



Department for
Energy Security
& Net Zero

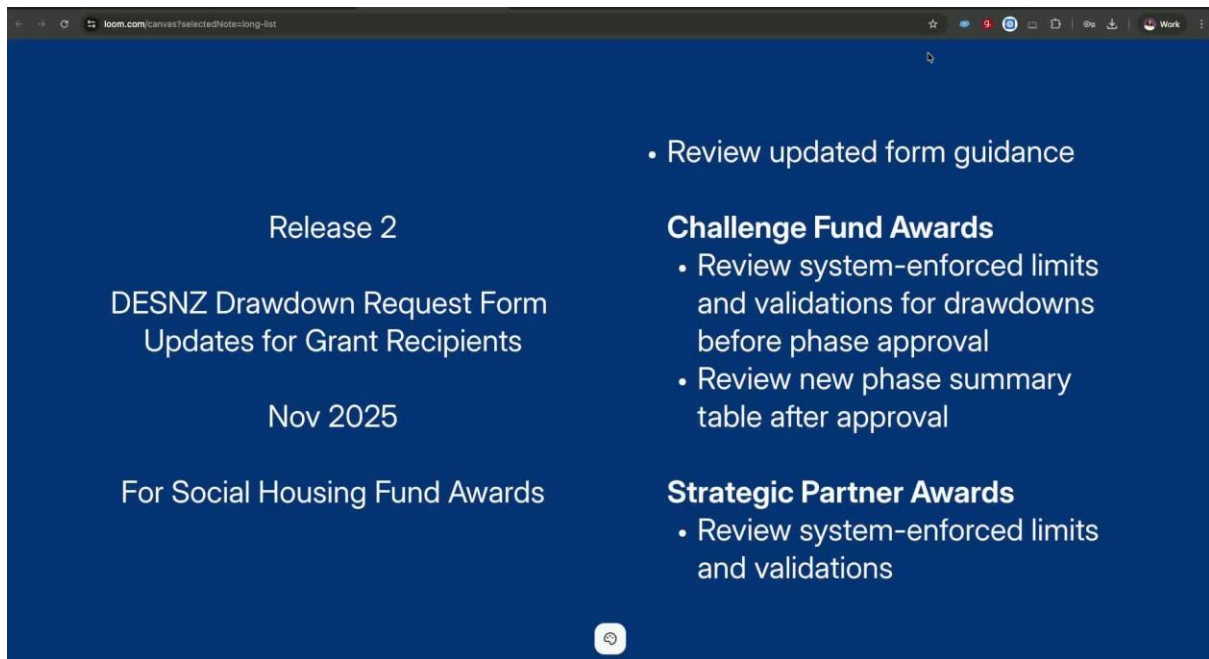
R2-08-G1: Guide to DESNZ Drawdown Request Form Updates for Grant Recipients

1. Introduction to the Tutorial [0:00](#)



- Overview of the tutorial on DESNZ Drawdown Request Form Updates for Grant Recipients.
- Applicable to Social Housing Fund awards as of November 2025.

2. Review of Updated Form Guidance [0:19](#)



Release 2

DESNZ Drawdown Request Form Updates for Grant Recipients

Nov 2025

For Social Housing Fund Awards

- Review updated form guidance

Challenge Fund Awards

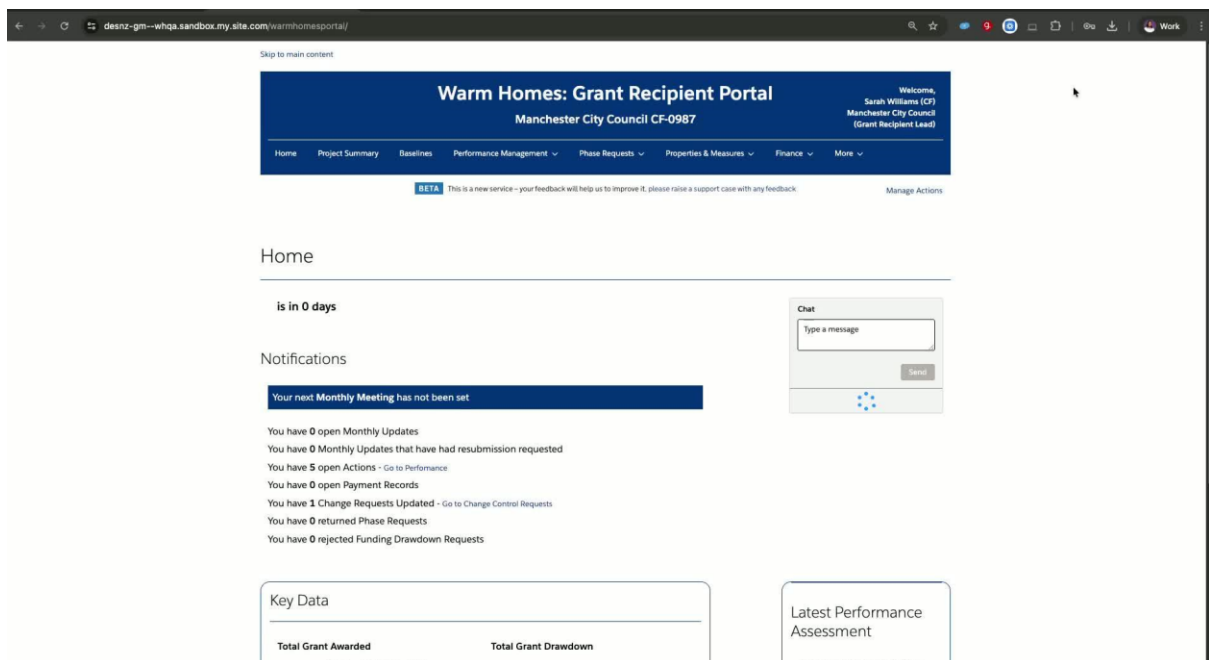
- Review system-enforced limits and validations for drawdowns before phase approval
- Review new phase summary table after approval

Strategic Partner Awards

- Review system-enforced limits and validations

- Focus on updated form guidance in the GMS for:
 - Challenge Fund awards
 - Strategic partner awards.

3. Accessing the Drawdown Request Page 1:04



Warm Homes: Grant Recipient Portal

Manchester City Council CF-0987

Welcome, Sarah Williams (CF) Manchester City Council (Grant Recipient Lead)

Home Project Summary Baselines Performance Management Phase Requests Properties & Measures Finance More

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Home

is in 0 days

Notifications

Your next Monthly Meeting has not been set

You have 0 open Monthly Updates
 You have 0 Monthly Updates that have had resubmission requested
 You have 5 open Actions - Go to Performance
 You have 0 open Payment Records
 You have 1 Change Requests Updated - Go to Change Control Requests
 You have 0 returned Phase Requests
 You have 0 rejected Funding Drawdown Requests

Key Data

Total Grant Awarded	Total Grant Drawdown
£5,000,000	

Latest Performance Assessment

Date: 21 November 2025

- Log into the GMS as a user (e.g., Sarah Williams for Challenge Fund award).
- Navigate to the Finance tab and select the Submit Drawdown Request page.

4. Understanding Drawdown Limits Before Phase Approval 1:26

The screenshot shows a web browser displaying the 'Warm Homes: Grant Recipient Portal' for Manchester City Council CF-0987. The user is logged in as Sarah Williams (CF), Manchester City Council Grant Recipient Lead. The page title is 'Submit Grant Drawdown Request'. The form is titled 'APPENDIX 1 GRANT DRAWDOWN REQUEST FORM'. It includes a 'CLAIM FOR PAYMENT OF GRANT' section with instructions on how to use the form, a 'CLAIMS SHOULD BE MADE FOR SPEND INCURRED' section, and a 'You are not required to submit evidence of spend incurred alongside this claim form' section. A 'Next' button is visible at the bottom right of the form. A chat window is open on the right side of the page. The footer contains links for Accessibility statement, Cookies, Privacy notice, and Site map, along with the OGL logo and copyright information.

Please note that all Grant Recipients have now had their FRAs and FMPs and should have all their phases and therefore the 20% rule no longer applies. Grant Recipients should draw down according to their phases.

- Explanation of drawdown request for the entire award before any phase approval.
- New limits:
 - Maximum 20% total funding drawdown before first phase approval.
 - 15% for ANA and 5% for capital.

5. Practical Example of Drawdown Limits 2:15

desnz-gm---whqa.sandbox.my.site.com/warmhomesportal/submit-grant-drawdown-request

Skip to main content

Warm Homes: Grant Recipient Portal

Manchester City Council CF-0987

Welcome, Sarah Williams (CF) Manchester City Council (Grant Recipient Lead)

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Submit Grant Drawdown Request

Grant Drawdown Request for MCC-Award Baseline V2

Your first Phase Request has yet to be approved. You can still submit a drawdown request based on the rules below
You may not drawdown more than 30% (13% A&A and 5% capital) of your total funding prior to approval of your first phase request and approval of an F&L and F&L.

Total Grant Funding £20,000,000

Total Grant Funding Capital £15,000,000

Capital Costs Only @

A&A Costs @

Back Review Request

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- Example with total grant funding of £20,000,000 and capital of £15,000,000.
- Inputting capital and ANA costs must not exceed specified limits:
 - 5% capital = £1,000,000
 - 15% ANA = £3,000,000.

6. Submitting the Drawdown Request 4:13

desnz-gm---whqa.sandbox.my.site.com/warmhomesportal/submit-grant-drawdown-request

Skip to main content

Warm Homes: Grant Recipient Portal

Manchester City Council CF-0987

Welcome, Sarah Williams (CF) Manchester City Council (Grant Recipient Lead)

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Submit Grant Drawdown Request

Grant Drawdown Request for

Total Drawdown Requested

Total Grant Funding £20,000,000

Total Grant Funding Remaining after Drawdown Request £16,000,000

Back Submit Request

Chat

Type a message

Send

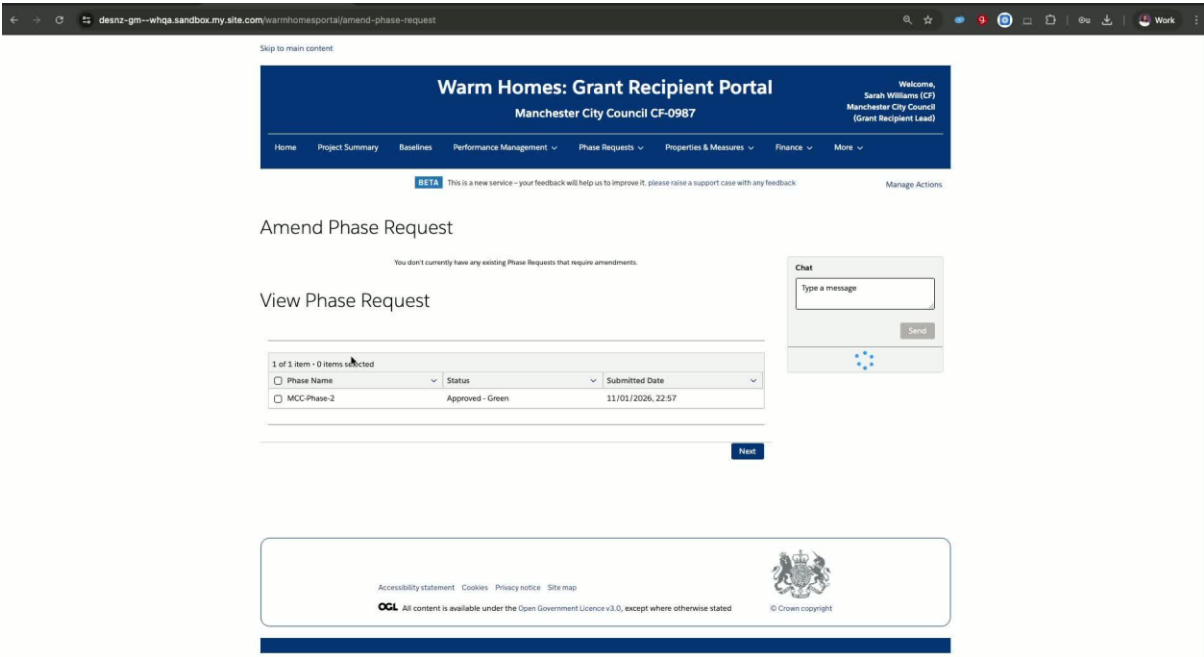
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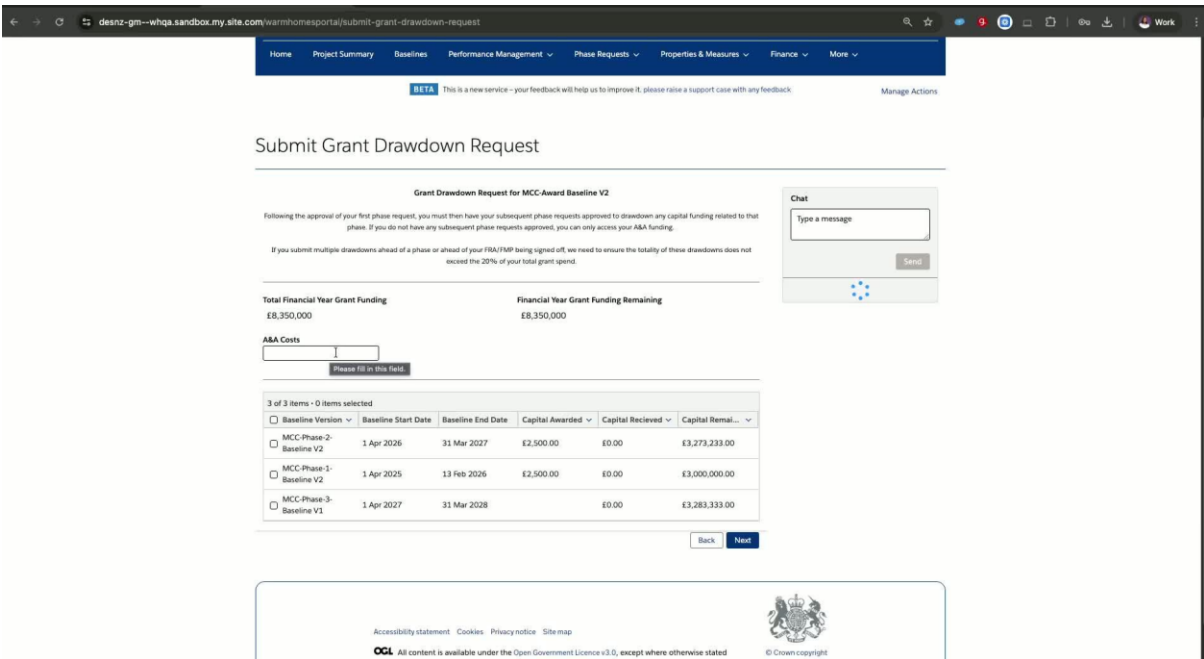
- Total drawdown requested example: £4,000,000.
- Remaining grant funding after approval calculation.

7. Changes After Phase Approval 5:02



- Overview of the drawdown form after phase request approval.
- New guidance on accessing capital funding related to approved phases.

8. Phase Summary Table 6:15



- Explanation of the phase summary table:
 - Baseline version, start and end dates, capital awarded, received, and remaining.

9. Validations for Capital Costs After Phase Approval 7:17

The screenshot shows the 'Warm Homes: Grant Recipient Portal' for Manchester City Council CF-0987. The user is Sarah Williams (CF), Manchester City Council (Grant Recipient Lead). The page title is 'Submit Grant Drawdown Request'. Below the title, there is a table for 'Drawdown Request for Approved Phase MCC-Phase-2-Baseline V2'.

Capital Awarded	Capital Received	Capital Remaining	Capital Remaining after Drawdown
£2,500	£0	£3,273,233	£1,726,767

Below the table, there is a field for 'Capital Costs Only' with a value of '5000000'. A red error message states: 'Capital costs cannot be higher than the capital remaining for this phase.' The 'Submit' button is disabled.

At the bottom of the page, there is a footer with the following text: 'Accessibility statement Cookies Privacy notice Site map OGL All content is available under the Open Government Licence v3.0, except where otherwise stated © Crown copyright'.

- Validation message for capital costs exceeding remaining capital for the phase.

10. Summary of Drawdown Request Process 8:19

- Recap of updated form guidance and system-enforced limits for Challenge Fund awards.

11. Strategic Partner Awards Overview 9:09

- Transition to strategic partner funding awards.
- Accessing the drawdown request page and updated guidance.

12. Drawdown Limits for Strategic Partner Awards 10:04

Warm Homes: Grant Recipient Portal
London Borough of Camden (LA) SP-3456

Welcome, Amalia Carter (SP)
London Borough of Camden (LA)
(Grant Recipient Lead)

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Submit Grant Drawdown Request

Grant Drawdown Request for Financial Year 1-Baseline V1

You may not drawdown more than 20% (15% A&A and 5% capital) of your total funding prior to the approval of an FMP and FRA.

Total Financial Year Grant Funding £20,000,000	Financial Year Grant Funding Remaining £20,000,000
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Capital Costs Only @

A&A Costs @

Back Review Request

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- Explanation of drawdown limits:
 - Maximum 20% total funding before FMP and FRA approval.

13. Submitting Drawdown Requests for Strategic Partner Awards 12:04

Warm Homes: Grant Recipient Portal
London Borough of Camden (LA) SP-3456

Welcome, Amalia Carter (SP)
London Borough of Camden (LA)
(Grant Recipient Lead)

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Submit Grant Drawdown Request

Grant Drawdown Request for Financial Year 1-Baseline V1

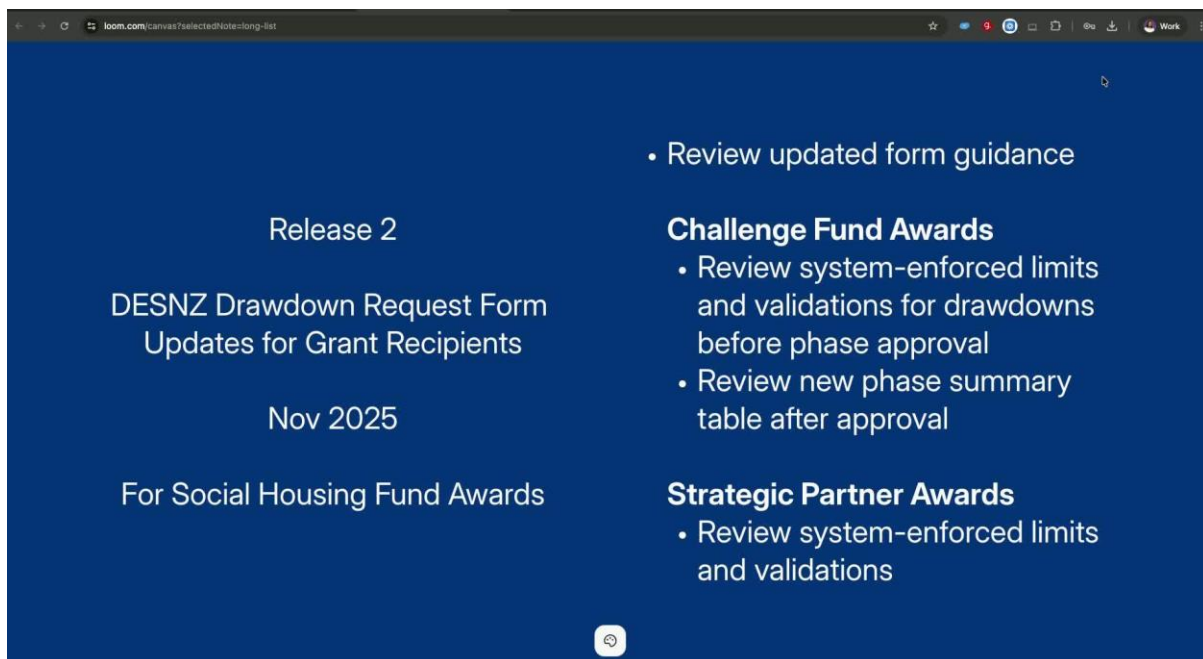
Total Drawdown Requested £13,000,000	Financial Year Grant Funding Remaining £20,000,000	Financial Year Grant Funding Remaining after Drawdown Request £7,000,000
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Back Submit Request

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- Example of total drawdown requested and remaining funding after approval.

14. Final Recap 12:21



- Summary of the tutorial covering:
 - Updated form guidance in the GMS.
 - System-enforced limits and validations for both Challenge Fund and Strategic Partner awards.

Link to Loom

<https://loom.com/share/773b7f25843647fc9008c2daa2b0ad1f>