

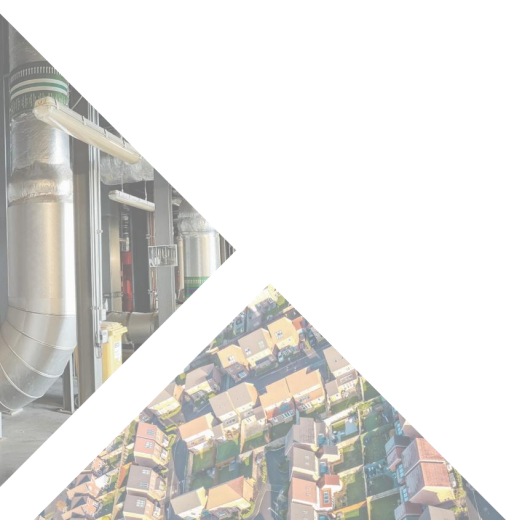


# HEAT NETWORK EFFICIENCY SCHEME



# Welcome and Agenda

Louise Singleton



# Welcome



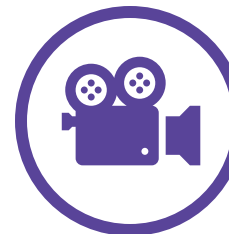
**Please mute microphones to limit disruption**



**If you are not speaking, please turn off webcams to improve video quality**



**Please ask questions using the Q&A functionality**



**This seminar will be recorded and slides distributed after**



# Agenda

Session	Speaker
Introduction to Monitoring and Reporting	Louise Singleton
M&R Template Walk Through	Alison Sanders
Grant Claims	Louise Singleton
Q&A	Louise Singleton



# Introduction to Monitoring and Reporting

Louise Singleton  
HNES Programme Manager



# Why do we need M&R returns?

1. Identify any issues with delivering the project (e.g. delays to delivery timescales, cost changes, scope changes)
2. Ensure grant awards will be claimed within allocated financial years
3. Ensure project is on track to deliver expected benefits in line with application form figures



# When do I need to submit my M&R return?

- Personalised templates are provided via email following grant award
- First submissions are due for the same month that your Grant Funding Agreement / Memorandum of Understanding is signed, **even if no activity has occurred**
- E.g. signed in October, first report relating to October is due by the end of November
- Returns can be submitted at any point in the month, but no later than the last working day

	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24
Capital (Monthly)	Activity in Sep 23	Activity in Oct 23	Activity in Nov 23	Activity in Dec 23	Activity in Jan 24	Activity in Feb 24	Activity in Mar 24	Activity in Apr 24
Capital (Quarterly)	Tab C covering Jul-Sep			Tab C covering Oct-Dec			Tab C covering Jan-Mar	
Revenue (Monthly)	Activity in Sep 23	Activity in Oct 23	Activity in Nov 23	Activity in Dec 23	Activity in Jan 24	Activity in Feb 24	Activity in Mar 24	Activity in Apr 24
Revenue (Final)	Tab C once Optimisation Study is complete							



# What do I need to complete?

## Revenue M&R Returns

- Required until sign off of Optimisation Study
- Monthly returns covering:
  - Tab A - Project progress updates
  - Tab A - Budget drawdown
  - Tab B - Risks and issues
  - Tab D - Confirmation
- Final return to include:
  - Tab C - Optimisation Study Outputs Annex

## Capital M&R Returns

- Required until 24 months after commissioning date
- Monthly returns covering:
  - Tab A - Project progress updates
  - Tab A - Budget drawdown
  - Tab B - Risks and issues
  - Tab D - Confirmation
- Quarterly returns covering:
  - Tab C - Progress against benefits and KPIs for each of the previous 3 months





# How do I submit my M&R return?

1. Open the Monitoring & Reporting folder in your application's SharePoint space
2. Navigate to the correct year and month that the report relates to
3. Upload your return and email [hnes@gemserv.com](mailto:hnes@gemserv.com) to confirm it has been submitted



# M&R Template Walk Through

Alison Sanders  
HNES M&R Lead



# Grant Claim Forms

Louise Singleton



# How do I claim my grant money?

## Bank Details

- Complete the Bank Details Annex that is provided with your M&R template after grant award
- This includes your VAT number – if you're not VAT registered, put that down

## Purchase Order

- We will send your bank details to the Department for Energy Security and Net Zero who will generate a Purchase Order
- We will provide you with a Purchase Order Number which must be included on your grant claim form

## Grant Claim Form

- A copy of the grant claim form is also provided with your M&R template
- You must submit this, along with any evidence of spend if you're not a Local Authority (e.g. invoices), before grants can be paid
- Grant claim forms and supporting evidence should be uploaded into the Grant Claims folder in your application's SharePoint space
- Email [hnes@gemserv.com](mailto:hnes@gemserv.com) to let us know this has been submitted



# How do I complete a Grant Claim Form?

## ANNEX 8

### GRANT CLAIM FORM

#### CLAIM FOR PAYMENT OF GRANT

This form must be used when you wish to claim an instalment of the Grant. When making a Grant claim, as set out in the standard terms and conditions of in the Grant Funding Agreement, We may request and You must supply proof of expenditure and any other supporting documentation and information in addition to the Grant claim Form as We may require.

Name of Applicant Organisation:

Purchase Order (PO) Number:

Period of claim (Month) 202X to (Month) 202X

Period	Grant claimed this <u>period</u>	Activities undertaken and Eligible Expenditure <u>incurred</u>	Evidence provided in support
<b>Totals</b>			

DEPARTMENT FOR ENERGY SECURITY & NET ZERO

- Make sure to include your PO Number
- Ideally align your activities undertaken with the eligible expenditure lines in your GFA / MoU (these match the rows you completed in Tab E of your application form)
- Clearly signpost which evidence relates to which element of the grant claim
- Funding can be claimed any time up until the end of the financial year it has been awarded in and there is no limit on the number of grant claims that can be made
- Funding must be spent in the allocated financial year – it can't be carried over



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# Where can I find help?

1. Refer to our M&R Guidance document
2. Rewatch this webinar (slides and recording will be made available afterwards)
3. Email [hnes@gemserv.com](mailto:hnes@gemserv.com)



# Follow our new social media accounts



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## Join our mailing list



[hnes@gemserv.com](mailto:hnes@gemserv.com)



# Any Questions?







## HEAT NETWORK EFFICIENCY SCHEME



Department for  
Energy Security  
& Net Zero



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