



**Sustainable Energy Communities (SEC)
Partnership Agreement Application Guidelines**



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I. OVERVIEW

i. About SEAI:

The Sustainable Energy Authority of Ireland (SEAI) was established as Ireland's national energy authority under the Sustainable Energy Act 2002. SEAI's mission is to play a leading role in transforming Ireland into a society based on sustainable energy structures, technologies and practices. To fulfil this mission SEAI aims to provide well-timed and informed advice to Government, and deliver a range of programmes efficiently and effectively, while engaging and motivating a wide range of stakeholders and showing continuing flexibility and innovation in all activities. SEAI's actions will help advance Ireland to the vanguard of the global green technology movement, so that Ireland is recognised as a pioneer in the move to decarbonised energy systems.

SEAI is financed by Ireland's Structural Funds Programme, which is co-funded by the Irish Government and the European Union (EU).

ii. The Energy White Paper

In December 2015, Ireland's energy White Paper *Ireland's Transition to a Low Carbon Energy Future 2015-2030* was launched. This document sets out over 90 Government actions to bring about a low carbon energy system by 2050 and become carbon-free by 2100. This energy transition requires all energy users to think and act differently. In the White Paper the Government sets out several community specific actions to engage and empower communities to become agents of change in how energy is generated, transmitted, stored, conserved and ultimately used. It also commits to support the energy transition with:

'... support for local community participation in renewable energy projects; explore the scope to provide market support for micro-generation; a new framework for communities to share the benefits of new energy infrastructure; and the facilitation of national grid access for smaller-scale renewable generators'

The SEAI Sustainable Energy Communities (SEC) programme will support this energy transition by developing skills and capacity, at a community level, in electing how to use less energy, adopting lower carbon options for transport and heating, shifting energy use to off-peak times or investing in smart technologies. By working together, the SEC Network members will maximise opportunities for successful collaboration and achieve economies of scale in leading community energy initiatives.



II. SUSTAINABLE ENERGY COMMUNITIES PROGRAMME

A 'Sustainable Energy Community' (SEC) is a community in which everyone works together to develop a sustainable energy system for the benefit of their community. To do so, they aim as far as possible to be energy efficient, to use renewable energy where feasible and to develop decentralised energy supplies. A SEC can include all the different energy users in the community including homes, sports clubs, community centres, churches and businesses.

Why become a Sustainable Energy Community?

- Achieve financial and energy savings
- Improve public wellbeing through enhanced comfort from energy efficient buildings
- Boost local employment
- Promote community building through partnership approach
- Build capacity and leverage funding
- Contribute to national energy reduction targets

i. The SEC Network:

SEAI has established a dedicated Sustainable Energy Communities Network. The SEC Network is a support framework designed to enable a better understanding of how communities use energy and to save energy across all sectors. The Network's core purpose is to catalyse and support a national movement of SECs operating in every part of the country. There are now SECs operational across all regions of Ireland. Being a member of the Network enables SECs to engage and learn from project site visits, seminars, events, and case studies.

ii. The SEC Partnership Agreement:

SECs who are already in the SEC Network are now being encouraged to enter into a three year Partnership Agreement with SEAI. Over this three year timeframe, your group can access SEAI technical supports to help you to establish a baseline Energy Master Plan (EMP), identify energy saving opportunities, implement a tailored programme of activities for your community, monitor the programme's progress and review accordingly. You may also apply for dedicated SEAI funding to help your group to achieve your SEC ambitions.

Benefits of the SEC Partnership Agreement:

- It enables your group to access technical supports to guide you through a structured process of identifying and carrying out sustainable energy initiatives in your community.



- It means your group will be eligible to apply for dedicated SEAI funding to realise your sustainable energy ambitions.
- It provides your group with the opportunity to share knowledge and insight and to meet with other members who are carrying out a diversity of energy efficiency projects.

iii. Partnership Approach:

The SEC Partnership Programme was established to enable solutions for ground-up, community-based energy efficiency systems, and it recognises that SEAI cannot deliver these on their own. Therefore a partnership approach, demonstrated below, is at the core of the programme.

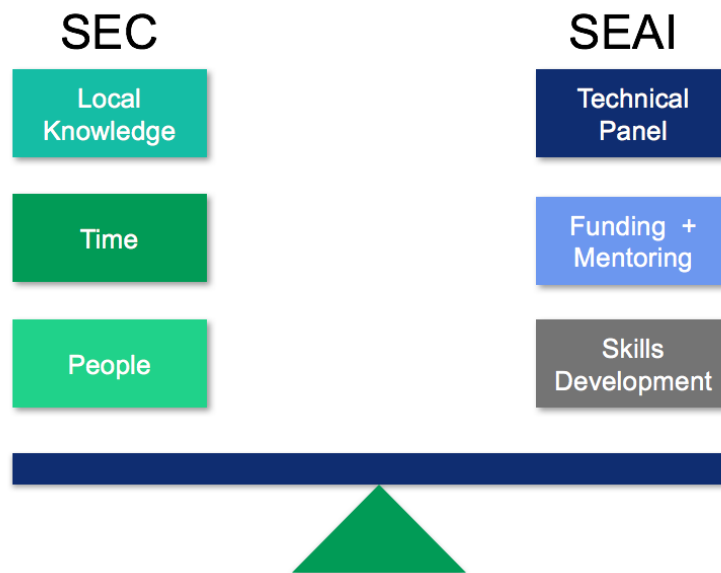


Figure 1. THE PARTNERSHIP APPROACH

The three year partnership is envisaged as a two-way exchange; SEAI provides mentoring, funding and technical advice while in return, your SECs provide the local knowledge, time, and people critical to achieving the sustainable energy ambition of the partnership.

In applying to enter into a Partnership Agreement, your SEC will be required to outline their proposed contribution under each of the headings on the left hand side of the diagram above.

iv. The SEC Partnership Agreement Process:

There are two stages to the SEC Partnership Agreement as illustrated in Figure 2 below. The first, Partnership Foundation, is about making a formal commitment to the programme, establishing your SEC's baseline energy use and identifying year one opportunities. The second stage, Partnership Implementation, follows a 12 month cycle of planning projects, implementing the work and reviewing progress.

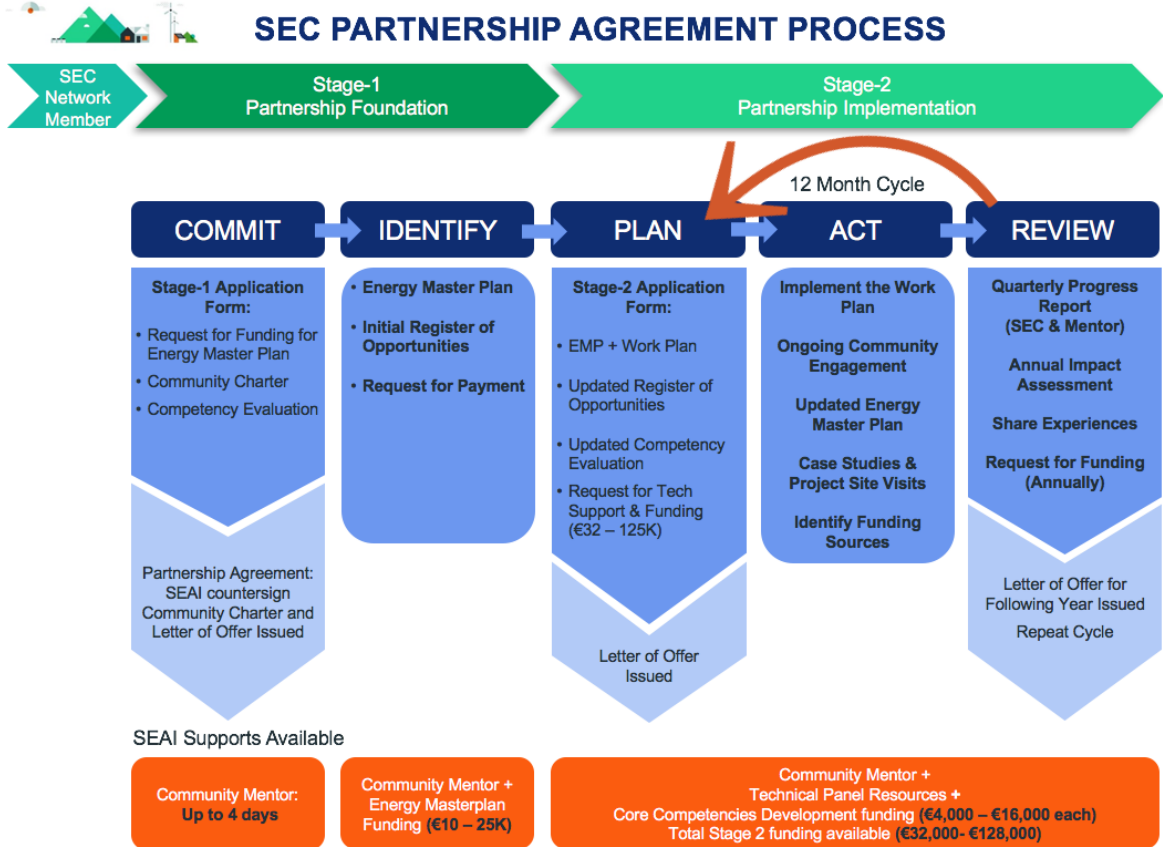


Figure 2. SEC PARTNERSHIP AGREEMENT PROCESS

v. Partnership Agreement Funding:

As indicated in the process map, funding in the SEC Partnership Agreement is split into two stages. Stage-1 is for the completion of an Energy Master Plan and Register of Opportunities and Stage-2 relates to utilising a Technical Panel and other financial supports for developing your SEC’s core competencies in order to implement your Work Plan.

The level of funding that you will be eligible for is related to the scale of your SEC. Figure 3 below sets out the estimated upper threshold of energy spend that the four levels of an SEC might influence. In order to determine what your SEC level is, you will therefore need to consider your approximate energy spend. The calculation of the energy spend should include all of the energy users in your community that the SEC intends to influence over the course of the three year Partnership.

It is important to note that in determining your SEC’s level, the volume and type of energy users (population / number of households, businesses and potentially other users) should be considered *in addition to* the scale of the area being targeted. Should the SEC develop significantly in scale over the course of the three year agreement, it will be possible to recalibrate its level.



The table below indicates estimated upper thresholds for the energy spend of the four SEC levels for the purposes of applying for Partnership Agreement funding.

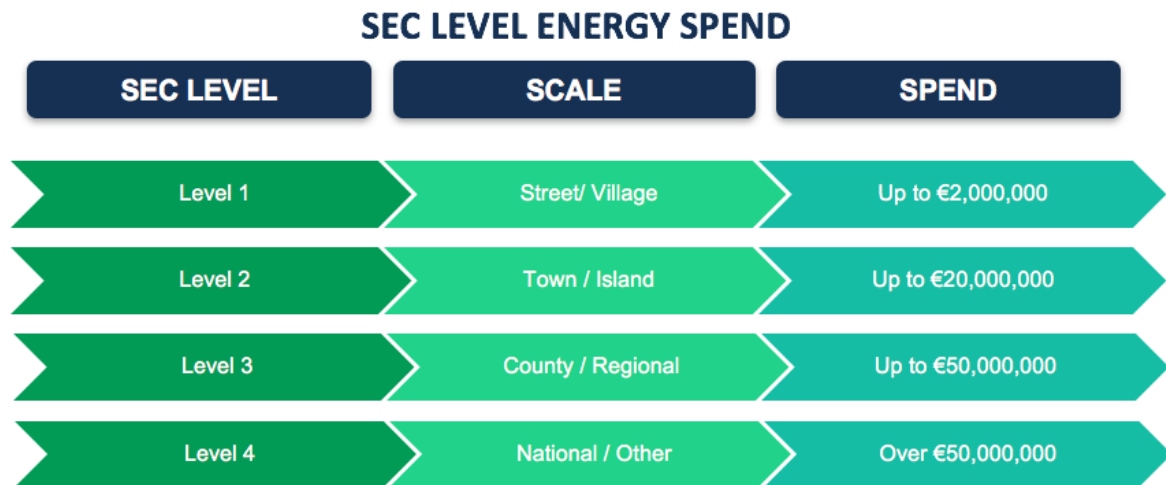


Figure 3. ENERGY SPEND FOR SEC LEVELS 1-4

Having assessed your own SEC level, you can then apply for funding within the ranges indicated for your SEC's level (see Section III below).

vi. Eligible Costs

Funding is available to support the development of the Community Energy Master Plan. Only external labour costs (e.g. consultant costs) are funded under the programme. Internal labour costs i.e. employees are not an eligible cost.

Your SEC Mentor is there to support your progress through the SEC Journey but cannot be part of the professional services procured through your Stage 1 application.

The professional services required to develop the Community Energy Master Plan will vary across the SECs for a variety of reasons and available resources. It is essential that the SEC is fully involved in the Energy Master Plan process. Applications for funding to outsource the entirety of the Energy Master Plan will not be successful.

III. STAGE-1 FUNDING APPLICATION PROCESS

i. Before applying

In order to enter into a Partnership Agreement it is recommended that you have set up a clear organisational structure to manage your SEC. While these will differ between communities depending on need, at a minimum a Steering Committee, Main Contact person and Financial Controller / Treasurer should be identified.



The role of the Steering Committee is to deliver the vision and targets for your SEC. It provides overall guidance to the group and drives the development of your SEC. There is no maximum or minimum number of members, however, it is recommended that they would represent the full range of energy users within your SEC, which might include residents associations, educational facilities, public sector, community groups, charitable organisations, businesses and / or industry. This group would normally appoint the chairperson, treasurer and a secretary for the group.

Before applying for Stage-1 funding you must also have completed the following:

- SEC Community Charter: Using the template and examples provided in Section V below, each SEC, with its Steering Group, will create and sign their own Community Charter to signify their commitment to the partnership approach.
- SEC Competency Evaluation: Each SEC will rate themselves on the Competencies Compass as a baseline for later evaluation. The Competencies Compass template included in Section V outlines eight Competencies that have been identified through research and practice as the building blocks for a successful SEC. The SECs will aim to develop these competencies, ranging from Strategic Financing to Integrated Planning, as they evolve and grow.

SEC Network members who are intending to enter into a Partnership Agreement, will be assigned a regional mentor to work with them for a maximum of four days to assist in the preparation of their Stage-1 application. The contact details for the mentors are included in Section V below.

ii. How to apply

Complete the Stage-1 application form and submit to SEAI along with your Community Charter, a completed SEC Competency Evaluation, and any other supplementary information. All documentation should be submitted by email to sec@seai.ie

Applications are welcomed at any stage throughout the year. There is no deadline.

SEAI will review all documents submitted. Following acceptance, SEAI will countersign as Partner on the Community Charter and issue a Letter of Offer for Stage-1 funding for the SEC's baseline Energy Master Plan.

The SEC will then proceed to develop its Energy Master Plan and initial Register of Opportunities within a 12-month period in order to prepare its annual Work Plan (for Stage-2).

iii. Completing the application form

The numbers below refer to the section numbers on the Stage-1 application form.

1.1 Applicant details:



- *Lead Applicant Company Name:* This should be the name that will be associated with the PPSN and TCAN (Tax Clearance Access Number) that your group will use so that SEAI can check the tax clearance status of your organisation at each payment stage.
- *Primary Contact:* The person filling this role will serve as the primary contact and liaison between SEAI and your SEC.
- *Financial Controller / Treasurer:* The person responsible for managing the grant payments process.

1.2 Request for Funding:

- The request for Stage-1 funding to develop your baseline Energy Master Plan (EMP) must fit in one of four maximum threshold amounts of between €10K and €25K, as outlined in below. The amount of funding that your SEC can access depends on its level (essentially, its size and associated energy spend) and scope. Therefore, you must define your SEC’s level and outline the anticipated level of professional services that will be required in order to complete your EMP as part of your application, so that SEAI can evaluate the level of funding applied for.

SEC Partnership Agreement Direct Funding	Level 1 SEC Street / Village	Level 2 SEC Town / Island	Level 3 SEC County / Regional	Level 4 SEC National / Other
Stage-1				
SEC Energy Master Plan	€10,000	€15,000	€20,000	€25,000

- A summary of the required baseline EMP data collection fields is available [here](#) to assist you in ascertaining what your SEC’s individual requirements will be to complete your EMP upon signing the Partnership Agreement. SEAI recognise that each community will have different requirements in this regard which will reflect their level of maturity. In addition, the ability to access existing energy databases will vary and this will impact on the workload required to complete the baseline EMP. For example, there may be existing energy surveys that you can draw on, national benchmarks or BER averages. Or you might intend to build up your data from annual billing and metering information or energy audits, depending on what is available within your SEC.

1.3 Grant Milestone Payments:

- You should identify any interim milestone payment requirements required within year one of the Partnership Agreement. There are a maximum of four milestones allowed for the EMP and the final milestone must be no later than 12 months after the start date i.e. the EMP and Register of Opportunities must be completed within a 12 month period.



1.4 SEC Summary

- It is essential that the scale and reach of your SEC is clearly mapped out as part of your Stage-1 funding application. In evaluating the level of funding applied for, SEAI will refer to this information to assess the resources required in order to develop your baseline EMP.

1.5 SEC Inputs

- In applying to partner with SEAI, it is essential for your SEC to outline your proposed contribution under each of these headings in Section 1.5 of the Application Form. Some guidance on what to include in this section is provided below.

- *Local Knowledge:* This is about demonstrating the value that locally led projects can offer. By demonstrating an understanding of the particular energy challenges and opportunities that exist locally then an appropriately tailored EMP can be developed. It also enables the application of best practice case studies to be developed or deployed. Questions to consider are:

With your knowledge of your community, what are the unique energy challenges that need to be overcome for a successful SEC?

What are the particular opportunities that may exist there?

How can achieving success in your SEC benefit other communities in Ireland?

- *Time:* This is about capturing the value of the effort required to engage your community on energy including but not limited to: initial meetings on researching the SEC idea, joining the SEC Network, undertaking training, promoting SEC to the wider community, engaging businesses and larger energy users, providing advice and information to householders, gathering energy use data and supporting the development of the EMP.

The form included in Appendix A is an example of how to capture your SEC's activities to date in getting the partnership application together and what it will take to complete Stage 1 of the process.

- *People:* This refers to the stakeholders in your SEC and includes all energy users, suppliers, producers and fuel providers within or to the community and how successfully these have been engaged with in the course of developing your SEC.

It is also about how partnerships have been built or will be built through the SEC model to further improve energy competencies and capacity at a local level. A successful partnership should seek to empower energy citizens across the SECs.



The SEC programme seeks to influence energy users and the energy choices that are made over the longer term. It is also important to balance the need to identify external enabling organisations as well as working with your community to support further development or identify potential skills and resources.

iii. Checklist for your Application

- Completed Stage-1 Application Form
- Signed Community Charter
- Completed Competency Evaluation



IV. STAGE-1 FUNDING APPLICATION ASSESSMENT

Key criteria for approval of the funding application include:

- Is the application complete (i.e. are all essential details complete)?
- Is the applicant a valid SEC (SEC Network member, legal entity, TCC, acting on behalf of SEC)?
- Is the funding ceiling requested appropriate to the SEC scale and the scope of work detailed (Section 1.2)?
- Is the funding ceiling sufficiently demonstrated in Section 1.4?
- Are the milestones achievable and reasonable?
- Are the objectives aligned with SEC programme?
- Is the Community Charter completed?
- Is the SEC Competency Evaluation completed?
- Does the application demonstrate awareness of other communities in the area?

V. SEC TEAM, TEMPLATES AND RESOURCES

i. SEC Team

A panel of SEC Mentors has been appointed for each region as follows:

REGION	MENTOR(S)	CONTACT EMAIL
Border	IT Sligo	Gavin.mel@itsligo.ie
West	Energy Co-operatives Ireland	Cormac.walsh@energyco-ops.ie
Midwest	Tipperary Energy Agency	alan@tippenergy.ie
Southwest	XD Consulting	sec@xdconsulting.eu
Southeast	Kilkenny Leader Partnership	Martin.rafter@cklp.ie
Mideast	Future Fit	john@futurefit.ie
Dublin	Friends of the Earth	kate@foe.ie
Midlands	ORS	c.cable@ors.ie



In order to progress your application you should contact your mentor at the email address above.

For further information please contact sec@seai.ie or gillian.gannon@seai.ie Tel +353 (0) 1 808 2098.

ii. Templates

- Community Charter Template: [link here](#) and Guidelines: [link here](#)
- SEC Competency Evaluation Tool: [link here](#)

iii. Other resources:

- Summary of Data Collection fields for the Energy Masterplan: [link here](#)
- Energy Masterplan Tool: [link here](#)
- Sample Register of Opportunities: [link here](#)
- BER Indicative building energy ratings for typical homes: [link here](#)
- Energy Bills Tracker Tool (single year): [link here](#)

VI. TERMS AND CONDITIONS

1. The SEC **Application Guide**, **Application Form** and **Terms and Conditions** are those published on the SEAI website on the date of submitting the application. However, SEAI may, if required by law or otherwise and without incurring any liability, vary, revise or supplement the **Terms and Conditions** of the programme after the application submission date. These revised or supplemented **Terms and Conditions** (as published on the SEAI website) will apply to all SEC applications unless the applicant chooses to withdraw the application or withdraw from the Grant Agreement. It is the responsibility of the applicant to monitor the SEAI website in order to learn of any such changes.

2. The applicant's agreement with SEAI in the event of a **Grant Offer** being accepted will comprise the **Grant Agreement**, **Terms and Conditions** of the programme, the **Application Guide** (including **Terms and Conditions**), and the rest of the **Application Form**. The applicant having communicated acceptance of the **Grant Offer** to SEAI, shall comply with and agree to be bound by the provisions of these documents. In the event of any conflict arising between these documents the order of precedence shall be:

- 1) Grant Agreement
- 2) Terms and Conditions of the programme
- 3) **Application Guide** less the Terms and Conditions
- 4) **Application Form** less the Terms and Conditions



3. The project in respect of which the application is made, must be located in the **Republic of Ireland**.
4. Only **new products** shall be installed for the purposes of the project.
5. The **grant offer** only becomes valid upon receipt by SEAI from the applicant of the signed **Grant Agreement**.
6. Any costs, e.g. orders or purchases, which predate **formal letter of offer** are not eligible.
7. The grant, once approved, is only payable in respect of the project(s) identified in the **Application Form** and referenced in the **Grant Agreement**.
8. The applicant must obtain all necessary consents and statutory approvals and have authority to implement the project.
9. The applicant and project beneficiaries must ensure that compliance is achieved with the relevant principles of **Irish and EC law** regarding the spending of this funding and, where applicable, the laws and guidelines concerning **public procurement**.
10. The applicant must ensure that all participating homes/facilities are prepared to participate in **follow-up site visit(s)** to verify impacts and achievements and to participate in follow-up research (telephone or questionnaire) as may be commissioned by SEAI to establish the programme's impacts and achievements. This will also include the **acquisition of information and data** for the development of case studies for wider dissemination (protecting as appropriate all confidential or commercially sensitive information/data).
11. The timing of payment to approved applicants is subject to the funding allocated by Government to the SEC programme in a particular calendar year, in accordance with public financial procedures. Where all other conditions are met, payment will be made on a 'first come, first served' basis. **Where funding is exhausted in a particular calendar year, payment to remaining applicants will be deferred until such time as further funds may become available.** Deferred payments will receive priority, if and when those funds become available.
12. **SEAI accepts no liability or responsibility**, whether for breach of contract, negligence, act or omission or otherwise, in respect of any direct or indirect loss, expense, dispute, claim, proceedings or cause of action arising out of, or in relation to, the equipment (or its suitability) and services provided in respect of which a Grant Offer has issued, or payment granted by SEAI. **No undertaking, guarantee, assurance or other warranty, express or implied, is given by SEAI, or any of its agents or servants, in respect of the cost, quality, efficiency and/or benefit of any work, equipment, materials, product, service or installation provided under the SEC programme.**



Please note approval for Stage 1 funding does not create a commitment for Stage 2 funding which will be assessed on its own merits.

13. In the event of any breach by the applicant of these Terms and Conditions of the programme or the other documents referred to in clause 2 of the Terms and Conditions and where the applicant has received payment pursuant to the programme, SEAI shall, amongst its remedies against the applicant, be **entitled to demand the complete repayment of and fully claw back the grant. The applicant agrees to comply with any such demand within one month of the date of the letter from SEAI containing such demand.**

14. The applicant shall follow the SEAI **complaints procedure** in relation to any disputes between the applicant and SEAI concerning any matter in connection with the SEC programme.

15. Any **false, fictitious or fraudulent statements or claims knowingly made** on grant applications, or supporting documentation, submitted in respect of previous grant applications/requests for payment or otherwise made to SEAI or its authorised officers, , or **any breach of these Terms and Conditions** of the programme may result in current and future applications being deemed ineligible by SEAI. In respect of applications where the applicant has already received payment pursuant to the programme, clause 13 of these Terms and Conditions shall also apply.

16. SEAI undertakes to use its best endeavours to hold confidential any information provided by the applicant subject to its obligations under law, including the **Freedom of Information Act 2014** (as amended). Should the applicant wish that any of the information supplied by him/her should not be disclosed because of its sensitivity, he/she should, when providing the information, identify the same and specify the reasons for its sensitivity. SEAI will consult with the applicant about such information before making a decision on any Freedom of Information request received.

17. Any personal information which an applicant volunteers to SEAI will be treated with the highest standards of security and confidentiality, strictly in accordance with the **Data Protection Acts, 1988 and 2003**. SEAI, as data controller, and its agents, will store such information on its database and fully respect the confidentiality of the data provided. The information provided by applicants will be used for evaluation purposes and to facilitate the administration of the grant process. This may require that data be supplied to and discussed, in confidence, with any person or organisation appointed by SEAI to assist in assessing or monitoring this application. These persons will be subject to the same requirements for protection of confidentiality. **The applicant's signature on the Application Form is treated as confirmation that SEAI and its agents may use the information thus supplied for the aforementioned purposes.**

18. Please note that in the case of commercial private and public sector applicants this funding for Sustainable Energy Communities grant is classed as '*De Minimis aid*' in accordance with Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of



Articles 107 and 108 of the Treaty (the '2013 Regulation') on the Functioning of the European Union to De Minimis aid. De Minimis aid is small amounts of aid given to an enterprise, which cannot exceed €200,000 over any three fiscal years, to any company irrespective of size and location and irrespective of the form of the aid or the objective pursued. De Minimis aid can come from any State body, agency or department even when financed entirely or partly by the European Union. If a company is part of a group, then the €200,000 limit applies to the group.

The funding is made on the understanding that the Sustainable Energy Communities grant combined with any other De Minimis aid received by you in the last three years does not exceed the ceiling of €200,000 for all De Minimis aid. A declaration must accompany your application describing any other De Minimis aid received by the Applicant over the past three years. If you are unsure if you have previously received any De Minimis funding, you should check the letter you received when the funding was awarded as all funding bodies are required to highlight when De Minimis aid is provided.

19. An applicant is under **no direct or indirect obligation to undertake and/or complete the project outlined in their application**. Rather, it is up to an applicant whether or not they wish to undertake and complete the project.
20. An applicant must notify SEAI immediately of a decision not to undertake and/or complete their project. If a successful applicant decides not to undertake and/or complete the project, SEAI will not pay the grant and instead may (but is not obliged to) allocate some or all of the funds provisionally allocated to that applicant to a different applicant.
21. The parties are of the view that there is no supply of goods or services between them and therefore there is **no VAT chargeable to SEAI by the Grantee** in relation to the payment of the grant. In the event that the Revenue Commissioners determine that, in their view, VAT is chargeable then the grant payment shall be regarded as inclusive of any VAT charge.
22. VAT is not an eligible cost unless the Beneficiary can provide a letter from Revenue dated 2017 confirming that VAT cannot be reclaimed on the particular project.



APPENDIX A

A. Estimating Your Time Inputs – sample

Work done already			
SEC Network and Development	Number of people involved	Average hours per person	Total hours
Community engagement meetings			
Research and consultation			
Total Hours			
Proposed Activities in Stage 1			
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)			

*Metric – average community salary/average industrial wage, [CSO](#) (28th June 2016)



APPENDIX B

B. Estimating Your Energy Spend

The following proxies are provided as an aid to help you establish an approximate level of energy spend for your SEC as part of your Stage-1 application. Your mentor will also be able to assist you in identifying a basis for estimating your energy spend.

1. Residential: In 2014, the average Irish dwelling consumed approximately 17,930 kWh of energy, 74% of which was direct heating fuel (primarily oil or gas) and 26% of which was electricity¹.

Based on current energy prices this equates to a typical electricity spend of €1,210² and a typical gas spend of €965³ per year for a 3-bedroom house – or a total of €2,175.

Tables 1 and 2 in SEAI's [Your Guide to Building Energy Rating](#) also provide indicative BER rating grades for typical homes based on age and heating type and associated annual running costs for space and water heating based on these bands.

2. Transport: The average Irish private motorist usually drives the following amount on an annual basis:
 - 17,000 kilometres (10,500 miles) on average for petrol vehicles.
 - 24,000 kilometres (15,000 miles) on average for diesel vehicles.

Using average real-world consumption values⁴ for economical driving at current average fuel prices this equates to an annual spend of €1,525 per car for petrol vehicles or €1,680 for diesel.

3. Business:
 - Small business – low volume: up to €10,200 annually on gas / €5,100 on electricity.
 - Medium business – medium volume: up to €36,000 annually on gas / €21,000 on electricity.
 - Large business – high volume: about €36,000 or more annually on gas / €21,000 or more on electricity

¹ Source: SEAI Energy in Ireland 1990-2014
http://www.seai.ie/Publications/Statistics_Publications/Energy_in_Ireland/Energy-in-Ireland-1990-2014.pdf

² Figures based on Electric Ireland's Standard 24-hour tariff and urban standing charge, and include the PSO Levy and VAT at 13.5%

³ Figures based on Bord Gáis Energy Standard tariff and standing charge and include carbon tax and VAT at 13.5%

⁴ Source: <http://www.theicct.org/real-world-fuel-consumption-popular-european-passenger-car-models>



APPENDIX C

C. Stage-2 Funding Process

The Stage-2 funding process is under development but will be related to the Technical Panel supports needed to develop your core competencies as an SEC and implement your Work Plan.

Upon completing Stage-1 of the Partnership Agreement by submitting the baseline Energy Master Plan and initial Register of Opportunities to SEAI, your SEC will then be eligible to apply for Stage-2 funding. As part of the Stage-2 application process, you will be required to develop and implement a 12-month Work Plan. The funding available relates to accessing a Technical Panel and other financial supports for the implementation of your Work Plan. See below for an overview of the proposed levels of funding and supports.

SEC Partnership Agreement Direct Funding	Level 1 SEC Street / Village	Level 2 SEC Town / Island	Level 3 SEC County / Municipality	Level 4 SEC Regional / National
Stage 2 Developing Core Competencies				
Integrated Planning	€4,000 each	€8,000 each	€12,000 each	€16,000 each
Partnerships + Engagement				
Strategic Financing				
Energy Efficiency				
Sustainable Transport				
Renewable Energy				
Smart Energy				
Other national merit project				
Maximum Stage 2 funding level	€32,000	€64,000	€96,000	€128,000

SEC Panel resource	Level 1 SEC Street / Village	Level 2 SEC Town / Island	Level 3 SEC County / Municipality	Level 4 SEC Regional / National
Maximum Days per Project				
Community Mentor	12 days	24 days	36 days	48 days



APPENDIX D

D. REPORTING REQUIREMENTS

- **SEC Interim Report:** SECs will be required to complete a brief progress report at a minimum bi-annually, where they will provide a progress update in addition to outlining any challenges and needs they are facing. At least once a year, this report will also include an evaluation against the Competencies Compass. The Community Mentor will review and input to the reports completed by the SEC before submitting to SEAI.
- **Annual Impact Assessment:** In the final report for each year, the SEC will be required to give more in-depth data regarding project costs and energy savings achieved.
- **Request for Payment:** This will be a simple form for the SEC to fill out based on their project payment milestones and will be accompanied by a progress report.