



## ENERGY MASTER PLAN (EMP) Funding Application Form

This document contains the application form for Energy Master Plan (EMP) funding as part of the Communities Programme. Applicants should refer to the EMP Funding Application Guidelines for advice and further details on how to complete this form.

Please submit your Energy Master Plan funding application to [sec@seai.ie](mailto:sec@seai.ie)

### Section 1: Applicant Details

<b>SEC Name</b>			
<b>Lead Applicant Company Name</b>			
<b>Is this application being funded through the SEAI and Local Authority MOU?</b>	Yes/No  If Yes, please provide the Local Authority's name and skip to Lead Contact details below		
<b>Principal Business Activity</b>			
<b>Company Number</b>			
<b>Tax Clearance Advisory No. (TCAN)</b>			
<b>Are you able to claim back VAT?</b>			
<b>If yes, please provide your VAT no.</b>			
<b>Lead contact details</b>	<b>First Name</b>		<b>Surname</b>
<b>Address</b>			
<b>Eircode</b>	Please provide your Eircode		
<b>Telephone</b>		<b>Mobile</b>	
<b>Email</b>		<b>Website</b>	
<b>Is the Lead Applicant the Primary Contact for SEAI communication?</b>	<b>Yes / No</b> <i>If "No", please include contact info for the Primary Contact below:</i>		
<b>Financial Controller / Treasurer</b>		<b>Email</b>	



## Section 2: Request for Funding – Energy Master Plan (EMP) development

<b>Funding requested</b> <i>Indicate requested grant from the maximum threshold amounts set out below:            Note: Guidance on definition of SEC Levels 1-4 is provided in the EMP Funding Application Guidelines</i>	<b>Grant requested (tick box)</b>
<b>Level 1 SEC</b> €10,000 (Scale: street/village with spend of up to €2m)	<input type="checkbox"/>
<b>Level 2 SEC</b> €15,000 (Scale: Town/Island with spend of up to €20m)	<input type="checkbox"/>
<b>Level 3 SEC</b> €20,000 (Scale: County/ Regional with spend of up to €50m)	<input type="checkbox"/>
<b>Level 4 SEC</b> €25,000 (Scale: National/ Other with spend over €50m)	<input type="checkbox"/>
<b>How do you propose to use the requested EMP funding?</b> Please describe what you expect to have in your scope and ensure it is in line with the value of grant requested. Please note that the funding is for an energy consultant to carry out an EMP and register of opportunity on behalf of the SEC. Feasibilities are not eligible under EMP funding.	
<b>Professional service requirements</b> <b>Scope of work the consultant will carry out (please add detail of the work)</b>	<b>Costs (€) Please state VAT or ex VAT*</b>
<b>Total**</b>	
<i>*It is up to the applicant to provide a letter from Revenue confirming they will not be claiming VAT back separately if they wish to claim VAT under the grant.            **total cannot exceed grant levels (i.e. level 2 will be €15,000 with or without VAT)</i>	



**Retrospective Grant Payment**

Payment will be made to the SEC nominated bank account only. The SEC must pay the energy consultant from this bank account to be reimbursed by SEAI. Payment to personal bank accounts is not permitted.

SEC's can choose to submit interim milestone payments to assist with cash flow. There is a maximum of four milestones allowed for the EMP and the final milestone must be no later than 12 months after the start date after the Letter of Offer is received.

**Please confirm your SEC has a dedicated bank account (yes/no/using MOU)**

**Please confirm you can complete your EMP in less than 12 months (yes/no)**

**Section 3: SEC Summary**

**Q1: Describe the project locations and scale:**

**Provide a map showing geographical area and describe the extent of the geographical area (e.g. townlands, parishes) and description of the area covered under the SEC**

**If your SEC is not geographical, please provide a description**

Q1 response: (Paste map here)

**Q2 What sectors will your EMP focus on?**

*Please provide a brief description and select the sectors below*

Sector	Please confirm what sectors your EMP includes but add "yes, no, or some" below
Residential	
Community	
Private sector	
Agriculture	



Transport	
Other (please describe)	

**Q3. Provide an estimate of annual energy spend within your SEC area or range of influence (Your mentor can help with this)**

You can also refer to appendix A in the Energy Master Plan funding application guidelines for more information.

Q3 response

**Q4. Please describe the SEC work carried out to date**

SEC Network and Development	Number of people involved	Average hours per person	Total hours
Community engagement meetings			
Research and consultation			
<b>Total Hours</b>			

Any other SEC work you consider relevant?

**Q5. Describe SEC team activity and local engagement to date.**

- a. Briefly describe any community events/meetings, data gathering, previous energy studies, completed energy projects, stakeholders engaged, local networks included)
- b. Are there any energy efficiency projects underway or completed?
- c. Is there any other relevant information?

Q5 Response:



**Q6: Describe the current SEC set up and activity:**

- a. Describe the Steering Committee in the table below
- b. Does the SEC have any links with other committees?

Q6 response: List the SEC Team members and roles – Steering committee

Name	Role	Note

Add rows as required. This table should closely match the main Community Charter

Q6b response: Does the SEC have any links with other committees?



## Section 4: EMP Strategy & SEC inputs

### **Q1. How will the SEC team participate in the EMP?**

*(for example, coordination with the consultant and local community, working with the mentor, previous energy studies, local data. Your mentor can help with this)*

### **Q2: Time - Outline your estimate of the SEC inputs for the proposed EMP**

Energy Master Plan Activities	Number of people involved	Average hours per person	Total hours
Survey of energy users (house calls, Chamber of Commerce engagement etc)			
Energy Use Data Collection			
Review of energy data			
Communicating of results to community			
Identification of solutions			
Total Hours			
Total value (*€21.90 per hour)			

### **Q3. What do you think will be the challenges and opportunities in your community when doing an Energy Master Plan?**

Q3 Response



## Section 5: Energy Master Plan outputs

**Q1: Please provide a general summary of your expectations of the Energy Master Plan and how the outputs will help your community. Please use the prompts below**

- a. *What practical outputs does your SEC want from the Energy Master Plan (e.g. Energy efficiency projects, Energy awareness in the community, to apply for other grants, etc.)?*
- b. *How will your SEC achieve these outputs?*
- c. *How will you use your EMP once completed?*
- d. *How will your SEC measurably improve on the energy baseline?*
- e. *How will these outputs benefit your SEC's future ambitions?*



**[MOU: If your EMP is being funded by a Local Authority under the MOU agreement, please skip this Financial Declaration]**

## **DECLARATION OF FINANCIAL RESOURCES FOR THE PROJECT**

**Please ensure you copy your company Letterhead and Logo here. If you do not have company letterhead, please add your SEC name and Address**

I, \_\_\_\_\_, in my capacity as Managing Director/Treasurer / (or equivalent) of \_\_\_\_\_ (hereinafter called the "Organisation") confirm to the Sustainable Energy Authority of Ireland that the Organisation has access the full amount (€ \_\_\_\_\_) to meet the costs of the project outlined in the Organisation's grant application to the Sustainable Energy Communities Partnership Agreement.

**Managing Director/Treasurer (or equivalent): (Print)**

\_\_\_\_\_ *To be filled in* \_\_\_\_\_

**Signature:**

\_\_\_\_\_ *To be filled in* \_\_\_\_\_

**Date:**

\_\_\_\_\_ *To be filled in* \_\_\_\_\_





## Community Charter

**SEC Project Name:**

**Our Vision...** *To be filled in*

**We will do this by...** *To be filled in*

**We commit to:** *To be filled in*

**We the undersigned are fully supportive of the vision, aims and commitments outlined above.**

<b>Name</b>	<b>Position/ title:</b>
<i>To be filled in</i>	<i>To be filled in</i>



## ENERGY MASTER PLAN FUNDING APPLICATION SIGNATURE AND CHECKLIST

Please **sign and date below** when you have i) read the guidelines and completed your application and ii) **ticked the checklist**. Once complete, please submit your Energy Master Plan funding application to [sec@seai.ie](mailto:sec@seai.ie)

<b>CHECKLIST (to be ticked before signature)</b>	<b>NOTES</b>
<input type="checkbox"/> Are you aware that all grant funding is retrospective?	
<input type="checkbox"/> Are you aware a letter from Revenue is required to claim VAT?	<p>If you <b>are not eligible</b> to claim back VAT separately through Revenue, it can be covered by the grant (max. grant amount still applies). A letter from your local tax office confirming this will allow the grant to cover VAT will be required before you make your first claim</p>
<input type="checkbox"/> Have you signed, and dated the declaration of financial resources for the project?  <u>or alternatively</u> , have you received a letter from your Local Authority that they will fund your EMP under the MOU*?	<p>*The alternative is only available to SEC's whose Local Authorities have signed up to the Memorandum of Understanding (MOU) to provide bridge funding to SECs.</p>
<input type="checkbox"/> Are you aware that should your application be successful, SEAI will require the final EMP report to be made publicly available? Please tick this box to confirm your consent to the publication of the EMP report	<p>It is the SEC's responsibility to ensure that any personal data contained in the EMP report is safeguarded before submitting your final report. The SEC may consider:</p> <ol style="list-style-type: none"> <li>1. Redacting personal data from the EMP report before the final report is submitted</li> <li>2. Inserting all personal data into an appendix within the EMP report so that any personal data can be referred to by reference to the appendix. The appendix will not be shared by SEAI when the EMP report is published</li> <li>3. Ensuring informed consent has been received from the data owner to share their personal information (if any) in the EMP report</li> </ol>

Applicant name	To be filled in by Lead applicant
Signature	To be filled in by Lead applicant
Date	To be filled in