taken from grant application].

The grant award is categorised as a:

- [TYPE OF INNOVATION ACTIVITY UNDER THE UK RESEARCH, DEVELOPMENT AND INNOVATION STREAMLINED ROUTE] within Heat Pump Ready Innovation Funding Competition

The Funded Activities

The Funded Activities will [PROJECT DESCRIPTION FROM APPLICATION FORM].

The Funded Activities **Premises** are [ADDRESS OF PROJECT LOCATION]

Summary of the Deliverables

The Funded Activities will be monitored against the following deliverables:

Key Performance Indicator (KPI) Reporting

Quarterly KPI

Schedule 1, Table A – This shows the Key Performance Indicator (KPI) information projects are expected to report on a quarterly basis	<u>Question</u>
Technology Readiness Level (TRL)	What is the current TRL of the innovation that is being funded?
	When do you expect to reach TRL 9?
Commercial Readiness Level (CRL)	What is the current CRL of the innovation that is being funded?
	When do you expect to reach CRL 9?

Annual KPI Reporting (Information to be provided each September)

Schedule 1, Table B – This shows the Key Performance Indicator (KPI) information projects are expected to report on an annual basis

<u>Category</u>	<u>Question</u>
Jobs	Within your organisation, how many FTE posts have been directly involved in delivering the project since it started within the UK?
	How many new FTE posts have been created as a result of the project activities?
Business relationships	Apart from consortium relationships or collaborations how many other contractual relationships have you formed as a result of the project since it started?
	How many non-contractual business relationships have you formed as a result of the project?
Commercialisation progress	What if any steps towards commercialisation has the innovation achieved since its start?
	How many, if any, national standards has the product or service passed since its start?
	How many, if any, international standards has the product or service passed since its start?
Patents	How many applications for patents has this project resulted in since the project started?
	How many, if any patents has this project resulted in since the project started?
Publications	How many academic publications have been generated as a result of the project?
Knowledge exchange and dissemination	How many if any events for the purpose of sharing/exchanging knowledge have been produced as part of the project?

Follow on funding	Have you been able to secure any follow-on funding for the innovation funded under this project?
	What is the source any follow-on public-sector funding?
	What is the amount of the follow-on public-sector funding?
	What is the source any follow-on private sector funding?
	What is the amount of the follow-on private sector funding?
Barriers to heat pump uptake	What is the primary barrier your project falls under?
	Extent to which the project has overcome the barrier?
	Is your project supporting overcoming any other of the 4 barrier(s)?
	Extent to which the project has overcome the barrier(s)?
Installed innovation testing	How many units/homes has the innovation been installed into as part of testing?
	How many units/homes has the innovation been installed into under an existing government funded scheme/programme (please also name the scheme/programme)?
Sales	How many sales of the innovation have been generated (i.e. units paid for)?
	How many export sales of the innovation have been generated?
Information for Chief Scientific Advisor's Office	Amount of funding across financial year (FY) against Recipient type: Public Sector, Business Enterprise (all), Business Enterprise (SME), Higher Education, Private non-profit, other, Funding recipient not known
	Amount of funding each FY against Region: North East, North West, Yorkshire & Humber, East Midlands, West Midlands, London, South East, South West, Wales, Scotland, Northern Ireland, Non-UK, Unknown
	Amount of funding each FY against Research stage: Basic Research, Applied Research, Experimental Development, Research Stage not known.
	Private investment each FY against source: Co-investment, Follow on investment, wider investment attracted

Timing and Detail

The timing and detail of the Deliverables to be monitored are more fully described in Schedule 2 and the Investment in Schedule 3 of this Grant Offer Letter.

Definitions of key words (such as 'aggregate job target', 'deliverables', 'direct job', 'created job', 'safeguarded job', 'full time equivalent') are available in the Terms and Conditions.

Schedule 2

Deliverables

The following tables detail the **deliverables required and timing** as a condition of this grant.

Schedule 2, Table A – This shows the resulting deliverables of the Funded Activities.

TBC	TBC	TBC	Number of [insert deliverable] to be achieved in the Financial Year (ending 31 March)										
			2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	
[insert deliverable]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]
[insert deliverable]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]
[insert deliverable]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]
[insert deliverable]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]
Cumulative Total	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]	[insert t]

Schedule 3

Investment

Schedule 3, Table A: Eligible Expenditure (£) related to the project expenditure types of the Funded Activities. This information will be taken from the Grant Recipient's Project Cost Breakdown Form submitted as part of their grant funding application.

Expenditure Category	Financial Years (ending 31 March)					TOTAL
	2026	2027	2028	2029	2030	
[enter cost name]	[insert]	[insert]	[insert]	[insert]	[insert]	[insert]
[enter cost name]	[insert]	[insert]	[insert]	[insert]	[insert]	[insert]
[enter cost name]	[insert]	[insert]	[insert]	[insert]	[insert]	[insert]
[enter cost name]	[insert]	[insert]	[insert]	[insert]	[insert]	[insert]
[enter cost name]	[insert]	[insert]	[insert]	[insert]	[insert]	[insert]
[enter cost name]	[insert]	[insert]	[insert]	[insert]	[insert]	[insert]
[enter cost name]	[insert]	[insert]	[insert]	[insert]	[insert]	[insert]
[enter cost name]	[insert]	[insert]	[insert]	[insert]	[insert]	[insert]
[enter cost name]	[insert]	[insert]	[insert]	[insert]	[insert]	[insert]
[enter cost name]	[insert]	[insert]	[insert]	[insert]	[insert]	[insert]
Total expenditure	[insert amount]	[insert amount]	[insert amount]	[insert amount]	[insert amount]	[insert amount]
Cumulative expenditure	[insert amount]	[insert amount]	[insert amount]	[insert amount]	[insert amount]	

IMPORTANT

- For money to have been defrayed, liabilities must have been both incurred and discharged by payment. VAT, finance, and interest charges should be excluded.
- Evidence of expenditure defrayed must be retained and available to demonstrate the audit trail of all submitted costs.
- Tangible assets (shall or must) be at the location/s of the Funded Activities and used exclusively at the Premises.

Schedule 4

Payment Schedule (Grant Instalments)

Schedule 4, Table A: Grant Instalments paid on a reimbursement basis

Date of claims	Requirements for payment	No Obligation to Pay Date	Maximum Grant
Q1 2027 Q2 2027 Q3 2027 Q4 2027	When You have defrayed [£X] (excluding VAT) on Eligible Expenditure at the Premises, as specified in Schedule 3, for the Funded Activities described in Schedule 1 and You have provided a Monitoring Report in which You have confirmed that You reasonably believe (i) that the Deliverables described in Schedule 2 will be achieved; (ii) the cumulative total Eligible Expenditure and as set out in Schedules 3 and 4 will be met and maintained throughout the Monitoring Period.	TBC	[£]
Q1 2028 Q2 2028 Q3 2028 Q4 2028	When You have defrayed [£X insert calculated trigger value] (excluding VAT) on Eligible Expenditure at the Premises, as specified in Schedule 3, for the Funded Activities described in Schedule 1 and You have provided a Monitoring Report in which You have confirmed that You reasonably believe (i) that the Deliverables described in Schedule 2 will be achieved; (ii) the cumulative total Eligible Expenditure and as set out in Schedules 3 and 4 [will be met and the Site Total requirement set out in Schedule 2 - delete if not jobs] will be met and maintained throughout the Monitoring Period.	TBC	[£]
Q1 2029 Q2 2029 Q3 2029 Q4 2029	When You have defrayed [£X insert calculated trigger value] (excluding VAT) on Eligible Expenditure at the Premises, as specified in Schedule 3, for the Funded Activities described in Schedule 1, and You have provided a Monitoring Report in which You have confirmed that You reasonably believe (i) that the Deliverables described in Schedule 2 will be achieved; (ii) the cumulative total Eligible Expenditure and as set out in Schedules 3 and 4 [will be met and the Site Total requirement set out in Schedule 2 - delete if not jobs] will be met and maintained throughout the Monitoring Period.	TBC	[£]
Q1 2030	When You have defrayed [£X insert calculated trigger value] (excluding VAT) on Eligible Expenditure at the Premises, as specified in Schedule 3, for the Funded Activities described in Schedule 1, and You have provided a Monitoring Report in which You have confirmed that You reasonably believe (i) that the Deliverables described in Schedule 2 will be achieved; (ii) the cumulative total Eligible Expenditure and as set out in Schedules 3 and 4 [will be met and the Site Total requirement set	TBC	[£]

Date of claims	Requirements for payment	No Obligation to Pay Date	Maximum Grant
	out in Schedule 2 - delete if not jobs] will be met and maintained throughout the Monitoring Period.		

IMPORTANT

- For money to have been defrayed, liabilities must have been both incurred and discharged by payment. VAT, finance and interest charges should be excluded.
- Tangible assets (shall or must) be on site and used exclusively at the Premises.
- Evidence of the expenditure defrayed should be retained and made available as per the terms of the Grant Funding Agreement.
- The above table represents triggers for the drawdown of Grant. You are still required to meet the Deliverables and Investment listed in the schedules.
- Details of the subsidy used and the intervention rate is provided in Paragraph 6 of this Grant Offer Letter. We are unable to exceed this intervention rate. If Eligible Expenditure reduces Grant will reduce accordingly.
- No Obligation to Pay Date. This is the final date where the Secretary of State is no longer obliged to pay a Grant Instalment.

Definitions of key words (such as 'eligible', 'defrayed', 'expenditure', 'incurred', 'discharged' and 'liabilities') are available in the Terms and Conditions.

SAMPLE

Please note that Schedule 3 table A reflects the total expenditure forecast for each stated financial year. In-year grant payment triggers may differ from this and are shown in Schedule 4. Specifically, for this agreement, grant payment triggers are:

Year ending March 31	Cumulative Trigger Point in Schedule 4	Calculated as	Grant payable	Calculated as
2025	£x	X% of total expenditure in Table A2 for FY 2025/26 due to proximity to year end	£X	X% of grant trigger amount
2026	£x	Cumulative total made up total expenditure from FY2024/25 plus X% of expenditure for FY 2025/26. In year grant trigger amount is £X	£X	X% of in year grant trigger amount
2027	£x	Cumulative total made up total expenditure from FY2025/26 plus X% of expenditure for FY 2026/27. In year grant trigger amount is £X	£X	X% of remaining expenditure
2028 (Final Claim)	£x	Total cumulative expenditure – remaining expenditure to trigger grant release is £X	£X	X% of remaining expenditure

Schedule 5

Schedule 5, Table A: Key Dates and Periods

Milestone	Explanation	Date
Commencement Date	The date investment in Eligible Expenditure for the Funded Activities can commence.	[Dates will be specific to individual projects and based on agreed commencement date /GOL date as defined by DESNZ]
No Obligation to Pay Date (NOPD)	The final date where the Secretary of State is no longer obligated to pay a Grant instalment, due to requirements for payment not being met as set out in Schedule 4.	[Dates will be specific to individual projects and based on agreed commencement date /GOL date as defined by DESNZ]
Grant Drawdown Period	The period within which the Grant can be drawn down, if requirements specified in the Grant Funding Agreement, Schedule 4 have been met.	[Dates will be specific to individual projects and based on agreed commencement date /GOL date as defined by DESNZ]
Investment Period	The period in which You will make the investment in Eligible Expenditure and Ineligible Expenditure.	[Dates will be specific to individual projects and based on agreed commencement date /GOL date as defined by DESNZ]
Asset Retention Period	The Investment Period and the further period after the Investment Period expiry that the Assets must be retained.	[Dates will be specific to individual projects and based on agreed commencement date /GOL date as defined by DESNZ]
Job Retention Period	The period in which You will deliver the employment Deliverables.	[Dates will be specific to individual projects and based on agreed commencement date /GOL date as defined by DESNZ]
Monitoring Period	The period from the Commencement Date to the Conclusion Date in which the Secretary of State will actively monitor the Funded Activities, Deliverables, Eligible Expenditure and Ineligible Expenditure.	[Dates will be specific to individual projects and based on agreed commencement date /GOL date as defined by DESNZ]

Conclusion Date	The date when ALL the above periods have completed.	[Dates will be specific to individual projects and based on agreed commencement date /GOL date as defined by DESNZ]
Document Retention Period	The period that documentary evidence must be retained being a period of 10 years after the Conclusion Date .	[Dates will be specific to individual projects and based on agreed commencement date /GOL date as defined by DESNZ]

Annexes to the Grant Funding Agreement

SAMPLE

Schedule 5, Table B Annexes attached with this Grant Funding Agreement.

Schedule 7 Terms and Conditions	Yes
Annex 1 - Parental Undertaking and Guarantee	Only to be used where Parental Undertaking and Guarantee is required.
Annex 2 - Standard Independent Accountants Report	Yes
Schedule 8 Summary of Processing	Yes

SAMPLE

Schedule 6

Confirmation of Company Details

Guidance: You (the Grant Recipient) must complete Parts 1 to 5. Part 5 must only be completed by the person who signed the Grant Offer Letter, or their replacement in their signatory role.

You should take a photocopy of the form for your records and return the original along with the signed Grant Offer Letter to the address indicated in the Grant Offer Letter.

Part 1: Grant recipient details (Fields marked with asterisk* are mandatory)

Name of Grant Recipient*	Address of Grant Recipient (inc. postcode)*
<input type="text"/>	<input type="text"/>
VAT Registration number* (If UK based)	Main contact name*
<input type="text"/>	<input type="text"/>
Scheme Name*	Contact telephone number*
<input type="text"/>	<input type="text"/>
Project Reference Number*	Contact email address*
<input type="text"/>	<input type="text"/>

Part 2: Bank details (Fields marked with asterisk* are mandatory)

Bank / Building Society name*	Account name*	
<input type="text"/>	<input type="text"/>	
Branch name	Bank sort code*	Account number*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Branch address	Account type	
<input type="text"/>	<input type="text"/>	
	Building Society roll number	
	<input type="text"/>	

Part 3: Purchase Order/Remittance advice*

Choose one method only

Send PO/remittance advice by **email** to:
(If separate email addresses are required for both then please specify)

Send PO/remittance advice by **post** to:
(Please specify address if different to information provided in Part 1):

Part 4: Authorised signatories

The names and specimen signatures of people authorised to sign claim forms on behalf of the person who signed the Grant Funding Letter are shown below. These signatures are binding on this organisation in respect of the Grant Agreement.

Name

Name

Position in your organisation

Position in your organisation

Signature

Signature

Date

Date

Part 5: Grant recipient declaration

[Guidance: to be completed by the person who signed the Grant Offer Letter]

- I certify that the information given on this form is correct.
- I agree that following discussions, any overpayments can be automatically recovered from future payments.

Name

Signature (the person who signed the agreement)

Date

[Guidance: return this form to the address indicated in the Grant Offer Letter, alongside a signed Grant Offer Letter.]

General Data Protection Regulation (2018): The information on this form will be recorded on the Secretary of State's records, some of this will be computerised. The information provided will be used for paying your fees and will not be passed to anyone outside of DESNZ without the permission of the Grant Recipient.

Schedule 7

Terms and Conditions

Schedule 7 is attached as a separate document to this Grant Offer Letter.

SAMPLE

Schedule 8

Summary of Processing

Details of personal data to be shared by the Department for Energy Security and Net Zero

Description	Details
Subject matter of the processing	We are processing your personal data for the purposes of assessing your Heat Pump Ready Round 2 (HPR R2) – Innovation Funding application and the ongoing delivery, monitoring and reporting of progress of the project in line with the Grant Funding Agreement (GFA) issued to you.
Duration of the processing	<p>Your personal data will be kept by us for the duration of the funded project period running for at least 4 years from February 2027. After the funded project period has ended your personal data will be deleted within 30 days, except that which is necessary to retain in order to ensure continued monitoring and evaluation of any successful applications. This will be managed by the processor on a regular basis and regularly reviewed as part of the process. This data will then be deleted within 30 days after the contract has ended.</p> <p>Personal information in correspondence will usually be deleted 3 calendar years after the correspondence or case is closed or concluded.</p> <p>Public correspondence may however be kept if it is sufficiently significant that it should be retained for the historical record.</p> <p>Due diligence information collected from organisations funded may be required to be retained for 6 years post funded project to ensure compliance with relevant sanctions.</p>
Nature and purposes of the processing	<p>Your personal data will be shared by us with:</p> <ul style="list-style-type: none">• DESNZ’s appointed Acceleration Support provider subject to your application being successful for funding• DESNZ’s appointed Evaluation Contract provider subject to your application being successful for funding <p>Data will be shared with other governmental bodies (His Majesty’s Governmental departments and agencies likely to include National Audit Office, Government Internal Audit Agency and HM Treasury) if they are involved in assessment, the issuing of grant funding or to improve the</p>

	<p>government's ability to support the heat pump sector. When your data is shared with other government bodies, it will be classified as commercially sensitive, and the recipient will be bound by the same terms of confidentiality as all civil servants.</p> <p>Jeremy Benn Associates (JBA) are contracted by UK government and are operating the online platform. They will not be assessing bids.</p> <p>Data will be shared with internal Departmental experts involved in the assessment of applications, whose expertise which falls within the requirements of the public task.</p> <p>Your data will be processed for the purposes of the prevention, investigation, detection or prosecution of criminal offences including fraud.</p> <p>Your information may be shared with other public bodies, or the devolved administrations, where it is necessary in order to provide a full answer to you, or where it is necessary to transfer correspondence to a more appropriate body for answer.</p> <p>Your information may be shared with your MP where they are writing on your behalf.</p> <p>As part of our IT infrastructure, your personal data will be stored on systems provided by our data processors - Microsoft and Amazon Web Services. This does not mean we actively share your personal data with these entities; rather, they are technical service providers who host infrastructure supporting our IT systems.</p>
<p>Type of Personal Data that will be processed</p>	<p><i>[Set out the kinds of personal data that will be processed, for example name and contact details, CCTV recordings in premises, information about income, training needs, barriers to employment]</i></p> <p>We will process the following personal data:</p> <ul style="list-style-type: none"> • Names and contact details of employees involved in preparing and submitting the application. • Names and contact details of employees proposed to be involved in delivery of the project • Names, contact details, qualifications and experience of employees whose CVs are submitted as part of the bid. • Names, contact details, salary detail, qualifications and experience of employees who are working on the project for the sampling of staff costs and project expenditure purposes

Types of Special Category data	<p>Where special category data or data about criminal offence data is volunteered by a correspondent, our legal basis for processing it is:</p> <p>The processing is necessary for reasons of substantial public interest for the exercise of a function of the Crown, a minister of the Crown, or a government department. The substantial public interest is being accountable and transparent about the functions and policies for which the department is responsible.</p> <p>In addition DESNZ may collect personal data relating to criminal offence data that is not volunteered (i.e. from open-sources).</p>
High risk processing	The processing doesn't not result in high risk to the rights and freedoms of individuals
Law enforcement	Data processing covered by this agreement is not for law enforcement purposes, as defined by s31 of the Data Protection Act 2018
Criminal convictions data	<p>Where special category data or data about criminal offence data is volunteered by a correspondent, our legal basis for processing it is:</p> <p>The processing is necessary for reasons of substantial public interest for the exercise of a function of the Crown, a minister of the Crown, or a government department. The substantial public interest is being accountable and transparent about the functions and policies for which the department is responsible.</p> <p>In addition DESNZ may collect personal data relating to criminal offence data that is not volunteered (i.e. from open-sources).</p>
Categories of Data Subject	Applicants to the Heat Pump Ready Innovation Funding Competition which comprise of members of the public.