Sustainable Energy Authority of Ireland undertakes to use its best endeavours to hold confidential, any information provided by proposers in their proposals subject to its obligations under law, including the Freedom of Information Act 2014. Should proposers wish that any of the information supplied by them in their proposal should not be disclosed because of its sensitivity, they should, when providing the information, identify the same and specify the reasons for its sensitivity. Sustainable Energy Authority of Ireland will consult with applicants about this sensitive information before making a decision on any Freedom of Information request received.

SEAI reserves the right to update this call for projects, revise the levels of grant funding available or to close the scheme should the level of demand exceed the available funding.
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15. Terms and Conditions
1. Introduction and Background

The Sustainable Energy Authority of Ireland (SEAI) have been tasked in 2018 with developing additional actions and supports to stimulate energy efficiency activity in the SME and agriculture sector.

In collaboration with Teagasc, SEAI are now launching their funding scheme to support dairy farmers to implement specific energy efficiency technology where savings are predictable but implementation levels remain low.

Irish dairy farms play a vital role in the Irish economy. Energy efficiency can strengthen the competitiveness of dairy farmers by helping them to cut costs, freeing up resources that can be invested in more productive activities, and can make them more resilient to volatile milk prices while helping to mitigate carbon emissions.

This scheme will be open to all dairy farmers supplying all major cooperatives and covering the full spectrum of dairy farms by herd size and electricity supply (single or three phase).

A fund of up to €400,000 is available for a range of measures over the course of 2018.

The purpose of this Application Guide is to inform intending applicants of the process and in particular to outline the:

I. scheme objectives;
II. process for making an application and drawing down grant support;
III. terms and conditions that apply.

Applicants should note that on making an application you are accepting that you understand the Terms and Conditions outlined in this guidance document and will fully comply with them.

2. Objectives of the scheme

The objective of this scheme, as described above, is to

- Encourage farmers to invest in energy saving technology with this incentive
- Help farmers reduce costs and increase profitability
- Promote the “Green” capability of Irish agricultural activities.
3. How can farmers benefit?

Grant support available in 2018 will assist dairy farmers implement specific technologies and achieve direct energy and cost savings. The scheme will assist farmers to:

- Understand their energy consumption and patterns of usage for milking,
- Analyse their electricity use pattern,
- Benchmark a farm with other similar farms to compare energy use and highlight opportunities for improvement in the milking parlour,
- Analyse the cost savings, the new energy saving equipment will make in terms of capital cost versus energy savings
- Claim value from energy credits
- Reduce cost of energy consumption
- Reduce cost of water consumption

4. Scheme Funding

Grant support will fund the installation of targeted technologies, including measuring and monitoring meters. The targeted technologies are listed in Section 6 below.

The scheme is open for applications from 28th May 2018. SEAI reserves the right to limit the funding by sector, or to close the scheme earlier and direct the funds elsewhere should the demand for support not meet expectations. All installation works must be completed and grant request forms submitted no later than 28th September 2018.

5. What upgrades are supported through the programme?

<table>
<thead>
<tr>
<th>New Technology Installations</th>
<th>Level of support (%)</th>
<th>Maximum level of support Excluding VAT*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Single Phase</td>
</tr>
<tr>
<td>Retrofit of complete new vacuum pump including pump, motor and inverter VSD with controls</td>
<td>50%</td>
<td>€5,000</td>
</tr>
<tr>
<td>Retrofit of existing vacuum pump with inverter VSD and controls</td>
<td>50%</td>
<td>€1,750</td>
</tr>
<tr>
<td>Retrofit of milk pump with inverter VSD and controls, (pump and/or motor as required)</td>
<td>50%</td>
<td></td>
</tr>
</tbody>
</table>

Grant levels for single phase complete system upgrade is increased by €500 to encourage more smaller farmers to participate. In addition a new grant level to support a new inverter and new motor upgrade has been introduced and this might be an option on some farms. A farmer would retain his existing vacuum pump and only retrofit an inverter with controls, a word of caution though as not all vacuum pumps lend themselves to operating effectively at slow speeds so this should only be considered once the supplier has established that the pump can work efficiently at slow speeds.

6. **Farmer Eligibility**

The Scheme is open to dairy farmers who:

- Have a supplier number and are currently engaged in milk production **and**
- Are registered with the Department of Agriculture, Food & the Marine under the Bovine Tuberculosis Eradication Scheme as a herd owner or herd keeper or be a holder of another Department identifier in order to be considered an eligible applicant under the Scheme.

7. **How do you make an application?**

To express your interest or to request further information:

- Download application forms and guidance from www.seai.ie/grants
- Or Contact info@seai.ie for your application form.
- Call SEAI on 01 8082100
- Contact your local Teagasc Advisor or Dairy Farm Advisor who can assist with information and completing the application documentation.

Intending applicants should read the Terms and Conditions related to the scheme. Applicants are encouraged to obtain quotations from at least three suppliers to ensure that they get value for money. This information can be used to populate their application form.

**Submit the Following to SEAI:**

1. Completed Energy Efficiency in Dairy Sector Application Form SEAI EEDSPU001
2. Completed Certification of 2017 Milk Supply Form
3. Evidence of herd number on a copy of letter/correspondence issued by the Department of Agriculture, Food and Marine (DAFM)

All documentation should be submitted electronically in photograph or scanned images to info@seai.ie, scanned signatures are acceptable.

SEAI will endeavour to process applications and issue a “Letter of Offer” to the farmer within four weeks. Successful applicants should only then proceed to purchase **the new equipment** to be installed when in receipt of this Letter of Offer (LOO).

The Letter of Offer must be signed and returned to SEAI within 14 days of the date of issue.

**IMPORTANT NOTE:** Quotations can be obtained to support the application but any orders placed or expenditure incurred prior to grant approval will result in any grant offer being revoked or expenditure deemed as ineligible.
8. Photographic Evidence

Photographs must be submitted at time of installation ONLY and should ideally be taken by the installer/equipment supplier.

1. Photograph(s) of existing system prior to removal in its working environment;
2. Photograph(s) of the newly installed equipment fully connected and operational;

Photographic evidence should broadly conform to the following:

- Photographs should be taken from as wide an angle or view (floor to ceiling) as possible in the milking parlour so that key features are visible of the existing system before removal and once the new installation is complete, photos should be taken from a similar angle/view;
- If the new system/invertor is to be installed in an alternative location then a photograph of that alternative location beforehand should be provided with key features visible such as switches, pipes etc.
- Where the proposed installation position of the invertor is in a different location to the vacuum pump/milk pump, i.e. in a cabinet for example and both are in locations where they cannot be included in a single photograph, then additional separate photographs should be provided to show the proposed location in the cabinet before installation and the invertor as installed.
- Where a milk pump upgrade takes place then photographs of the existing motor/milk pump should be taken as well as photographs of the proposed location for the invertor. Photos should show the existing pump with guard removed. Following upgrade, further photos of the motor/pump and invertor should be taken to submit with the request for payment.

Examples of invertor controlled vacuum pump photographs

A - old unit with features in left background
B - new installation, features in the background, invertor controller on right
C – Old unit and shows vacuum pump only and no key features visible so not adequate

D – New pump with invertor controls features

E – Old installation with pipework and key features

F – New installation, floor to ceiling view

Milk pump invertor installation

G - Before

H - After
9. What do I do if my application is successful?

Once you receive a Letter of Offer, accept it by signing and returning it to SEAI to info@seai.ie and only then you can proceed to:

a) Complete the purchase of the equipment;

b) Photographic evidence in jpeg or scanned pdf should be provided of the system and equipment before upgrades and after as outlined in section 8. For example in the case of removal of old vacuum pump, a photograph of the old equipment before removal and new equipment on installation

c) Monitor the milking parlour electricity consumption and milk output for a minimum period of one week prior to commencement of the installation. This monitored period should be representative of normal milking patterns on the farm. A similar monitoring exercise completed post installation. This is an important element in the scheme to facilitate monitoring and measurement of the impact and benefits by Teagasc and SEAI. Fill in the Electricity/Milk Production Recording sheet provided with the application form or take photos of meter readings. Note if a simple meter installed monitoring just the vacuum pump then one reading at start and one at end for both monitoring periods and the milk records over the same period.

d) Proceed with the installation of the equipment from the preferred supplier.

e) Ensure that all invoices, tax clearance confirmations and other documentation are available to support your grant claim.

f) Submit claim for grant payment to SEAI will all required supporting documentation outlined in Section 10 below, your Teagasc advisor can assist.

**NOTE:** Any information collected under this programme will be used solely for the purposes of monitoring the benefits and will remain confidential to SEAI and Teagasc and only reported in an aggregated manner. In some circumstances SEAI/Teagasc may wish to highlight and publicise good practice but this will only be carried out with prior written consent of the farmer concerned.

10. Completion of Work and Claim for Payment

Grant support will not be paid in respect of the upgraded equipment unless full ownership thereof has been transferred to the applicant prior to the submission of the payment claim. Full ownership is defined as when the applicant has fully paid for the investment and evidence in the form of supplier receipts/bank statements are available to support this. Where a request for payment is made, the farmer is confirming that works are complete and ready for inspection. All works must be completed and a valid claim for payment received by SEAI on or before 28th September 2018.

The following documents (copies or scans) must be submitted in support of your claim for payment:-

a) A completed SEAI Request for Payment form

b) Photographs pre AND post installation taken by you or your installer/advisor (as per guidance in Section 8)
c) Invoices to farmer and receipts from suppliers confirming payment, this includes receipts from installer, electrician and private advisor (Email confirmation will suffice but should show date paid and amount.

d) Bank statement showing account name and number and payments out of the farmer’s account as evidence of payments made (Other credit or debit figures can be blanked out).

e) Tax Reference Number and Tax Clearance Access Number (TCAN) if not already submitted;

Evidence of CE certification, other certs, product data sheets, O+M Documentation should be available for inspection purposes only;

Note: The receipts/invoices submitted must be on company headed paper and must include:

I. The name and address of the applicant farmer
II. The invoice number and date, where applicable
III. The details of purchase in an itemised form specifically referencing model/serial number/rating, where applicable
IV. Actual cost of each item excluding VAT
V. The total amount paid net of discount/rebate, if any.

In the case of receipts comprising of both goods and service (supply and install), a breakdown of costs between the categories must be shown on the receipt.
11. Quality Assurance and Inspections

A sample of installations will be subjected to inspection:

SEAI will carry out audits and inspections, in advance or following completion of works, for compliance with the Grant Agreement. Grantees will be notified by SEAI prior to such inspections.

Projects will be selected for inspection using a risk-based approach.

The farmer is required to maintain the necessary evidence on file for 5 years, and make it available to SEAI for audit & inspection upon request.

Facilitating Inspections

It is the responsibility of the Applicant to organise access for SEAI inspection.

By submission of a “request for payment” the applicant is declaring that the project is complete, all documentation has been provided and the project is ready for inspection.

Once a request for payment has been made, and if selected for inspection, SEAI Inspectors will contact the farmer to arrange an inspection.

The farmer must provide access for SEAI’s Inspectors within 7 calendar days of being contacted to arrange an inspection. Inspections will be undertaken during normal working hours.

Safe access equipment must be available for the Inspector and farmer to access areas which are either at high level or difficult to access.

Where upgrade works may be difficult to access or inspect on completion of works, it is the farmer’s responsibility to highlight this to SEAI in advance. In such exceptional cases, the farmer may propose alternative means to demonstrate that works have been installed in accordance with the agreed specification. Acceptance of any such alternate proposals will be at the sole discretion of the Inspections Unit and must be obtained in advance of inspection in writing.

The farmer is responsible for quality assurance on the project. It is essential that the person meeting the SEAI Inspector must:

- be familiar with the layout of the site
- notify the Inspector of any potential hazards
- be familiar with details of the upgrade works
- have all necessary documentation to hand e.g. certificates, specifications, and CE documentation where applicable.
- provide evidence of O+M Documentation where applicable

If conditions are unsafe, the Inspector will not proceed with the inspection. Failure to provide safe access to a property to complete an inspection or to retrieve may result in non-payment of the Energy Efficiency Dairy Scheme grant or part thereof.
**Inspection Results**

Inspection results will be issued within 7 working days of inspection. Inspection results will inform payment decisions.

Any remedial identified must be complete within 14 calendar days with evidence of their completion and a declaration of re-works completed submitted to SEAI, completed reworks documentation should be emailed to DEPinspections@seai.ie.

Final payments will be withheld until all documentation has been submitted, and all inspections and any necessary re-works have been completed and approved by SEAI.

The Inspector will contact the farmer to obtain written confirmation that the remedial issues identified during previous inspection have been addressed.

**Re-inspections**

Where there are significant re-works, re-inspection of remedial works may be undertaken.

If satisfactory evidence of quality and safety standards is not available, SEAI may, at its discretion, reduce the grant amount proportionally.

**Appeals**

Inspection results can be appealed through a formal appeals process.

Appeals must be received in writing within 7 days of your Inspection Results notification.

Appeals should be lodged as follows:

Appeals should be sent to the following email address: DEPinspections@seai.ie

It is essential that your appeal be supported by appropriate supporting documentation such as photos, certification and other relevant information. Appeals must outline any evidence to dispute the Inspection findings and advise on any mitigating factors that may have affected the outcome of the inspection.
12. Participating Energy Suppliers

Energy Suppliers are mandated by government to achieve energy savings and there are a number of ways such suppliers could be involved in projects under this scheme. These include project management, a financial contribution, provision of materials, and installation of works, monitoring benefits, energy auditing or advice. The projected energy savings/credits from the project can be used as leverage for negotiations with the energy suppliers to perhaps get some extra funding for your installation.

For a PES to be eligible to claim the energy credits from they must be specifically identified on the Application Form as associated with the project. Full guidance on the process of claiming credits can be found here: Guidance-on-authenticating-and-claiming-energy-credits. Please note there are no derogations and all projects are subject to M&V. However any PES will be very familiar with the process and may be able to help with your project.

13. Useful Information

**Variable Speed Drive (VSD) Vacuum Pump**

Milking vacuum pumps are sized to deliver the required maximum vacuum level to operate the milking and washing systems. Dairy farmers had to run their pumps at a constant high speed to perform adequately during milking period before variable speed technology was used for vacuum pumps. The VSD determines exactly how much vacuum the system requires and regulates the speed of the pump. The result is a pump that runs at a much lower speed most of the time and requires substantially less electricity to do the job.

Occasionally, when a milking unit falls off a cow’s udder or when there is a temporary system leak, high levels of vacuum are needed for short intervals. Normal milking operation uses less than half the maximum vacuum available.

**Variable-speed milk pumps**

A vacuum is required to harvest milk from the cows. The milk, however, cannot transfer from a pipeline that is under a vacuum to a bulk tank that is at normal atmospheric pressure. To compensate for the difference in pressure, milk can flow into a receiver bowl that triggers a milk transfer pump to push the milk from the receiver bowl either through a heat exchanger or directly into the bulk tank.

A variable-speed milk transfer pump controlled by a float switch can further reduce energy use by slowing and controlling the flow rate of milk through a heat exchanger. A lower and more continuous milk flow rate through the heat exchanger increases the coolant-to-milk ratio and results in greater milk cooling by the plate cooler and thus reduced the run time of the electrically driven milk cooler and reducing electricity consumption. Milk can be cooled by an additional 15 to 20 degrees by installing a variable-speed milk transfer pump (Sanford, 2004c).
14. Useful Links

Dairy Farm Energy Consumption

IFA Smart Farming Cost Savings Challenge
https://www.ifa.ie/smart-farming/#.WSwpEuSGPml or http://smartfarming.ie/

DAFM TAMS II
http://www.agriculture.gov.ie/farmerschemespayments/tams/dairyequipmentscheme/
15. Terms and Conditions

This initiative is funded by SEAI through the Department of Communications, Climate Action and Environment. The funding for the Scheme is limited and all applications are subject to the following 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 Scheme 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 contract. The applicant must monitor SEAI’s website in order to learn of any such changes to the Terms and Conditions.

2. Eligible farmers are defined in Section 6.

3. Any expenditure incurred prior to grant approval will be deemed ineligible.

4. Only new technology upgrades are supported, second-hand equipment or refurbished/rewound motors or pumps are ineligible;

5. Applications will only be accepted on the official application form Ref: SEAI EEDSPU001;

6. Photographic evidence to broadly conform to that outlined in section 8.

7. Multiple technology upgrades for a single farm will be allowed on one application form;

8. Grant aid is available at 50% of total eligible costs subject to the maximum level of grant support for the particular technology, whichever is the lessor and will be subject to the maximum amount outlined in the Letter of Offer.

9. Eligible costs include technology costs (pump, motor etc) and installation costs (technician/electrician).

10. The applicant must not have received directly or indirectly, other national or EU funding for any of the energy saving technologies qualifying for aid under this Scheme in the last five years.

11. Claim for payment must be made on an official request for payment form (REF SEAI EEDSPU002) as issued by SEAI and accompanied by the support documents as outlined in Section 10 above.

12. Proof of payment in the form of a bank statement from the farmer’s account showing payment out for each related transaction, will be required.

13. Evidence of ownership for the bank account in to which the funds are to be transferred is required. Copy (or photo) of a Bank Statement with Header showing bank account number, bank name and account holder name is sufficient to meet this requirement.

14. Confirmation of payment by email (from the suppliers e-mail address) to SEAI or scanned receipts including, farmers name, amount received, dated and signed for each element of the install, e.g. installer receipt and electrician receipt.
15. Payments are only made by electronic fund transfer into the bank account nominated above.

16. SEAI or its agents reserves the right to conduct a farm visits to satisfy itself that the upgrades have been completed, and fully paid for, in line with these terms and conditions prior to making a payment in respect of any claim. Failure to accommodate such visits will result in complete revocation of the grant.

17. All works must be completed and a valid claim for payment received by SEAI on or before 28th September 2018.

18. Full responsibility for the information presented in the application form and supporting documentation submitted rests with the applicant concerned. The SEAI, Teagasc or their agents shall not accept any responsibility for errors or omissions contained in applications for grant aid or any required supporting documentation.

19. It is the responsibility of the applicant to familiarise him/herself with the scheme Terms and Conditions, the specifications and any amendments thereof and with the consequences for breaches of the scheme.

20. SEAI will not be held responsible for design, installation and M&V. The farmer or their contractor must ensure installation is carried out in line with all statutory requirements and standards, e.g. employ a Safe Electric, Registered Electrical Contractor to wire in the equipment.

21. The approval or payment of grant support under the scheme does not imply acceptance by the SEAI of any responsibility with regard to the obligations undertaken by the participants.

22. SEAI has the right to revoke funds where there are issues with project delivery e.g. quality, safety, timelines, completion and incorrect products.

23. All electrical work must be undertaken by contractors registered with Safe Electric.

24. Applicants must ensure that all electrical work complies with the National Rules for Electrical Installations, a fully completed Safe Electric completion Certificate No. 3 will be required.

25. The applicant shall be required to use the investment(s) for a minimum of 5 years from the date of issue from the final payment in respect of the investment(s) grant aided. Failure to do so will result in the grant aid being recouped.

26. This grant funding is offered under de minimis aid. The threshold allowed under the EU Regulation No 1408/2013 (the Agriculture De minimis Regulation). As set out in the rules for granting small amounts of financial aid to enterprises, the De minimis ceiling is €15,000 to any agricultural producer over any consecutive three year fiscal period. Farmers must understand that they must comply with the De minimis condition in order to be eligible for a grant and agree to allow SEAI to verify this if necessary. It should be noted that Single Farm payments, GLAS, AEOS and REPs payments from the EU are not included in the €15,000 threshold.

27. 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 or the qualification or performance of the Contractor 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 Scheme.

28. In the event of any breach of these Terms and Conditions of the Scheme or the documents by the applicant including application form and where the applicant has received payment pursuant to the Scheme, SEAI shall, amongst its remedies against the applicant, be entitled to demand the complete repayment of and fully clawback 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.

29. 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 scheme.

30. Any false, fictitious or fraudulent statements or claims knowingly made on grant applications, or supporting documentation, submitted in respect of previous grant applications / claims or otherwise made to SEAI, its authorised officers, or Inspector, or any breach of these Terms and Conditions of the Scheme 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 Scheme, Clause 28 shall also apply.

31. The Applicant understands that by applying for a grant and entering into a grant agreement with SEAI, any personal data he or she shares with SEAI will be collected, processed and held by SEAI, and its agents, in its capacity as a data controller under the Data Protection Acts 1988 and 2003, as amended and the EU General Data Protection Regulation (“Applicable Data Protection Laws”). The Applicant understands that his or her personal data will be used by SEAI or its agents for the purposes of the Scheme including grant approval and payment purposes and to facilitate the administration of the Grant process and the Scheme and for the purposes of liaising with contractors and where appropriate inspectors and researchers. In the performance of tasks related to the above purposes it may be necessary for SEAI to share personal data with third parties, such as but not limited to SEAI’s professional advisers, outsourced service providers and any inspectors and researchers that SEAI might engage. All third parties will be required to comply with their obligations under contract and Applicable Data Protection Laws. For more information about the Applicant’s personal data rights, and how SEAI collects, holds and processes personal data, please refer to the Scheme Data Protection Statement which is available on the SEAI website or contact our data protection officer at dataprotection@seai.ie.

32. The Applicant understands that all of the data collected in the administration of the Scheme will be aggregated by SEAI as a means of analysing the overall Scheme effectiveness e.g. in terms of cumulative achievements, market trends, and/ or environmental impacts. The disclosure of this data will not involve the release of any personal data.