

Sustainable Energy Research, Development & Demonstration Programme

Call for Proposals 2017

Application Guidelines

Date: 14th December, 2016

IMPORTANT NOTICES

- It is the responsibility of each applicant to SEAI's Sustainable Energy Research, Development & Demonstration (RD&D) Programme Call for Proposals 2017 to ensure that they have read, and fully understand, this Application Guide and the Application Form before submitting a signed application form. Failure to fully adhere to the provisions of this Application Guide and the Application Form will result in application refusal, grant offer revocation or grant claim refusal, depending on the particular status and stage of the application.
- SEAI accepts no liability or responsibility, whether for breach of contract, negligence or otherwise, in respect of any claim or cause of action arising out of, or in relation to, any equipment, product, work, system or installation in respect of which grant approval was given by SEAI.
- The Sustainable Energy RD&D Programme 2017 is subject to any state aid clearances required from the Commission of the European Union and any consents, clearances or licenses which might be required from any other competent body. SEAI reserves the right to alter or amend any aspect of this Programme as a consequence of any directions, conditions or requirements of any such consents, clearances or licenses.



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1. Description of the Programme

The Sustainable Energy Authority of Ireland has a mission 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 forefront of the global green technology movement, so that Ireland is recognised as a pioneer in the move to decarbonised energy systems.

SEAI's Sustainable Energy Research, Development & Demonstration (RD&D) Programme comprises a research fund to support innovative and targeted actions in research to assist in delivery of both [National Energy Efficiency Action Plan](#) (NEEAP) and [National Renewable Energy Action Plan](#) (NREAP) goals and the 2015 Department of Communications, Climate Action and Environment [Energy White Paper](#). This programme aims to build capacity across our industrial enterprise and research communities by supporting feasibility studies, related R&D and shared cost demonstration activities.

The purpose of this Call for Proposals is to establish and support a suite of cutting edge project proposals for delivery by the 13th of October, 2017.

2. Programme Objectives

The objectives of this Programme are to accelerate and enhance support for sustainable energy research, development and demonstration in Ireland. By encouraging the introduction of innovative solutions which can improve the future market scenarios for Ireland's sustainable energy prospects, the RD&D Fund can help to accelerate the development of Ireland's research landscape and energy sector.

A condition of funding is that applicants accept that the primary purpose of the Programme is to generate research, development and demonstration results with potential for utilisation in Ireland. Project participants are required to co-operate with SEAI in providing monitoring and reporting of results being delivered by the project, and in promoting the exploitation and dissemination of the technologies, information and other results arising from grant supported projects.¹

3. Who Can Avail of the Programme?

The scheme is open to the public and private sector based in Ireland (including Irish subsidiaries of overseas companies) and carrying out projects in Ireland. In some circumstances, the programme may support Irish

The ownership of Intellectual Property (IP) arising from certain RD&D projects will reside with the participants as per the grant agreement. SEAI recognises that the protection of IP and the ultimate ability to exploit the results must not be prejudiced by premature publication or other disclosure. Therefore SEAI will endeavour to ensure that a reasonable balance is maintained between the need to protect IP and the desire to publish, and to assist relevant project partners in managing the protection of IP with commercial potential.

entities on work undertaken overseas, where this is necessary for the completion of the work. In exceptional cases, funding of work overseas may be supported where there is a demonstrable contribution to resolving issues directly relevant to Irish requirements.

Applications will be accepted from:

- Individual organisations, or from organisations acting together in collaboration or with third level colleges/research institutes, within consortia or joint ventures, public sector and semi state bodies, or
- Collaborative development programmes between manufacturers or service companies and research institutions or other centres of learning.

NB: Proposals from individuals will not be accepted.

4. What Projects are Eligible?

The Programme is open to a wide range of proposal types – including technology RD&D, field research, and feasibility studies. SEAI, in this call for proposals, seeks to promote research best suited to Ireland’s resources and needs. Projects may be of a research, developmental or demonstration nature in order to contribute towards new or improved technical, market or policy solutions in relation to the uptake of low carbon, sustainable energy solutions.

Proposals in the following topic areas are particularly encouraged:

- Renewable Electricity and Micro Generation (for all renewables): RD&D supporting large scale wind, bioenergy and solar energy deployment/ integration, and micro/domestic energy generation to meet the demand for excess electricity to be integrated into the grid.
- Distributed/ Local Decarbonisation of Energy Supply to Industry: RD&D at an industry level that goes beyond energy demand reduction/ management and focuses on decarbonising supply.
- Smart Grid and Energy Storage: RD&D supporting the development and trialling of elements of the smart grid concept and energy storage as key enablers to transform the national electricity system to integrate renewable energy sources, facilitate demand side energy efficiency and intelligent load management, and assist the development of innovative solutions and new enterprise opportunities.
- Community Energy Project Models and Structures: SEAI will support research proposals for studies examining the range and viability of financial structures/ models for community energy projects and potential gaps in the supports applicable for particular approaches. The emphasis will be on studies providing the evidence base for policy evolution in this important sector.

- **Bioenergy and Renewable Heat:** RD&D supporting the development and demonstration of innovative or exemplar renewable heat solutions, specifically:
 - *Bioenergy Harvesting/ Extraction, Densification, Refining and Conversion Technologies and Practices:* Technologies, practises and/or supply chain innovations across the bioenergy supply chain, including; assessments of resource potential and/or socio-economic benefits. Local feasibility assessments of supply chain development potential, technology deployment, monitoring and reporting.
 - *District Heating Networks:* Assessments of economic potential at a local level, consumer attitudes and the potential impacts of a large heat market on electricity generators/ cost of electricity production.
 - *Sustainability of local bioenergy supply chains:* Life Cycle Assessments of the sustainability of domestic/local bioenergy supply chains.
 - *Non-financial barriers to biogas/ bio-methane:* Projects which investigate and seek to overcome non-financial barriers to the development of a renewable gas industry (informational barriers, public acceptance, planning and regulatory requirements, etc)
- **Geospatial Energy Datasets:** RD&D supporting energy related geospatial energy analysis datasets, resources, tools and toolkits that facilitate the development of particular energy efficiency and renewable energy sectors in line with government policy. SEAI will host the resulting geospatial outputs from such projects on the online SEAI Energy GIS.
- **Behavioural Economics/ Behaviour Change in Energy:** Evidence is mounting that the application of behavioural economic principles applied to (existing and new) programmes designed to drive adoption of sustainable energy technologies and practices in the home and at work, can lead to enhanced energy savings and hence emission reductions. However, there is a lack of evidence of the impact of applying these principles on programmes targeted at Irish consumers. SEAI will support the development of trials and programmes that explore the potential for policies and measures designed with the key principles of behavioural economics in mind, and for which the application of such principles is tested to maximise programme impacts.
- **Building Retrofit:** RD&D supporting Innovative solutions for household and non-residential buildings, ensuring consideration of the building as part of wider efficiency and energy systems. Development and demonstration of products, services, tools and delivery models focussed on the retrofit of building stock that are replicable and offer potential to be delivered at a broad (national) scale. Projects examining data-mining and value generation from Building Energy Rating (BER) data are also welcomed.

Exceptional project proposals outside these research fields and technology areas that are otherwise considered to meet the objectives of the Programme should also be submitted.

5. What Level of Funding is Available?

This Call is subject to EU Commission Regulation (EC) No. 651/2014 under which Articles 25, 41 and 49 apply in respect of different categories of research, development and demonstration projects². This regulation sets limits on the levels of funding support that can be provided by national authorities.

The level of funding available will be decided on a case by case basis. The maximum funding level for which a project is eligible depends on the Category of RD&D the project falls under. As an indicative expectation, the scale of projects under this Call for Proposals is envisaged as being typically in the range that is eligible to attract between €20,000 and €100,000 in support funding from SEAI. However, projects outside of this range will be open to consideration where they can contribute strongly towards the objectives of the Programme.

²COMMISSION REGULATION (EC) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the common market in application of Articles 107 and 108 of the Treaty:

- Article 25: Aid for research and development projects: fundamental research, industrial research, experimental development and feasibility studies
- Article 41: Investment aid for the promotion of energy from renewable sources
- Article 49: Aid for environmental studies

The Categories below represent the maximum level of support which could be available:

Research Category	Base Level	Type of Company		Collaboration	Maximum Support
		Small Enterprise	Medium Enterprise		
Policy Supporting Research Studies	-	-	-	-	100%
Fundamental Research	-	-	-	-	100%
Industrial Research	45% of approved itemised eligible costs	+20%	+10%	+15%	80%
Experimental Development	25% of approved itemised eligible costs	+20%	+10%	+15%	60%
Feasibility Studies ³	45% of approved itemised eligible costs	+20%	+10%		65%

The ‘Fundamental Research’, ‘Industrial Research’, ‘Experimental Development’ and ‘Feasibility Study’ categories are defined in Appendix B, in accordance with EU Commission Regulation No 651/2014 of 17 June 2014. SEAI will assess each applicant project to interpret which category appropriately describes it, however in general they can be considered to correspond to Technology Readiness Levels 1 (fundamental research), 2-4 (industrial research) and 5-8 (experimental development).

Policy Supporting Research Studies includes policy oriented activities directed at increasing the value and impact of the RD&D Programme results, which, ultimately, will be used to inform policy.

Type of Companies: A Small and Medium-Sized Enterprise (SME) is defined by the European Commission. In general the staff headcount and financial thresholds determining enterprise categories:

³ The grant for feasibility studies will not exceed €10,000.

1. The category of Small and Medium-Sized Enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding €50 million, and/or an annual balance sheet total not exceeding €43 million.
2. Within the SME category, a Small Enterprise is defined as an enterprise which employs fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed €10 million.

Collaboration: In the interests of effective management and impact, a project may include a consortium of partners. In such cases the grant agreement will be between SEAI and the relevant eligible parties or project partners, represented by one partner who shall act as project co-ordinator.

As defined by the European Commission, a project is considered to incorporate collaboration if one of the following conditions is fulfilled:

- i. the project involves effective collaboration:
 - between undertakings among which at least one is an SME, or is carried out in at least two Member States, or in a Member State and in a Contracting Party of the EEA Agreement, and no single undertaking bears more than 70 % of the eligible costs, or
 - between an undertaking and one or more research and knowledge-dissemination organisations, where the latter bear at least 10 % of the eligible costs and have the right to publish their own research results;
- ii. the results of the project are widely disseminated through conferences, publication, open access repositories, or free or open source software.

Collaboration is fully explained in Appendix B.

6. Knowledge Sharing

Given that the general aim of the programme is to increase the deployment of sustainable energy in Ireland, applications for funding may include details of plans to publish and disseminate results, follow up seminars and independent performance monitoring for demonstration projects.

Project outcomes (i.e. generated knowledge/scientific output/research results/lessons learned) must be made available in the form of a short, publishable project report (allowing for IP restrictions on any sensitive data). These outcomes may be disseminated via the SEAI website and further publication as required.

Where a funded project creates a new dataset that may be of use to future researchers, consideration should be given to making this dataset publicly available, if possible via an SEAI online data portal. Energy related geospatial datasets or geospatial analysis tools created within funded projects should be provided to SEAI for upload onto SEAI's online Energy GIS.

Depending on the project, providing data on an annual basis after the project is completed may be a requirement of the grant agreement. The data will be used to fulfil SEAI's reporting obligations to Eurostat under the European Energy Statistics Regulation of 2008, no.1099. It will also be used in the Energy Balance

and is essential for Ireland to meet other international reporting obligations, inform policymakers and guide investment decisions. We will treat all data provided in the strictest confidence and will not disclose this information outside SEAI. All data received will be used in aggregate form for statistical purposes only.

7. Eligible Costs

7.1 Costs Allowable

Costs directly associated with delivery of a project will be eligible for support. In the case of successful applicants, only eligible expenditure incurred from the date of approval of the application by the Authority will be considered for funding. Expenditure incurred before this date is ineligible. Therefore Applicants must not begin any work for which funding is sought before the date of approval. The following costs shall be eligible:

- Costs of materials and equipment to the extent and for the period used for the research project. If such instruments and equipment are not used for their full life of the research project, only the depreciation costs corresponding to the life of the research project, as calculated on the basis of good accounting practice (for example 20% per year over 5 years), are considered as eligible.
- Personnel costs for researchers, technicians and other supporting staff delivering the project, with staff day costs limited to the actual salary cost including employers PRSI with fixed provision for overheads. This shall be supported by time sheets and salary receipts. The max. eligible staff day cost is €350.
- Internal Staff travel costs directly necessary for successful delivery of the project.
 - Domestic travel – mileage and rail economy class
 - International travel – economy flights and hotel accommodation
- Costs of external labour, sub-contractors, specialist consultancy and equivalent services used exclusively for delivery of the project. The maximum eligible cost for consultancy is €600 per day.

7.2 VAT

Where an applicant organisation is registered for Value Added Tax (VAT) and able to reclaim any VAT they incur on their costs then all expenditure items included in their application for funding and subsequent claims for reimbursement should be shown at the VAT exclusive amount. Where an organisation is not entitled to reclaim the VAT that they incur in relation to their costs then the amounts included in their application for funding and subsequent claims for reimbursement should be the VAT inclusive amount. Applicants are required to specify their VAT status in the Application Form for funding.

7.3 Value for Money

All applicants will need to demonstrate that the project costs represent value for money and this must be documented and verifiable. Value for money is ensured by seeking at least three competitive quotations. Evidence may be requested with each grant claim made. Failure to demonstrate value for money will result in expenditure being deemed ineligible for grant payment.

8 An Overview of the Process that Leads to a Grant Award

8.1 Application

Applications will be evaluated on the basis of the eligibility and competitive assessment criteria outlined in Section 8.3. Those best addressing the objectives of the programme and the specific technology objectives of the Call will be selected for funding. Submissions can only be accepted on SEAI's official application form. Further information on the Sustainable Energy RD&D programme is available at <http://www.seai.ie/Grants>

During the project, grant payments are made to the Applicant once proof of eligible costs incurred and paid for have been submitted to SEAI in accordance with the grant agreement. Because payment of the grant is retrospective, Applicants are required to demonstrate that they have sufficient funds in place to carry out the project. All applicants are required to submit a signed copy of the Declaration of Financial Resources for the project and where necessary the Declaration of Solvency. Both forms are set out in Annex 1A and Annex 1B. This will reduce the risk of SEAI entering into a commitment which cannot be delivered and ensures funding resources will remain available to support other prospective projects.

8.2 Submission

Applications must be submitted electronically to energyresearch@seai.ie

Applicants are required to submit the following with the application form:

- a) eTax Clearance: eTax clearance will be verified for the Applicants who are required to provide their Tax Reference Number/ PPSN and Tax Clearance Access Number to SEAI for this purpose
- b) VAT status confirmation from the Revenue Commissioners where seeking VAT inclusive costs
- c) Declaration of Financial Resources for the Project (see Annex 1A)
- d) Where necessary, the Declaration of Solvency (See Annex 1B)

8.3 Evaluation Criteria

Applications will be assessed to ensure administrative compliance with programme requirements and objectives. Qualifying applications will then be evaluated under the following evaluation criteria, and independent experts may be employed by SEAI to review applications:

- **POLICY IMPACT:** Contributes to the achievement of Ireland's NREAP and NEEAP targets for 2020, while accelerating the development and deployment of competitive sustainable energy products, processes and systems; and/or facilitating guidance to policy makers on the practical, regulatory, technological and market opportunities.
- **QUALITY and DELIVERY:** The quality of project, including the innovation and quality of the solution that enables technical and/or other barriers to market uptake to be overcome, and its demonstration value and replicability. Included in this consideration will be the robustness of the project plan, including

methodology of approach, demonstrated organisational commitment and capability to complete the project by the deadline and disseminate results accordingly.

- **VALUE FOR MONEY:** Benefits in terms of the magnitude of the potential sustainable energy supplies, CO₂ emissions abatement and cost savings. Included in the consideration of this category will be the actual costs of the project, the value of the investment to the State and the quality of financial appraisal of the project.

SEAI may carry out a project site inspection to ensure compliance with the terms and conditions of the Programme and the Grant Agreement. It is important to note that, under the terms and conditions of the grant, grantees must ensure SEAI can access sites for inspection, and access monitored data within seven days of the initial request save in exceptional circumstances.

8.4 Approval

The indicative approval time from the receipt of a completed application form is 8 to 12 weeks. An application is considered complete if it is signed and does not require any further revisions or changes.

If approved, a Grant Agreement will be issued to the applicant. The offer will only be validated upon the applicant indicating acceptance of offer by returning a signed copy of the Grant Agreement to SEAI, which must be received within 14 days of date of issue.

The Grant Agreement will detail each of the approved itemised eligible costs and the associated grant amount. The grant payment is limited to these approved itemised eligible costs and if the actual itemised costs that arise in delivering the project exceed the approved itemised costs for any eligible expenditure, the excess will not be eligible for grant payment. SEAI's prior written consent is required for any changes to the itemised eligible costs. For the avoidance of doubt, SEAI reserves the right to refuse such consent at its absolute discretion.

8.5 Payment Procedure

The project will need to be completed by the completion date outlined in the grant agreement. The grant will automatically be revoked after this date. SEAI monitors projects that are awarded funding to ensure that they are implemented efficiently and correctly to help achieve successful results.

The rate of grant commitments to be entered into will be consistent with the funding profiles to which SEAI is subject under the RD&D Programme. Phasing of supports paid to projects is related to the achievement of project milestones and meeting the requirements for deliverables. The final payment will be on successful completion of the project.

Grant Payment will be conditional upon satisfactory receipt by SEAI of the following by 13th October 2017:

- a) Project Completion Report
- b) A completed Payment Request Form;
- c) A completed Grant Claim Workbook;

- d) Invoices for all approved itemised eligible costs;
- e) If internal staff costs are approved eligible costs, signed timesheets and payslips for each staff member and period will be required
- f) Proof of Payment of invoices in the form of a statement from the contractor/supplier confirming that the invoice has been paid (invoice number, amount and date paid)
- g) A copy of the Grantee's bank statement which shows the payments (a copy of the cheque/EFT remittance is required if the bank statement does not include the contractor/supplier name) (where multiple invoices are being paid under a single EFT/ cheque i.e. batch payments) then SEAI requires a breakdown of all amounts comprised in that EFT/ cheque)
- h) Valid Tax Clearance Certificate (where a Tax Clearance Certificate submitted with the application has expired);
- i) VAT status confirmation from the Revenue Commissioners issued in 2017 where seeking VAT inclusive costs;

On receipt of the required reports and financial documentation by the deadline, and it being confirmed as satisfactory, SEAI will normally transfer the grant payment electronically to the Grantee's bank account and issue an accompanying letter notifying payment to the Grantee.

8.6 Appeals

If unhappy with a decision made by SEAI, the Grantee may appeal the decision by writing to SEAI's Head of Finance and Corporate Services within four weeks of the date of the SEAI decision and providing documentation to support the appeal.

9 Terms and Conditions

1. The 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 applicant's submission of an application and these revised or supplemented Terms and Conditions (as published on the SEAI website) will apply to the application unless the applicant chooses to withdraw its application or withdraw from the Grant Agreement. The applicant must monitor SEAI's website in order to learn of any such changes to the Terms and Conditions.
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 its Appendices), and the rest of the Application Form. The applicant having accepted the Grant Offer and communicated his/her acceptance of it 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:
 - a. the Grant Agreement
 - b. the Terms and Conditions of the Programme
 - c. the rest of the Application Guide less the Terms and Conditions of the Programme
 - d. the rest of the Application Form less the Terms and Conditions of the Programme.
3. The project, in respect of which the grant 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. The applicant must ensure Grant approval is received before proceeding with any orders, purchases or commencing works. No payments will be made retrospectively for costs incurred prior to approval being granted. Orders placed or invoices dated prior to grant approval will not be eligible for grant support.
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. SEAI's prior written consent is required to approve any changes to the itemised eligible costs. For the avoidance of doubt, SEAI reserves the right to refuse such consent at its absolute discretion; and
9. The total grant amount will not be permitted to escalate under any circumstances, once approved.
10. The applicant must obtain all necessary consents and statutory approvals and have authority to implement the project.
11. The applicant 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 State Aid and public procurement.
12. The applicant must be 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). The applicant acknowledges that SEAI will have to provide certain contact details to third party contractors in relation to these matters and the applicant hereby consents to SEAI making these disclosures.
13. The timing of payment to approved applicants is subject to the funding allocated by government to the 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.

14. The applicant must grant full access to SEAI and its agents to inspect and review the project within **7** days of request for access save in exceptional circumstances demonstrated to the satisfaction of SEAI. Failure to satisfy this full access requirement will be considered a breach of these Terms and Conditions (see Clause 16 below).
15. SEAI accepts no liability or responsibility, whether for breach of contract, negligence 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, any product (or its suitability), any materials (or their suitability), equipment (or its suitability), work, system, service, specification, standard, installation in respect of which a Grant Offer has issued, or grant approval or payment was given 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 Programme.
16. In the event of any breach of these Terms and Conditions of the Programme or the other documents referred to in Clause 2 above by the applicant 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 and the applicant agrees to comply with any such demand within one month of the date of the letter from SEAI containing such demand.
17. 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 Programme.
18. 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, its authorised officers, or an SEAI Inspector, 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 16 shall also apply.
19. 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.
20. 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 & 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.
21. An applicant is under no direct or indirect obligation to undertake and/or complete its project. Rather, it is up to an applicant whether or not it wishes to undertake and complete its project.
22. An applicant must notify SEAI immediately if it decides not to undertake and/or complete its project. If a successful applicant decides not to undertake and/or complete its project, SEAI will not pay it 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.
23. 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.

10 Contact Information

Programme Executive - Research Development and Deployment

Low Carbon Technologies Unit

Sustainable Energy Authority of Ireland

Wilton Park House

Wilton Place

Dublin 2

Phone: 00353 (0)1 8082008

Email: energyresearch@seai.ie

11 Further Information

Further information on the RD&D Programme is available from the SEAI web-site: <http://www.seai.ie/Grants>

Appendix A - Financial Documentation Required

The table below outlines the financial documentation which must be submitted with your application.

Total Project Cost	Public Sector Applicants	Other Applicants
< €50,000	Declaration of Financial Resources Availability (Annex 1A)	Declaration of Financial Resources Availability (Annex 1A)
>€50,000 <€200,000	Declaration of Financial Resources Availability (Annex 1A)	Declaration of Financial Resources Availability (Annex 1A) and Supporting Evidence (bank statement or letter from financial institution or entity making funding available)
>€200,000	Declaration of Financial Resources Availability (Annex 1A)	Declaration of Financial Resources Availability (Annex 1A) and Supporting Evidence (bank statement or letter from financial institution or entity providing funding) and Declaration of Solvency (Annex 1B)

In the case of proposals involving more than one applicant organisation, the above thresholds are based on individual grant amounts requested by each organisation. For example, if five organisations submit a joint application with total costs of €250k and each contributing €50k, then the financial documentation required is based on a threshold of €50k and not €250k.

If applicants do not have funding in place for the entire project, they need to provide details as to how the project will be funded.

Appendix B - Definitions of Research Categories

'Fundamental Research' - means experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any direct commercial application or use in view

'Industrial Research' - means the planned research or critical investigation aimed at the acquisition of new knowledge and skills for developing new products, processes or services or for bringing about a significant improvement in existing products, processes or services. It comprises the creation of components parts of complex systems, and may include the construction of prototypes in a laboratory environment or in an environment with simulated interfaces to existing systems as well as of pilot lines, when necessary for the industrial research and notably for generic technology validation;

'Experimental Development' - means acquiring, combining, shaping and using existing scientific, technological, business and other relevant knowledge and skills with the aim of developing new or improved products, processes or services. This may also include, for example, activities aiming at the conceptual definition, planning and documentation of new products, processes or services;

Experimental development may comprise prototyping, demonstrating, piloting, testing and validation of new or improved products, processes or services in environments representative of real life operating conditions where the primary objective is to make further technical improvements on products, processes or services that are not substantially set. This may include the development of a commercially usable prototype or pilot which is necessarily the final commercial product and which is too expensive to produce for it to be used only for demonstration and validation purposes.

Experimental development does not include routine or periodic changes made to existing products, production lines, manufacturing processes, services and other operations in progress, even if those changes may represent improvements;

'Feasibility Study' - means the evaluation and analysis of the potential of a project, which aims at supporting the process of decision-making by objectively and rationally uncovering its strengths and weaknesses, opportunities and threats, as well as identifying the resources required to carry it through and ultimately its prospects for success;

'Collaboration': means collaboration between at least two independent parties to exchange knowledge or technology, or to achieve a common objective based on the division of labour where the parties jointly define the scope of the collaborative project, contribute to its implementation and share its risks, as well as its results. One or several parties may bear the full costs of the project and thus relieve other parties of its financial risks. Contract research and provision of research services are not considered forms of collaboration.

On Company Letterhead

ANNEX 1A

DECLARATION OF FINANCIAL RESOURCES AVAILABILITY FOR THE PROJECT

I, _____, in my capacity as **Managing Director/Finance Director / (or equivalent)** of _____ (hereinafter called “the Organisation”) confirm to the Sustainable Energy Authority of Ireland that the Organisation has access to an amount of _____ in place to meet the total costs of the project outlined in the Organisation’s grant application to the Sustainable Energy RD&D Programme 2017.

Managing Director/Finance Director

(or equivalent) : (Print)

Signature:

Date:

Where a number of organisations submit a joint application, a declaration is required from each organisation.

On Company Letterhead

**ANNEX 1B
DECLARATION OF SOLVENCY**

I, _____, in my capacity as **Managing Director/Finance Director/(or equivalent)** of _____ (hereinafter called “the Organisation”) wish to assure the Sustainable Energy Authority of Ireland that I am unaware at this time of any issue that could present a threat to the solvency of the Organisation.

I declare, based on my own judgement and on the information at my disposal, that the Organisation can meet its financial obligations and does not envisage any challenge to this situation in the immediate future. I believe the Organisation will continue to operate as a going concern.

Furthermore, I am not, at this time, aware of any undisclosed matter which could be damaging to the financial interests of the Organisation, including a pending litigation.

I commit to informing the Sustainable Energy Authority of Ireland immediately should such a situation arise.

I understand that any false, fictitious or fraudulent statements knowingly made by me to the Sustainable Energy Authority of Ireland may result in the Grant being revoked, demand for Grant repayment and current and future Grant applications being deemed ineligible by the Sustainable Energy Authority of Ireland.

Managing Director/Finance Director

Co-coordinator: (Print)

Signature:

Date:

Annex 2 – Main Financial Terms and Conditions

ALLOWABLE COSTS

ELIGIBLE DIRECT & INDIRECT COSTS

- Internal staff salaries (including Employers PRSI) based on 7.5 hours per day (37.5 per week) and 230 days per year
- Costs of essential materials and equipment External labour/ subcontracting/ consultancy costs
- VAT costs where not reclaimable by the Applicant
- Reasonable and vouched domestic travel costs for internal staff - mileage and rail economy class only
- Reasonable International travel costs for internal staff– economy flights and hotel accommodation only
- Allowed performance monitoring, evaluation and dissemination costs within the term of the project
- Overhead payments are allowed for academic institutions at 25% of internal staff costs

All eligible costs claimed must be vouchable, directly attributable to the project and incurred within the project period.

INELIGIBLE INDIRECT & DIRECT COSTS

- **Applications from individuals**
- Personnel recruitment costs
- Marketing, print, design and distribution costs
- Costs (whether invoices or expenses) incurred outside the project time frame
- Any personnel time in excess of 230 days per annum per person
- Any personnel time that exceeds 7.5 hours per day or 37.5 hours per week per person
- Resource costs available free of charge
- Costs already covered by other public research funding bodies
- Bank interest
- Costs covered by other public research funding bodies that would result, in aggregate, in EU State Aids limits being exceeded
- Non-project related costs
- Entertainment or hospitality expenses
- Taxi and parking costs
- Consumables (including IT equipment).

AMENDMENTS & NOTIFICATIONS

BUDGET REALLOCATION & EXTENSION

- Written approval from SEAI is required for reallocation between approved itemised eligible expenses.
- Written approval from SEAI is required for any extensions to a project. Only in exceptional cases will extensions be allowed, and **projects must be completed in 2017**.

OTHER GRANT AMENDMENTS TO BE NOTIFIED TO SEAI FOR APPROVAL

- Change in project personnel
- Change in the scope and nature of the project
- Any damage to or loss of project capital equipment
- Project not commenced within 2 months of the agreed start date.

FINANCIAL REPORTING

Financial reports should be submitted to SEAI as follows by the project completion date:

- Final report on project per terms of Grant Agreement
- Grant Claim Workbook

Payment claims must be accompanied by supporting documentation including:

- Current Tax Clearance Certificate (and VAT registration certificate where applicable) of all participant organisations
- Completed SEAI Grant Payment Request Form
- Invoices for all approved itemised eligible costs
- If internal staff costs are approved eligible costs, signed timesheets and payslips for each staff member and period will be required
- Proof of Payment of invoices in the form of a statement from the contractor/supplier confirming that the invoice has been paid (invoice number, amount and date paid)
- A copy of the Grantee's bank statement which shows the payments (a copy of the cheque/EFT remittance is required if the bank statement does not include the contractor/supplier name) (where multiple invoices are being paid under a single EFT/ cheque i.e. batch payments then SEAI requires a breakdown of all amounts comprised in that EFT cheque)