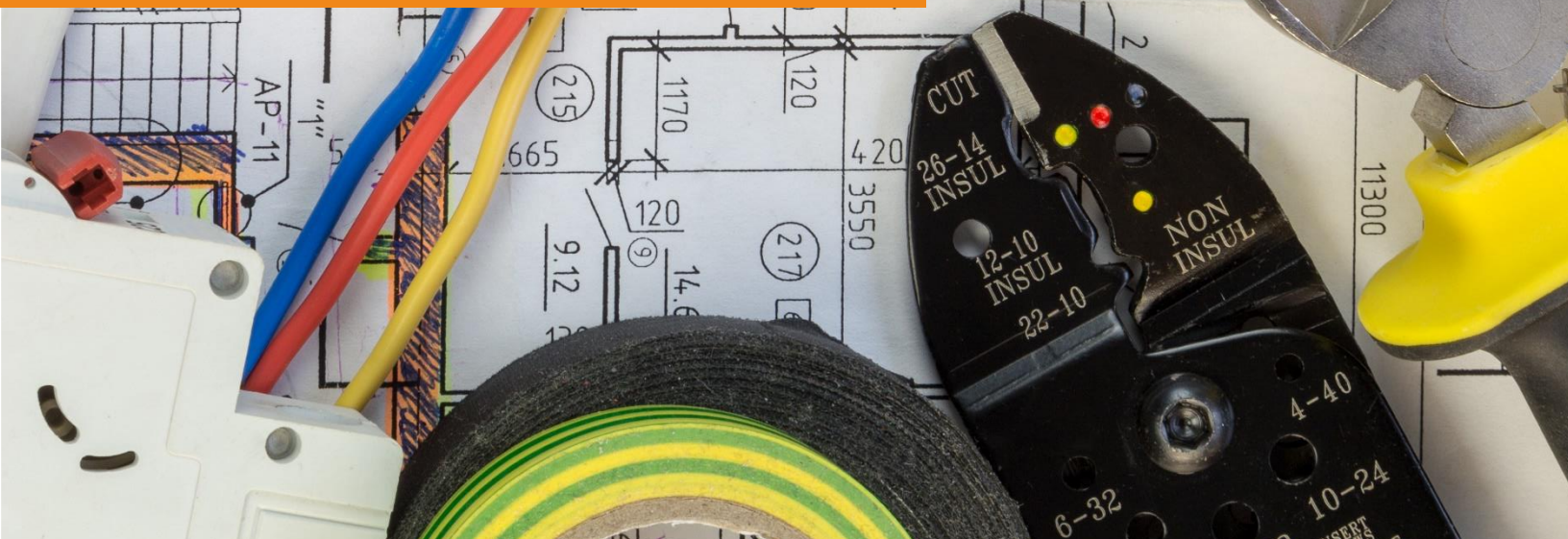




# DELIVERY INNOVATION FUND

GUIDANCE DOCUMENT

NORTH EAST AND YORKSHIRE NET ZERO HUB



# DELIVERY INNOVATION FUND – NORTH EAST AND YORKSHIRE NET ZERO HUB

## GUIDANCE FORM

### DELIVERY INNOVATION FUND TRIAL

Between December 2023 and March 2024, The North East and Yorkshire Net Zero Hub received funding from the Department for Energy Security and Net Zero (DESNZ) to develop a Retrofit Skills Plan for the region.

The plan recognised that Higher Education (HE) and Further Education (FE) providers in the North East and Yorkshire region face a range of challenges in delivering retrofit training.

The challenges identified include lack of staff time to develop course content, lack of staff to deliver, lack of budgets for CPD, lack of demand from employers, lack of awareness of the training offer amongst businesses and poor understanding of what retrofit is.

The Retrofit Skills Plan included a proposal for a Delivery Innovation Fund to support training providers in the region with activity that cannot be funded through core FE budgets that would facilitate the development, delivery and filling of retrofit courses.

The Hub has received from DESNZ a small amount of funding on a time-limited basis to test this approach as a way of piloting new (not existing) activity aiming to increase provision or engage more people with existing provision, ultimately leading to more people trained in retrofit skills.

The types of activities to be tested through the pilot programme could include:

- **Continuing Professional Development (CPD) of staff in retrofit skills**
- **Co-creation of curriculum with industry**
- **Piloting course delivery or newly developed content**

Successful projects must have completed delivery by no later than **31<sup>st</sup> August 2024** and must commit to participating in a formative evaluation of the wider programme.

## THE NORTH EAST AND YORKSHIRE NET ZERO HUB

The North East and Yorkshire Net Zero Hub (NEY) is at the centre of the region's ambitious efforts to drive a low-carbon, clean-growth future.

Funded by the Department for Energy Security and Net Zero, the Hub is one of five across the country, all focusing on helping the UK reach Net-Zero carbon emissions by 2050.

Our Hub combines six Combined Authorities (CA) or Local Enterprise Partnerships (LEPs) in the region, bringing local authorities, businesses, organisations and communities together to help us achieve our goals.

A Net Zero Hub Manager oversees a team that combines thematic programmes across the whole region, with locally-based Project Managers in each of our six areas. We are driving the transition to a zero-carbon economy with ambitious energy strategy and innovative project delivery.



Each Combined Authority is a full and equal partner in the Hub, with full and equal responsibility for ensuring the Hub delivers its MOU.

- Leverage a pipeline of 'investment ready' low carbon projects supporting local and national priorities.
- Continue to increase the number, quality, and scale of local Net Zero projects being delivered across the region in line with national targets and strategies.
- Collaborate with DESNZ to develop and support Net Zero elements to wider programmes and initiatives delivered across England.
- Support a national knowledge transfer programme to improve information sharing, training, and evaluation and create a network of experience that amalgamates learning to strengthen and teach others.

- Raise local awareness of opportunities for and benefits of local Net Zero investment – including through national schemes.

## FUNDING CONDITIONS

The investment of all grant funding and associated outputs must be within the NEY Net Zero Hub's geography.

Before continuing with your application, it is important to note the following:

- Work on the project may commence at the applicant's own risk and with the approval of the NEY Net Zero Hub and their Accountable Body Tees Valley Combined Authority once receipt of the full application, with all supporting information, has been acknowledged and a clear rationale has been provided for starting at risk.
- Successful applicants will receive grant funding upon completion of their project against evidence of spend.

## ELIGIBILITY

The following organisations are eligible to apply, subject to UK Subsidy Control regulations:

- Colleges
- Further Education Providers
- Higher Education Providers

Please note the following:

- Businesses in difficulty will not be eligible to apply for the Delivery Innovation Fund.
- The investment and associated outputs must be within the North East and Yorkshire Net Zero Hub's geography.
- Projects should be completed within the project completion date (as per Application Form) or by 31st August 2024, whichever is sooner. Significant concerns around delivery may result in the funding offer being withdrawn.
- Projects must commit to participating in a programme-wide Formative Evaluation

## PROJECT FOCUS

The project has the following objectives:

- To increase employer engagement with the colleges, particularly small and micro businesses.
- To increase awareness of the retrofit sector amongst the construction sector.
- To increase business awareness and the use of the college's physical training assets for retrofit.
- To encourage the co-design of training within the sector, ensuring courses are fit for purpose.
- To support the colleges to develop and deliver relevant training courses.

- To increase the uptake of retrofit training.

The types of activities to be tested through the Delivery Innovation Fund include:

- **Continuing Professional Development (CPD)** – Funding CPD and staff backfilling to upskill existing tutors to enable them to deliver retrofit training.
- **Course Delivery** – Added value to existing retrofit training courses such as industry seminar days, on site delivery of training in premises being retrofitted, and site visits to demonstrators. This will provide practical real work experience to learners.
- **Piloting New Activity** – Derisking the piloting and refining of newly developed courses in the sector, tailoring them to ensure they meet industry needs, particularly for SMEs, micros and sole traders, ready to be rolled out for main-stream delivery.

## PROJECT COSTS

Eligible project costs can include:

- Staff time for development, delivery and evaluation (Day rates must align with or be less than the going market rate)
- Marketing
- Piloting of course resources
- Training costs
- Industrial Specialist time

Please note, grant requests cannot include VAT.

If in doubt about whether your project or costs would be eligible, please contact the NEY Hub at [enquiries@NEYnetzerohub.com](mailto:enquiries@NEYnetzerohub.com).

Quotes for all project costs should be supplied with the application to evidence the total eligible cost and calculate the eligible grant. To ensure that value for money is being obtained, ideally three quotes should be obtained for major purchases. It is not always necessary for the chosen supplier to be the cheapest if a higher quote can be demonstrated to provide better value for money.

## PROJECT OUTPUTS

By the 31<sup>st</sup> August 2024 projects are expected to have achieved outputs that can reasonably be considered to contribute to the following overarching outcomes and projects need to demonstrate how these will be pursued following project delivery:

- An increase in businesses and sole traders actively engaged with colleges or training providers.
- An increase in participants enrolled on retrofit skills training.
- An increase in the number of colleges developing, piloting and refining retrofit training.

## GRANT PARAMETERS

The minimum grant value that you can apply for is £40,000, whilst the maximum grant value is £60,000. All applicants will be required to provide a statement of UK Subsidy Control compliance with their application form. Delivery of all projects and agreed outputs must be complete by 31<sup>st</sup> August 2024.

## EVALUATION AND CASE STUDY REQUIREMENT

If your application is successful, the North East and Yorkshire Net Zero Hub will require you to engage with the evaluation work which is being commissioned by the Hub. This will include liaising directly with the provider of a programme-wide formative evaluation and supplying a detailed case study of your project, alongside your final claim, describing how the funds were used and the impact they had. A template for this case study will be provided. This case study will help the Hub to assess the successes of the grant and compile lessons 'learnt' which can be used to benefit future projects.

## COMMUNICATIONS AND PUBLICITY

Successful applicants will be expected to:

- Recognise the financial contribution of the NEY Net Zero Hub in all published materials and publicity (to include boards, hoardings and plaques as appropriate). Logos and comments for media releases can be supplied.
- Not engage in any media activity around the project without first consulting with the Hub and shall support the Hub in its own associated media activity
- Support the NEY Net Zero Hub in promoting its activity and impact by taking part in evaluations, media releases etc.

## APPRAISAL PROCESS

1. For your project to be considered for a grant award, it must comply with the eligibility criteria as well as UK Subsidy Control Rules. Meeting both of these criteria alone does not automatically result in a grant award, your application then needs to be appraised.
2. Your application will then be appraised by the NEY Net Zero Hub.
3. The highest scoring and most recommended projects will then have a final sign-off by TVCA as the Accountable Body.
  - a. Funding will be awarded at the discretion of the Net Zero Hub and its Accountable Body and is subject to the availability of funds and the terms of the offer.

## TIMESCALES

1. The Delivery Innovation Fund will be open for applications from 22.05.2024
2. This fund will close for applications on midnight 14.06.2024
3. Successful applicants will be notified by no later than 26.06.2024.

## FUNDING AGREEMENTS AND CONTRACTING

Following the approval of a funding award, a funding agreement, including an opening offer letter, will be sent to the successful applicant that clearly sets out the conditions of the offer.

Successful applicants will have 14 days from receipt of the funding agreement and offer letter to contract or risk losing their award. The maximum amount payable for the support of the project will be fixed in the Offer Letter.

Once the funding agreement has been signed and returned, it will be countersigned by TVCA. Once the agreement has been signed by both parties, a member of the TVCA Claims and Monitoring team will be assigned to the project who will process grant claims and monitor the progress of the project. The Claims and Monitoring representative will make schedule a meeting to ensure that the implications of accepting the fund are fully understood and acknowledged. They will also provide a claims form to be used throughout the claims process and will provide a demonstration of how this should be completed. During this meeting, applicants will be informed of the evidence they need to retain and provide to support their claims.

Any significant changes to the project will require approval from the NEY Net Zero Hub Board and a variation to the contract.

## MAKING A CLAIM

Grants are paid in arrears against evidence of spend and at the approved intervention rate.

Applicants must ensure that they have sufficient cash flow to make purchases in full ahead of drawing down the grant. Grants can be claimed upon completion of your project against expenditure incurred. All claims must be received before 30<sup>th</sup> September 2024. Any claims received after this date may not be paid.

Grant Claims will need to be accompanied by invoices and evidence of payment (for example bank statements). This should be provided in electronic format with original copies held by the beneficiary. This evidence may be verified by a monitoring visit.

The total amount of grant payable will be either the maximum sum specified in the Funding Agreement, or (if less) the value of the eligible expenditure.

No payments will be made unless all funding conditions have been complied with and no expenditure incurred before the start date indicated in the offer letter will be eligible for funding.

## MONITORING AND EVALUATION

The milestones that have been agreed within the funding agreement will be regularly reviewed to check whether there are any changes, risks or issues that will affect the delivery of the proposed project.

Progress reports will be required from the applicant at both the point of making a claim and by ad-hoc request if required. The completion of these progress updates is a conditional element of the funding and failure to supply them could result in a grant offer being revoked.

Funding recipients must keep a record of all eligible expenditure (receipts, invoices etc.), quotes, tenders and procurement practices and all financial contributions made towards the Project. The Hub and TVCA will require evidence of outputs. In the case of new jobs created or safeguarded, this should include redacted employment contracts.

Recipients of the Delivery Innovation Fund are asked to support the evaluation of the programme by participating in evaluation research as required.

**All documentation is published on the NEY Net Zero Hub's website:**

**<https://www.neynetzerohub.com/projects-and-events/delivering-programmes/public-sector-decarbonisation-scheme/delivery-innovation-fund-trial/>**

**All completed application forms and supporting documentation must be sent to [enquiries@NEYnetzerohub.com](mailto:enquiries@NEYnetzerohub.com).**

**Any queries regarding the support or the application process can also be directed to [enquiries@NEYnetzerohub.com](mailto:enquiries@NEYnetzerohub.com).**

**All applications must be received by midnight on 14/06/2024.**