

WH:SHF Challenge Fund

Stage 1 - Introduction to Phase Requests

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RISE

Retrofit information,
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This session provides a high-level introduction. Detailed planning and submission guidance is covered in other materials. Ask your DSM for more information.

Phase Request Overview

What is a Phase Request?

A Phase Request is a formal statement that a group of homes are ready to start delivery.

A Phase Request is a mechanism that:

- Confirms **how many homes** you are about to deliver.
- Confirms **what measures** will be installed.
- Confirms **when** delivery will happen.
- Confirms **how much it will cost** and **when grant will be drawn down**.

Once approved:

- The phase is **unlocked for delivery**.
- Grant funding for that phase becomes **available for drawdown**.

What is the Purpose of a Phase Request?

The purpose of Phase Requests is to balance **flexibility for GRs** with **assurance for the Department for Energy Security and Net Zero (DESNZ)**.

Phase Requests allow delivery to be planned in **stages** based on real data. They provide a shared point of confidence between the Grant Recipient (GR), RISE and DESNZ.

They give GRs time to:

- Complete retrofit assessments.
- Secure resident sign-ups.
- Mobilise contractors.
- Firm up costs and delivery sequencing.
-

They give DESNZ confidence that:

- Homes are eligible.
- Costs are compliant.
- Delivery is realistic.
- Funding will be spent in the right financial year.

Key Considerations for Phase Requests

Building on What's Already Been Approved

Each new Phase Request should be considered in the context of your full project, including what has already been approved and what is planned next.

Before submitting a new Phase Request, GRs should review their current position and consider:

- **Overall cost cap position** across approved phases.
- **Committed** grant and co-funding, and what grant funding remains **available**.
- Any **approved changes** to previous phases and how these affect **future** submissions.
- **Current A&A position** at project level.
- **Any descopes or changes** to the overall project baseline.

Referencing previously approved phases helps ensure new Phase Requests are realistic, aligned and deliverable.

For detailed guidance and tools to support this review, please see the **Planning a Phase Request Walkthrough**.

Lesson's Learnt from FY1

Overall project position matters more than individual phases

Cost caps, A&A spend, and financial year profiles should be reviewed at a project level, not just per phase.

Phase spend should align with planned drawdown

Phase Requests work best when the proposed spend aligns with realistic delivery and drawdown forecasts.

Early clarity reduces the need for later change

Clear assumptions and justifications at submission help minimise the need for revisions and change control later.

Good explanations support effective assurance

Where a phase does not fully align with scheme guidance, clear and proportionate justification supports quicker review and approval.

Additional Resources

Phase Request: Resources

- Stage 2: GR Phase Planning Toolkit Walkthrough
 - Financial Year Alignment Tool
 - Cost Cap Calculator
- Stage 3: GR Phase Request Submission Walkthrough
- Stage 4: Monitoring Your Phases
- Phase Request Planning Tool (excel)

Return to the Phase Request page for the next stage

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