IMPORTANT NOTICES

• It is the responsibility of each applicant to ensure that they have read and fully understood, the Application Guide, the Application Form and complete the accompanying Technical Workbook before submitting the signed Application Form. Failure to fully adhere to the provisions of this Application Guide and the Application Form will result in application being rejected, 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 Communities Energy Grant 2019 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.

• SEAI reserve the right to update this document. For the avoidance of doubt, the applicable version is the one which published on the SEAI website on the closing date for receipt of applications.
# Table of Contents

Table of Contents .................................................................................................................. 2

PREFACE ................................................................................................................................. 4

1 OVERVIEW ............................................................................................................................ 5
  1.1 About SEAL ...................................................................................................................... 5
  1.2 The Communities Energy Grant Overview ...................................................................... 5
  1.4 Eligible Projects .............................................................................................................. 7
  1.5 Grant Amount Available ................................................................................................. 7
  1.6 Assisted Community Projects ........................................................................................ 8
  1.7 Evaluation Process ......................................................................................................... 8
  1.8 Funding Levels ................................................................................................................ 13
  1.9 Eligible Energy Upgrades .............................................................................................. 14
  1.10 Eligible Costs ................................................................................................................ 15
  1.11 Ineligible Costs ............................................................................................................ 16

2 PLANNING YOUR PROJECT ............................................................................................... 18
  2.1 Project Structure ............................................................................................................ 18
  2.2 Community Approach .................................................................................................... 18
  2.3 Traditional Buildings and Protected Structures .............................................................. 18
  2.4 Key Roles ....................................................................................................................... 18
    Lead Applicant ................................................................................................................... 18
    Project Coordinator .......................................................................................................... 19
    Beneficiary ......................................................................................................................... 19
    Participating Energy Supplier (PES) ................................................................................ 19
    SEC Network Member ...................................................................................................... 20

3 FINANCING and PROJECT DELIVERY SOLUTIONS .................................................. 22
  3.1 Minimum Financing Requirements ............................................................................... 22
  3.2 Specific Financing Options ............................................................................................ 22
  3.3 Financing Balance .......................................................................................................... 22
  3.4 Energy Contracting ........................................................................................................ 22

4 PROJECT COMPONENTS ................................................................................................... 23
  4.1 Residential Projects ....................................................................................................... 23
    Rental Properties .............................................................................................................. 23
    Local Authority Homes .................................................................................................... 23
    Energy Poverty .................................................................................................................. 23
    Special Requirements for Residential Projects ............................................................... 24
    Deep Retrofit Upgrade Packages .................................................................................... 26
4.2 Non-residential Projects ................................................................................................................. 26
   Public sector non-residential projects ................................................................................................. 26
   Commercial organisations ..................................................................................................................... 26
   Voluntary and community-based organisations ............................................................................... 27
   Special requirements for non-residential projects ............................................................................ 27
5 APPLICATION PROCESS ....................................................................................................................... 29
   5.2 How to Apply .................................................................................................................................. 29
   5.3 Application Timeline ...................................................................................................................... 29
   5.4 Checklist ....................................................................................................................................... 30
      Technical documents .......................................................................................................................... 30
      Financial documents ........................................................................................................................ 31
6 GRANT PAYMENTS ................................................................................................................................. 32
   6.1 Validating the Offer ......................................................................................................................... 32
   6.2 During the Project ........................................................................................................................... 32
      Project Milestones .............................................................................................................................. 32
      Workshops ......................................................................................................................................... 32
      Inspections ......................................................................................................................................... 32
   6.3 Payment Procedure ......................................................................................................................... 34
      Project management costs ................................................................................................................. 35
      Non-domestic Design Fees ............................................................................................................... 35
   6.4 Important Notes ............................................................................................................................. 35
      Interim payments .............................................................................................................................. 35
      Payment revocation ............................................................................................................................ 35
      Inspection of Projects ....................................................................................................................... 36
      Triple E register ................................................................................................................................. 36
      Accelerated Capital Allowance ......................................................................................................... 36
   6.5 Assessment and Reporting ............................................................................................................. 37
      Calculating savings ............................................................................................................................ 37
      Sustainable energy .............................................................................................................................. 38
      Energy credits ................................................................................................................................... 38
      Domestic ........................................................................................................................................... 38
      Non-domestic ................................................................................................................................... 38
7 THE COMMUNITIES ENERGY GRANT TEAM ....................................................................................... 38
8 TERMS AND CONDITIONS .................................................................................................................... 39
PREFACE

The Sustainable Energy Authority of Ireland (SEAI) is delighted to announce the launch of the Communities Energy Grant for 2019.

The following guidelines aim at helping interested parties to create the best applications for their projects by outlining the necessary criteria and documentary requirements, as well as offering helpful advice, contacts and resources for those preparing to apply.

Contact details for the organisers are available on page 36 of these guidelines. Please do not hesitate to get in touch about prospective ventures. We would be delighted to discuss the feasibility and financing possibilities of all proposals, and look forward to working with you to make good ideas become great projects.
1 OVERVIEW

1.1 About SEAI
SEAI 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 vanguard of the global green technology movement, so that Ireland is recognised as a pioneer in the move to decarbonised energy systems.

SEAI programmes are funded by the government of Ireland through the Department of Communication Climate Action and Environment.

1.2 The Communities Energy Grant Overview

The Communities Energy Grant is Ireland’s national retrofit initiative aimed at upgrading building stock and facilities to high standards of energy efficiency and renewable energy usage, thereby reducing fossil fuel usage, energy costs and greenhouse gas emissions.

By supporting project structures that can be easily replicated, Communities Energy Grant hopes to showcase retrofit project models that can be implemented without SEAI support in the future.

As part of this initiative, the Communities Energy Grant supports new approaches to achieving high quality improvements in energy efficiency within Irish communities. By bringing together groups of buildings under the same retrofit programme, communities projects facilitate community-wide energy improvements more efficiently and cost effectively than might otherwise be possible. The Communities Energy Grant is designed to engage all members of SEAI’s Sustainable Energy Community (SEC) network who wish to participate in delivery of energy efficiency works. The scheme is also aimed at those Project Coordinators who have participated in SEAI Community Grant projects.

The ambitions of this Communities Energy Grant are to:

a. Build on the success of the previous Communities Energy Grant schemes to support delivery of large scale projects through the support of the existing project coordinators to deliver larger and more technically challenging schemes.

b. Develop community skills to manage capital projects and empower communities to lead small to medium scale projects in their own communities. Project partnership which include at least one member of SEAI’s SEC network are preferred and will score higher. While this is not a mandatory requirement it is strongly encouraged.

c. Support the SEC network members in advance on their Learn-Plan – Do process. Build and maintain energy awareness and knowledge locally. This will be achieved by assessing projects by their ability to showcase and disseminate the benefits of energy projects to the wider community. More information available here: https://www.seai.ie/sustainable-solutions/community-projects/
Projects are required to demonstrate a building fabric first approach in line with the SEAI definition and order of priority to:

- Be as energy efficient as possible (fabric first approach)
- Consider renewables where feasible
- Adopt smart technologies as appropriate
1.4 Eligible Projects

This year, the Communities Energy Grant aims to fund a comprehensive suite of projects that deliver energy savings to communities, including public buildings, homes and businesses. All projects applying for funding should be community orientated, include a cross-sectoral approach and demonstrate an ability to sustainably finance the proposed project.

A partnership approach is essential for successful application. Interested parties should seek partnership from organisations that fall into the Eligible categories. Innovative and pioneering partnerships for delivery between sectors, such as collaborations between public and private sectors, residential and non-residential sectors, commercial and not-for-profit organisations, financing entities and energy suppliers, are of particular interest. Projects that are part of a larger energy efficiency project or engage with other SEAI programmes are welcome.

Demonstration Projects are welcomed as part of the Communities Energy Grant call where the project represents an opportunity to showcase the Sustainable Energy Community leadership ability and influence the wider community and encourage future involvement. For example, the project selected could be a single building which is used/accessed by the local community and should represent a moderate to deep retrofit. Single measure upgrades to demonstration buildings will not be funded e.g. lighting upgrade or boiler only upgrade. It should be noted that fossil fuel boilers will not be eligible for grant funding in 2019.

1.5 Grant Amount Available

The maximum grant available in the communities Grant is €1,000,000. There is no maximum project value. We recommend applicants consider grant applications of at least €30,000 due to the level of administration involved in this programme.

The overall maximum % funding available for the scheme per project is 50% which includes the Project Management fees. It is up to the applicant to ensure that the overall blended rate for the project is 50% or less i.e. if an application is a blend of different projects with varying funding rates between 30% and 80% overall for that application the maximum funding rate available is 50%.

(Example: Project costs of €1,000,000 can attract a maximum grant of €500,000: 50%. Where an application is received above this maximum % the application will be rejected)

Eligible categories

All applications should try to include more than one of the following categories.

- **Residential housing upgrades** to stock built prior to 2006, **Deep Retrofit (min BER A3)** to stock built before 2011. Where heat pump technology is proposed the construction date must align to the Better Energy Homes programme requirements.

- **Private sector** non-residential building works

- **Commercial organisations**

- **Voluntary organisations**

- **Community-based organisations**

- **Public sector** non-residential works
Note: Further details and explanations on these terms are available later in the guidance documentation.

Individual organisations and Project Coordinators are permitted to submit more than one application for support, but projects should be bundled where appropriate. Where multiple applications are submitted it is essential that sufficient resources are clearly demonstrated to deliver on all the projects outlined and identified in the Application Form. All works proposed for an individual facility/address must be contained within one application.

1.6 Assisted Community Projects
While all applicants can seek advice and support from the Communities Energy Grant Team on their project applications, some applicants may be considered for additional augmented support if they are applying for a grant of less than €200,000, are a registered SEC and it is their first or second time applying for a grant.

Additional supports can be provided to Assisted Community Projects at any stage pre, during and post application stage and may include:

- Advice on project proposals and their eligibility for the Communities Energy Grant programme
- Support during the application process to review draft applications and advise/provide feedback on any areas for improvement prior to submission of final application
- Assist with training workshops on the project workbooks and documentation requirements alongside the project applications
- Undertake frequent progress check-ups with project co-ordinators during the development of the project to ensure smooth delivery of the project
- Assistance with the payment process for grant payments as per the set project milestones – ensuring the project’s payment documentation is in line prior to presenting to SEAI for payment and monitoring/tracking of all files through the system up to the point of payment.

1.7 Evaluation Process
Applications will be assessed on a first-come first-served basis, but must meet the minimum criteria as set out below. Funding will be awarded until the available budget is allocated or until it becomes unfeasible for the project to be delivered and inspected by the 14th of October 2019.

This is not a competitive process and applicants can submit their application, get feedback and then resubmit in order to meet the minimum criteria. Projects must score at least 65 Marks to qualify for evaluation for funding. Projects that do not reach this minimum score will be rejected with comments though we encourage you to self-score from the guidance below in advance of submitting. Project Coordinators who have outstanding reworks on 2018 projects or earlier, may not make an application until all the contracted works and reworks are complete to SEAI’s satisfaction.
The evaluation criteria are:

- Value for Money (40 Marks, minimum score requirement is 20 Marks)
- Community and Partnership Approach (35 Marks)
- Quality & Delivery (25 Marks)

Breakdown of the Evaluation Criteria

A. Value for Money (40 Marks, Minimum score requirement: 20 Marks)

Value for money is broken down into 3 sections:

- Total Eligible Cost per kilowatt-hour (kWh) of energy saved; (20 marks) RED
- % energy savings over existing usage
- Carbon savings. Total Cost per Kg CO2 saved (€)

Applications not scoring 20 marks and above will not be evaluated any further and the application will be rejected at that point.

A.1 Total Eligible Cost per kWh (Max = 15 Marks)

This figure extracted from the first page of the application form is auto calculated by the information you provide in the application form and is contained on the workbook application form Section A eligible costs.

Cost per kWh will be evaluated as follows

<table>
<thead>
<tr>
<th>Cost per kWh</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥ €1.76</td>
<td>2</td>
</tr>
<tr>
<td>€1.61-1.75</td>
<td>3</td>
</tr>
<tr>
<td>€1.31-1.45</td>
<td>4</td>
</tr>
<tr>
<td>€1.21-1.30</td>
<td>5</td>
</tr>
<tr>
<td>€1.11-1.20</td>
<td>6</td>
</tr>
<tr>
<td>€1.01-1.10</td>
<td>7</td>
</tr>
<tr>
<td>€0.91-1.00</td>
<td>8</td>
</tr>
<tr>
<td>€0.81-0.90</td>
<td>9</td>
</tr>
<tr>
<td>€0.71-0.80</td>
<td>10</td>
</tr>
<tr>
<td>€0.61-0.70</td>
<td>12</td>
</tr>
<tr>
<td>€0.00-0.60</td>
<td>15</td>
</tr>
</tbody>
</table>

A.2 Energy Savings % (Max = 15Marks)

<table>
<thead>
<tr>
<th>Energy Savings %</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>≤4%</td>
<td>1</td>
</tr>
<tr>
<td>5-10%</td>
<td>2</td>
</tr>
<tr>
<td>11-15%</td>
<td>6</td>
</tr>
<tr>
<td>16-20%</td>
<td>8</td>
</tr>
<tr>
<td>21-25%</td>
<td>10</td>
</tr>
<tr>
<td>26 – 30%</td>
<td>12</td>
</tr>
<tr>
<td>&gt;31%</td>
<td>15</td>
</tr>
</tbody>
</table>
This figure extracted from the Workbook application form Section A

A.3 Carbon Savings: Total Cost per Kg CO2 saved (€) (Max = 10 Marks)

<table>
<thead>
<tr>
<th>Cost Range</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;€8.51</td>
<td>1</td>
</tr>
<tr>
<td>€7.01 – €8.50</td>
<td>4</td>
</tr>
<tr>
<td>€5.51 – €7.00</td>
<td>6</td>
</tr>
<tr>
<td>€4.01 – €5.50</td>
<td>8</td>
</tr>
<tr>
<td>€2.51 – €4.00</td>
<td>12</td>
</tr>
<tr>
<td>€0.00 – €2.50</td>
<td>15</td>
</tr>
</tbody>
</table>

This figure is found in the workbook application form section Cell H8.

B. Partnership and community Approach including SEC participation (35 Marks)

This grant is targeted at the support of communities including SECS in the delivery of community energy grants. To ensure that the projects involved in this grant are aligned with this ambition this section will give additional supports to SEC involvement in the project.

<table>
<thead>
<tr>
<th>B.1 Partnership and community Approach including SEC participation</th>
<th>Marks (20)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other recognised community grouping*</td>
<td>5</td>
</tr>
<tr>
<td>Registered SEC only</td>
<td>10</td>
</tr>
<tr>
<td>Registered SEC with approved EMP grant in progress**</td>
<td>15</td>
</tr>
<tr>
<td>Registered SEC with completed approved EMP</td>
<td>20</td>
</tr>
</tbody>
</table>

Notes:
* A recognised community grouping needs to provide evidence of the existence of this grouping. An example of an acceptable other recognised community grouping would be the Tidy Town groups which are organised for a specific community purpose.

** EMP (Energy Master Plan) is a plan submitted to SEAI as part of the SEC community engagement plan. A completed plan is one which has been submitted and accepted under the terms and conditions of the SEC scheme. Other Energy Master Plans may be acceptable for example, those completed under the Covenant of Mayors or other similar European Projects.
B.2 Beneficiary’s and partners: (10 Marks)
Projects that include a wide range of beneficiaries have a bigger impact in their community and we have scored this section to include for this. Variety of beneficiary types included in the project and PES

The only eligible beneficiary types are as follows:

<table>
<thead>
<tr>
<th>1 beneficiary types</th>
<th>4 Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 beneficiary types</td>
<td>5 Marks</td>
</tr>
<tr>
<td>3 beneficiary types</td>
<td>6 Marks</td>
</tr>
<tr>
<td>4 beneficiary types</td>
<td>7 Marks</td>
</tr>
<tr>
<td>5 beneficiary types</td>
<td>8 Marks</td>
</tr>
<tr>
<td>Participating Energy Supplier</td>
<td>*2 extra Marks</td>
</tr>
</tbody>
</table>

B3 Project Development (5 Marks)

How will this project support future project development on energy efficiency within this community? Also how will the SEC benefit from engagement in this project (5 Marks)

C. Quality of resources and project team (25 Marks)

This section is divided into 5 parts including:
1. Project Coordinator and previous experience (5 Marks)
2. Quality of the resources proposed to be deployed on delivery of the project (5 Marks)
3. Risks and Mitigation plans (5 Marks)
4. Demonstrated ability to deliver on time (5 Marks)
5. Quality of previous experience (5 marks)

1. Lead Applicant/ Project Coordinator (5 Marks)
SEAI seeks to establish the expertise of the lead applicant/ project coordinator in project delivery. Where an SEAI Communities Energy project has not been delivered previously the applicant will need to demonstrate that the project lead understands the requirements and responsibilities of the scheme. A CV should be provided in relation to the nominated lead applicant/ project co-ordinator.

2. Quality of the resources (5 Marks)
SEAI wish to understand the quality of the proposed team members in terms of delivery of the projects. Technical ability and the quality assurance of the project team needs to be detailed. Previous experience in similar energy or engineering projects are a distinct
advantage. Meeting deadlines and project handover are important considerations. Please attach CVs/ short biographies of experience for key team members.

3. **Risks and Mitigation plans (5 Marks)**
   Project coordinators are expected to complete a risk evaluation of the proposed project prior to submission to SEAI. In this section the applicant should detail what the significant risks to delivery are and how these risks are to be mitigated against. For public sector organisations tendering is a significant factor and projects which have not completed tendering prior to an application may be rejected.

4. **Demonstrated ability to deliver on time (5 Marks)**
   Project coordinators should indicate their experience in high quality project delivery on a timely basis. Where the coordinator has not delivered energy projects previously SEAI will give appropriate consideration to other time restricted project delivery. Tidy towns and other community led projects will be scored favourably. A project timeline should be included identifying how the milestone targets will be achieved on the project. Project coordinators who previously failed to meet BEC project deadlines will be deducted of 2 marks under this section.
   For **Assisted Community Projects** who have not previously delivered a project, consideration will be given to the plan proposed to ensure that the project is delivered on time.

5. **Quality of previous delivery (5 marks)**
   Project co-ordinators will be scored on the basis of their most recent previous delivery inspection results (averaged across domestic and non-domestic) under the Communities Energy grant programme (2018 BEC/ SEC or earlier programmes). Where more than one grant was delivered by the project co-ordinator in a grant year then the average pass rate across all approved grants will be used.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>80% +</td>
<td>5</td>
</tr>
<tr>
<td>75% - 79%</td>
<td>4</td>
</tr>
<tr>
<td>70% - 74%</td>
<td>3</td>
</tr>
<tr>
<td>65%-69%</td>
<td>2</td>
</tr>
<tr>
<td>60% - 65%</td>
<td>1</td>
</tr>
</tbody>
</table>

   For **Assisted Community Projects** who have not previously delivered a project under this programme a project plan should be submitted detailing how they will manage quality on the project and this will be scored and evaluated for the purposes of this section.

   For other Project Co-ordinators who have previously delivered under this programme SEAI will consider inspection results achieved on other similar projects they have delivered such as other SEAI programmes, Energy supplier retrofit projects (e.g. Electric Ireland or Airtricity energy efficiency programmes), European projects or community led projects (e.g. Tidy towns)
1.8 Funding Levels
Listed below are the maximum available funding levels for each component of a community project. For more information on structuring projects that include both residential and non-residential elements, see Section 2.

<table>
<thead>
<tr>
<th>Home type</th>
<th>Funding Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private energy poor</td>
<td>Up to 80%</td>
</tr>
<tr>
<td>Private non-energy poor</td>
<td>Up to 35%</td>
</tr>
<tr>
<td>Local Authority homes</td>
<td>Up to 35%</td>
</tr>
<tr>
<td>Housing Association homes</td>
<td>Up to 50%</td>
</tr>
<tr>
<td>Not-for-profit/community</td>
<td>Up to 50%</td>
</tr>
<tr>
<td>Private and public sector</td>
<td>Up to 30%</td>
</tr>
<tr>
<td>Public sector (exemplar)</td>
<td>Up to 30% ≤ 50% 30%</td>
</tr>
<tr>
<td>EV Charging points</td>
<td>Up to 30% ≤ 50% 30%</td>
</tr>
</tbody>
</table>

SEAI will limit the grant of funding for any one project up to €1,000,000. The recommended minimum grant application value will be €30,000.

The grant support percentage is based on the ownership of the facility that is being upgraded. If for example, a private sector entity undertakes works for a not-for-profit/community and is the main beneficiary named on the application (with the hosts agreement), then grant support can be up-to 50%.

Exemplar projects are ones which use multiple technologies to minimise energy use in any single facility or community. These facilities should be moving to be carbon neutral ideally.

Please note that all homes require a pre- and post-works Building Energy Rating (BER) to be completed and published. Local Authority Homes are exempt from publishing a pre-BER. A BER rating of B2 is SEAI’s preferred minimum however where works comply with the new Part L of the building regulations and deliver a C1 these works may be allowed. It is the responsibility of the project coordinator to make the appropriate justification to SEAI (if BERs are B3 or C1) and all such justifications must be agreed in advance of works commencing. The minimum post works BER is C1, subject to the Part L requirements. Homes which do not achieve a minimum C1 and do not have a valid reason for not achieving B2 will be refused grant funding.

Public bodies must comply with public procurement. All other Beneficiaries receiving funding will need to adhere to procurement rules with regard to a competitive tendering process. Where a competitive tendering process is not completed at application stage this needs to be highlighted. This poses an additional risk to delivery and SEAI the project will be scored accordingly. If there is no mitigation offered, then the project is unlikely to be supported.

SEAI reserves the right to seek evidence from project elements that a competitive process has been applied. This will include seeking evidence of three quotes, or evidence that a tender process has been complied with. SEAI requires to ensure that an open and transparent tender process has been engaged by the coordinator. A contract will not be issued until SEAI are satisfied that the appropriate market rates have been achieved. While every effort will be made to issue contracts on a timely basis SEAI
takes no responsibility for any delays which may arise due to delays in finalising specifications or costs with the grantee. Key programme delivery dates will not be extended in such circumstances.

1.9 Eligible Energy Upgrades

The following energy efficiency upgrades are eligible for funding as part of a Communities Energy project.

Eligible works

- **Technological improvements**: Technological improvements, such as boiler replacement or controls upgrades, that boost energy efficiency significantly, are eligible.

- **Fabric upgrades**: This includes wall insulation as well as energy-smart walls and doors. In the case of insulation work on homes, an optimal whole-element solution must be implemented. Partial solutions will not be eligible for grant support without prior agreement.

- **Renewable energy solutions**: Renewable energy solutions like wind turbines, biomass plants, and photovoltaic systems are eligible where included as part of a broader retrofit.

- **Energy efficient lighting**: Lighting projects for buildings are only eligible as part of a broader retrofit. Public lighting projects, not street lighting, are eligible where ‘Energy-smart’ lighting is proposed. This can be simple approaches or more complex systems.

- Heat recovery solutions

- Micro generation

- Smart metering

- Energy upgrades to homes constructed **prior to 2006, 2011 for Deep Retrofit projects in line with other SEAI programmes** (Note all homes should meet B2 Minimum BER requirements subject to Part L of the building regulations. C1 may be funded but only if agreed in advance)

- Deep retrofits

- Schools

- EV chargers

- PV

Energy Efficiency measures undertaken on schools are unique, primarily due to the low annual occupancy hours and nature of occupants. Typically, 60-70% of energy consumption in a school is expended on heating demand, with 30-40% on electrical demand (lighting and services). SEAI welcome schools as part of SEC applications, and all measures will be considered during the application process. However, SEAI and our partners in the Department of Education and Skills note that the following are considered the optimum energy efficiency measures for schools.

- Building insulation - including cavity wall insulation, dry lining, external insulation, attic insulation, roof insulation.

- Other building fabric measures - including doors and windows, where a case exists for upgrading
- Mechanical system upgrades - including boiler replacement, zoning of heating system, classroom level heating control, pipe insulation, boiler controls, water conservation
- Building Management System (BMS)
- Electrical upgrades - primarily lighting system upgrades (classrooms to T5 or LED, common areas to LED)

Applicants should note that all works undertaken in schools must be compliant with the relevant Department of Education Technical Guidance Documents (TGDs) which are available at the below link:


This is not an exhaustive list. If you are unsure which aspects of your project are eligible for inclusion, please contact us.

1.10 Eligible Costs
Payment of the grant is retrospective. All beneficiaries (i.e. recipients of works as listed in the technical workbook project summary tab) will at application stage be required to provide a written confirmation stating that:

1. They have the financial resources in place to complete their project.
2. They understand that the proposed cost for the grant is €X and expected grant funding is €Y (i.e. figures as set out in the technical workbook)

The project co-ordinator will be required to demonstrate that they have funding in place to cash flow the first milestone of the project which cannot be less than 33% of the entire project.

Expenses eligible for grant payment

- **Project coordination**  For project management costs to be considered eligible for support, they must not exceed 7% (comprising a base fee of 5% and 2% for milestone delivery) of the total eligible grant costs and are funded at the grant percentage. Only external Project Management fees for the coordination, management and delivery of the project, are eligible. Where milestones are missed by projects a 1% deduction of these fees may be made for each milestone missed, to a maximum of 2%. Where more than 2 milestones are applied for, deductions will only be made where missed milestones negatively affect overall project delivery. The milestone dates and values should be set out in the technical workbook and the intervals will be agreed by SEAI, but in conjunction with the project coordinator, before inclusion in the letter of offer.

Please note no deduction will apply to any Assisted Community Projects (See section 1.6)

- **Labour**  Costs of employing an external labourer in order to implement the building upgrade.

- **Material**  Materials, equipment, hardware or control systems necessary to implement the project are an eligible expense. Second-hand equipment will not be eligible for funding.

- **Design fees**  Building design fees for non-domestic works incurred after the letter of offer has been issued are an eligible cost. The maximum eligible value for support is 2% of the project costs. These should be included in the Technical Workbook at application stage. Again these fees must be included as part of the maximum % grant allowed.
• **VAT**  VAT is considered eligible for grant payment in cases where it cannot be reclaimed. VAT is the responsibility of the project coordinator to administer correctly.

• **BER domestic projects**  All successful applicants will be required to complete and publish pre-works BER prior to requesting the first interim payment for proposed upgrade works. Post-BERs are required to be published for all upgraded homes. The maximum eligible cost for a pre and post BER is €250. To be eligible for support, the work must be completed on the home. SEAI will not support pre-works BER costs if the work is not carried out. Local Authority homes are not eligible for this support but a post-works BER must be published for these properties nonetheless. BER costs will only be funded at the end of the project when both pre- and post-BERs have been published. The same BER assessor should complete both the pre- and post-works BERs, and a separate site visit to the home must take place prior to each BER being published. The minimum BER for homes completed under the Communities Energy Grant Scheme is B2 (or C1 with prior agreement) subject to Part L requirements.

• **Energy monitoring equipment**  Metering equipment for verifying and measuring energy savings for the purpose of preparing the reports is an eligible cost. To qualify for payment, the equipment must be referenced in the Measurement and Verification (M&V) plan submitted at application stage. The cost of the equipment should be noted in the Technical Workbook, on the specific project tab.

• **Professional fees for M&V report**  Professional fees for issuing an M&V report on relevant non-domestic elements of the project are eligible for support. The maximum eligible value for support is 1% of the non-domestic works, up to a maximum of €2,000 value. This cost will be incorporated into maximum allowable grant amount. These costs should be included in the Technical Workbook at application stage. If this element is not included at application stage it is not possible to include at a later point.

### 1.11 Ineligible Costs

• **Unrelated costs**  Any costs not directly related to improving the energy performance of stock through the proposed project will be considered ineligible for payment.

• **Application costs**  The cost of preparing and submitting an application is not eligible for payment.

• **Internal staff costs**  Internal staff costs are not eligible for payment.

• **Ongoing monitoring costs**  Ongoing monitoring costs, except those required for the M&V report, are not eligible for payment.

• **Pre-project costs**  Any costs that predate formal letter of offer will not be paid.

• **Crossover**  The cost of measures completed in homes or non-domestic facilities which have formerly received an SEAI grant for the same measure are not eligible.

• **Baseline costs**  The cost of bringing the facilities up to the standards required by legislation for such a facility are not eligible for payment.

• **Corrections**  The cost of remedying defective works and installations undertaken previously by others (e.g. geothermal remedial works, solar remedial works) are not eligible for payment.
• **Unexpected** Un-commissioned equipment, and any other costs that have not been clearly outlined in the Application Form, will be considered ineligible for payment.

• **Unfinished works** Work that has not been completed, or ‘fit for use’ by the programme deadline will not be eligible for any or part grant support.

• **Energy upgrades to new buildings** The Communities Grant programme aims at supporting retrofits for old building stock and facilities. Homes constructed after 2006 are not eligible for standard measures or after 2011 for Deep Retrofit measures. SEC does not support works carried out during construction, or new fit-out of non-domestic facilities.

• **PV Installs (Solar Electricity)** All PV installs must be completed in line with SEAI’s new PV programme requirements. Detail are available on SEAI web site below. [https://www.seai.ie/grants/home-energy-grants/solar-electricity-grant/](https://www.seai.ie/grants/home-energy-grants/solar-electricity-grant/)

This is not an exhaustive list. If you are unsure which aspects of your project are eligible for payment, please contact the Communities team.
2 PLANNING YOUR PROJECT

2.1 Project Structure
The Communities Energy Grant is designed to encourage group retrofits and access to existing funding streams through innovative mechanisms. There are a number of key elements to structuring a suitable project, and these are outlined in this section.

2.2 Community Approach
There is more than one way to develop a standalone project into a community initiative.

Once you have identified desired energy upgrades for a building, consider whether there are any other buildings or amenities in the area that could benefit from the same kind of measures.

The community approach does not necessitate physical proximity. Consider whether the building could be identified as part of a network. A charity building, for example, could be linked with similar buildings in different parts of the country.

Where the project proposed is for a single building only, there must be a demonstration component to this project. It is important to consider how the building can be accessed by the wider community, if site visits are possible, how the impacts of the upgrade will be captured and communicated to the wider community and if the proposed upgrades will be visible at the end of the project. For example, upgrading the insulation in the floor, walls and roof of a building can be hard to showcase after the project but using thermographic imaging before and after can help show the difference, so could temperature monitoring of the occupied space, as well as surveys of the occupants before and after. It may also be possible to take photographs during the project or a video of the major changes.

Single building projects will only be eligible for this programme where they can demonstrate significant energy improvements to the wider community and encourage wider participation in the SEAI community programmes.

2.3 Traditional Buildings and Protected Structures
Applicants should be aware that energy upgrades may result in material alteration of the building or buildings involved. Where a project incorporates protected buildings or structures, advice should be sought from a conservation architect prior to application, to confirm whether the proposed works require approval from the Local Authority before proceeding. SEAI will accept no responsibility for verification of works or seeking permission that works may be applied to any protected structure.

2.4 Key Roles
Lead Applicant
It is the responsibility of the Lead Applicant to distribute funds, organise access for SEAI inspections, and ensure that M&V requirements are met. The Lead Applicant signs the letter of offer and agrees to all the terms and conditions of the scheme on behalf of the Project Partners. The lead applicant is responsible for receiving and distributing the grant funding from SEAI to all the beneficiaries. They may defer administration and day-to-day project management of the grant to a Project Coordinator who works on their behalf.

When filling out the Application Form, the Lead Applicant can choose to make the Project Coordinator the main contact. Provided the Project Coordinator agrees, and indicates so on the form,
the Lead Applicant will be considered a secondary contact, and will not be copied on all correspondence.

**Contractors delivering upgrade works cannot apply as the Lead Applicant.** We advise that contractors wishing to apply for the scheme should collaborate with another organisation, such as a Local Authority, community-based voluntary organisation or local business that owns or manages the buildings. The Partner organisation can act as the Lead Applicant.

**Project Coordinator**

The Project Coordinator is responsible for managing all aspects of the project. Project Coordination is an eligible expense (i.e. project management) under the programme, to support applicants in employing *experienced* and *qualified* managers who will be *dedicated to the project* and deliver it in a *professional* manner. A lead applicant may also be a project Coordinator.

It is important that your application demonstrate that the chosen Project Coordinator can bring the following to the project:

- The relevant experience and knowledge of the management requirements and risk mitigation involved in carrying out the proposed works;
- A plan to manage quality throughout the project;
- The competence to ensure that quality deliverables (photos, Competent Person reports, etc.) are released throughout the project as part of the payment applications and that these quality deliverables are aligned with milestones.

It is the responsibility of the Project Coordinator to select the BER assessor(s) and ensure that they fulfil all duties and obligations under the [Regulations and the Code of Practice for BER assessors](https://www.agri.ie/). No BER assessor should complete more than 100 BER’s (Pre and post) under any Communities application.

The Project Coordinator must select an assessor who is not an employee of any of the contractors or organisations involved in the delivery of the project upgrades.

**Beneficiary**

A grant Beneficiary is a project participant who ultimately benefits from the works being carried out and is listed on the Application Form and/or the technical workbook, who will incur and pay for the costs involved in carrying out the project. The Lead Applicant will transfer any grant payment from SEAI in respect of eligible costs incurred by a Beneficiary to the Beneficiary as soon as the payment is received from SEAI and subject to the agreement in place between the Beneficiaries and the Lead Applicant.

**Individual homeowners cannot be listed as Beneficiaries** on the Communities Energy Grant Application Form. They should be grouped under a particular Beneficiary acting on their behalf. The application should include not more than ten Beneficiaries to ensure successful delivery of the project. Additional beneficiaries will not be permitted. Projects are encouraged to refine the delivery model to reduce the numbers of beneficiaries while not impacting on the ambition of the project.

**Participating Energy Supplier (PES)**

Under the Energy Efficiency Obligation Scheme, energy suppliers must support energy efficiency projects in businesses and homes across Ireland. For more information on this scheme and contact details for energy suppliers please see our website at this link: [Energy Efficiency Obligation Scheme](https://www.agri.ie/).

Partnership with a PES is recommended under the scheme. Projects who do not have access to a PES should contact the communities team to have a PES appointed or introductions made.
There are a number of ways for a PES to be involved in a project, such as providing project management, financial contribution, provision of materials, installation of works, monitoring, energy audits or advice. Advice and other services are not sufficient, on their own, in 2019 this may form part of an overall package of supports. Predicted energy credits from the project can be used as leverage in negotiations with the energy suppliers to secure the best package of supports.

The Energy Savings achieved by a project are measured in Kilowatt hours (kWh). Each kWh is equivalent to 1-energy credit, which can be traded with an Energy Supplier for either monetary or project management support. Energy Credits are categorised as Residential, Energy Poor and Non-residential, and Energy Suppliers may offer different levels of support depending on the category. Projects are encouraged to contact a number of different Energy Suppliers to negotiate the best deal for their energy credits. A project is not limited to partnering with their current energy provider or indeed just one Energy Supplier.

Where energy credits are being ‘sold’ to a PES, the application should state clearly if and how these funds are being used to support the community.

The PES is also responsible for uploading Domestic Energy Credits to SEAI’s ECMS (Energy Credit Management System) once homes have been completed.

The illustration below shows an example structure of a Communities Energy project where a PES is acting as a Partner, they can act also as project co-ordinator or Lead Applicant.

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**SEC Network Member**

A Sustainable Energy Community (SEC) is a community in which everyone works together to develop a sustainable energy system for the benefit of the community. This is achieved by:
• Aiming, as far as possible, to be energy efficient
• Using renewable energy where feasible
• Adopting smart energy solutions

SEC’s must be registered on the Register of SEC Network Communities at the date of application to be considered a registered SEC.
3 FINANCING and PROJECT DELIVERY SOLUTIONS

3.1 Minimum Financing Requirements
A beneficiary will be required to indicate that they have sufficient funds available to complete the project. The beneficiary will also be required to submit in writing confirmation of their project costs along with their grant awarded. This should be agreed with the Project Coordinator and must match the beneficiary’s schedule in the application workbook. See section 1 for more information.

3.2 Specific Financing Options
Finance is available to approved Housing Bodies from the Housing Finance Agency (HFA)

Under the Better Energy Finance pilot programme SEAI has worked with individual Credit Unions in developing models for loans for ‘Energy Efficient Upgrade’ works.

SEAI has also supported some innovative companies in developing Salary Incentive schemes for their employees similar to the ‘Bike to Work’ scheme. If you wish to find out more about this please contact us at bec@seai.ie.

Many banks offer specific Energy Efficiency loans for domestic and commercial retrofit

Loan finance known as ‘Social Finance’ is available from organisations like Clann Credo or Community Finance to fund projects considered to be of value to society. Projects that improve energy efficiency and sustainability are considered to be socially beneficial.

3.3 Financing Balance
In principle, where private commercial projects are combined with not-for-profit or residential projects the application should aim at balancing the funding being sought in favour of the not-for-profit Partners.

Where a public or private sector organisation is part of an application, they must demonstrate how they are adding value to the project by providing cash flow, management services or technical advice to the not-for-profit elements of the projects.

3.4 Energy Contracting
Energy Contracting is not supported under the 2019 programme due to the nature of the long term contracting period compared to the one-year time frame of the Communities Energy Grant Scheme.
4 PROJECT COMPONENTS

4.1 Residential Projects
The Communities Energy Grant scheme will only fund residential housing upgrades to stock built prior to 2006 unless they are Deep Retrofit homes and meet the criteria of the Deep Retrofit programme. While the Communities Energy Grant scheme does support retrofitting homes to A rated standard the overall level of support will be subject to the maximum grant support of 50% as indicated in section 1.5 above.

Projects may not contain more than 250 domestic units for delivery under any single application. Projects of up to this size must demonstrate their ability to deliver on this scale before SEAI will entertain an evaluation of any application.

Local Authority houses will be considered as part of an inclusive community of mixed-ownership houses. Housing associations and Local Authority’s should contact SEAI directly to discuss options for participation in the Communities Energy Grant scheme in 2019 in relation to domestic works.

Rental Properties
Works can be carried out on rental properties, but the tenant must have the written consent of the landlord.

Local Authority Homes
Unoccupied Local Authority homes known as ‘voids’ may be granted aid, but the SEAI must be made aware that the projects contain voids at application stage. Such homes will be treated as non-energy poor homes for Energy Credits.

Energy Poverty
Private homes will be considered to be energy poor if the resident (who must be the homeowner) is in receipt of one of the following:

- **Fuel Allowance** as part of the National Fuel Scheme
- Jobseeker’s Allowance for six months or more where the resident is the primary carer of at least one child under seven years. Jobseeker’s Benefit is not eligible.
- Family Income Supplement (FIS)
- In receipt of the "One Parent Family Payment"
- Domiciliary Care allowance payment

Proof of one of the above must be provided for each energy poor household at project completion stage in order to receive higher financial support. This takes the form of a signed letter from the Department of Social Protection dated within six months of the start date of the Grant Agreement, a payment receipt made out to the homeowner, or a Social Welfare swipe receipt (except in the case of Jobseekers Allowance where 6 months must be proven). The name and address on the relevant correspondence must match that of the homeowner on the application. These requirements are in line with The Better Energy Warmer Homes Scheme (WHS) and any changes to qualifying criteria on WHS will be reflected in Communities Energy Grant 2019.

Project Coordinators are required to state the energy poor status of the home after the delivery of the energy efficiency upgrades. A personal data form is available from SEAI. Project Coordinators are
required to seek the consent of homeowners to collect their personal data, maintain the necessary evidence on file for five years, and make it available to SEAI for audit inspection at the end of the project.

In the case of Local Authorities or Housing Associations who have access to the Department of Social Protection Database, SEAI will accept a signed letter from the Data Officer (or equivalent) confirming the numbers of energy poor homes being claimed for and detailing each of them by name and address. Energy credits for Local Authority and Housing Association projects will be awarded as energy poor based on the proof received.

**Special Requirements for Residential Projects**

All proposed works for domestic stock should be in line with standard and specification guidelines issued by SEAI such as the Better Energy Homes Scheme Contractor Code of Practice (incorporating SR54 for retrofit works) and with current building regulations.

All Contractors working on Communities Energy grant scheme domestic upgrades must be a registered Better Energy Home (BEH) Contractor where the works completed are similar to BEH measures. Where PV installs are being included the installers must comply with the same standards as applied under the SEAI’s Solar Electricity Grant. Other measures which are to be deployed must comply with any SEAI requirement pertaining to that measure at the time of install.

Domestic Contractors will apply and fully comply with the Better Energy Homes Scheme Contractors Code of Practice, QA, Standards and Specification Guidelines for all measures covered under that scheme, including Heat pumps. Installers of PV must comply with the SEAI Solar Electricity Grant requirements. For the avoidance of doubt, the applicable version of the above is the one which is in force and as published on the SEAI website at the time the work or service is carried out when undertaking any works or services in respect of which funding is claimed pursuant to this Agreement.

A Technical Helpdesk for domestic contractors is available at 01 277 6977. The following technical requirements should be noted

- **a)** All projects, a pre- and post-works BER is required to be carried out. Evidence that the pre-works BERs have been completed should be submitted to SEAI before any interim payments can be made. Please see page 15 for details of financial support provided by SEAI for BERs.
- **b)** Final post work BERs should be at least a B2 rating (Subject to Part L requirements). BERs of B3 and C1 may be acceptable with prior approval from SEAI. Homes with a post BER result lower than a C1 will not be funded as part of the community’s energy grant scheme.
- **c)** Where significant retrofits are proposed for energy poor, Housing Association or Local Authority homes, a funding model should be submitted outlining how the tenant will contribute to the cost if applicable.
- **d)** In the case of insulation work, an optimal whole-element solution must be implemented. Partial solutions will not be eligible for grant support without prior agreement. An explanation can be found on the buyer’s guide page of the SEAI website. A fabric first solution is mandatory.
- **e)** Energy credits for individual domestic works are based on a published table available on SEAI web site. The values assigned to the project on completion shall be those listed on the published table on the date of your application to this scheme.
f) SEAI will (as noted under the funding levels section) look for evidence that a competitive procurement process has been followed – either a full tender process has been carried out or at a minimum three quotes have been sought for the works. In addition, SEAI will at evaluation stage review all prices against its pricing database (incorporating pricing data from across SEAI’s domestic programmes) for reasonableness. Where prices are found to be unreasonable **SEAI will be entitled to require the Applicant to re-submit the pricing for the works in line with market value**
Deep Retrofit Upgrade Packages
The Communities Energy Grant scheme will not provide additional support to homes that are being retrofitted to achieve a high-performance level. The supports available under the Communities Energy Grants scheme are the same as those under the Deep Retrofit programme. A maximum of 20% of Deep Retrofit homes may be energy poor homes i.e. for every energy poor home funded there must be four non energy poor homes to be eligible. Please refer to the Deep Retrofit application guidelines for more details.

Homes completed to this standard will be subject to an inspection. The minimum BER rating post works must be an A3.

To qualify for deep retrofit the homes must have the following works delivered:

1. Fabric upgrades walls and attic
2. Heating
3. Ventilation
4. Renewable technology (Heating or electrical)

The credits awarded under the scheme will be based upon the measures completed per home.

As with other domestic upgrades carried out under the Communities scheme, all works must be completed as per Better Energy Scheme Contractors Code of Practice and Standards and Specifications Guidelines.

Certification of Air tightness results must be provided out as part of the Energy Upgrades see Register of Airtight Testers with NSA, this will be an eligible cost, the cost of completing these works are capped at €500 under the Communities Energy Grant scheme.

4.2 Non-residential Projects
The appropriate grouping of large and small and medium-sized businesses (SMEs) and retrofit measures into bundles and forming part of an overall community structure is an opportunity for a community application structure. Larger organisations are encouraged to facilitate or act as coordinators for SMEs in their supply chain or relevant sector. We strongly encourage private and public sector businesses to use the technical Project Assistance supports cited online, and to develop projects to at least initial feasibility before applying for communities grant support.

Public sector non-residential projects
Local Authorities and public-sector organisations must demonstrate how they are adding value to the project by providing cash flow, project management or technical advice to the not-for-profit elements of the projects.

Commercial organisations
Commercial organisations should provide financial or technical support to the not-for-profit elements of the projects, e.g. the value of energy credits may be passed on in full or part to non-profit organisations. Otherwise these organisations must demonstrate how they are adding value to the project.
Voluntary and community-based organisations
Charities or Not-for-profit run facilities are eligible for 50% funding. Section 38 organisations are treated as public sector bodies and are eligible for up to 30% funding.

Schools with charitable status are eligible for up to 50% funding. Third level colleges are considered as part of the public sector and are eligible for up to 30% funding.

Where organisations or facilities are publicly funded and have ‘charity status’ SEAI reserve the right to determine the level of grant support offered.

Special requirements for non-residential projects
   a) Energy Audits, an Initial Appraisal or feasibility assessments should be carried out on all non-residential stock before application.

   b) Large businesses are required to submit their energy audits as per the Energy Audit Scheme as required per SI 426:2014.

   c) All non-domestic projects are required to carry out Measurement & Verification (M&V) as part of the energy upgrade works. The M&V requirements for the Communities Scheme areas per Energy Efficiency Obligation Scheme (EEOS) requirements. Where appropriate, SEAI encourages projects to employ ISO 50015 to measure and verify energy savings for the non-residential elements of the project. The International Performance Measurement and Verification Protocol (IPMVP) is also acceptable.

   The Technical Workbook and preliminary M&V plans should identify measures/sites where M&V is proposed and describe how it will be done. For more information please see Sections 3 and 6 of the online resource, Guidance on Authenticating and Claiming Energy Credits available under Downloads under Energy Efficiency Obligation Scheme. Where M&V equipment (e.g. meters) is included as an integral part of the project, it qualifies as an eligible cost.

   In 2019 when a PES is involved in the project, and is benefitting from the energy savings, it is a requirement that they will be responsible for authenticating the M&V of the project and for submitting the M&V report to SEAI.

   d) SEAI will withhold 10% of funding on Projects receiving €150,000 or more for the combined non-domestic energy efficiency works. This retention sum will be released on receipt of an acceptable M&V report by the deadline as indicated on the letter of offer.

   e) Works proposed should be retrofits to existing facilities or replacements of existing equipment and fittings. SEAI may request evidence of the baseline or ‘existing’ energy used, fittings or equipment as part of the evaluation or inspection process. Items such as Electric vehicles do not qualify for funding under the Communities scheme. New build or elements such as extensions to existing premises are excluded from funding.

   f) For lighting projects the SEAI Lighting Upgrade Credits Calculation Tool is available on our website (on the Resources page). We have also published an accompanying Guidance for Use, with an Appendix setting out details of the sites and operational hours embedded in the tool. The Communities Energy Grant project tab can be used for this project.
5 APPLICATION PROCESS

5.1 Before Applying

It is essential that the project is clearly mapped out before application. Please ensure that the choice of Lead Applicant, Project Coordinator, SEC Network Member, PES and all participating organisations have been finalised before application.

Financial, administrative and site delivery resources should be identified at application stage. Remember to clearly and thoroughly outline the in-house team as it is a critical part of the project. The Application form should highlight any approvals required before the project or sub-projects can proceed e.g. Planning Permission, EPA Licence, Waste Permit, and CER Licence, Financial Approval (Board, Management or Lending Institution).

The Application form should inform SEAI with regard to the proposed tender process, and completion dates of same. Tenders, which are not complete or substantially under way at the time of application will be viewed less favourably and the scores awarded will reflect the increased risks associated with this status. SEAI reserve the right to refuse applications where we believe the tender is not of an appropriate standard, or does not comply with good governance rules. SEAI will not allow cost revisions in excess of the values applied for at application so it is important that tendered prices should be available at that point. SEAI reserve the right to revoke any contract on the basis of delays in tenders.

Before application, carefully read the requirement guidelines regarding requirements for residential projects and requirements for non-residential projects then carefully read the checklist and ensure that you have all of the necessary documentation ready. Design specifications must be agreed before application, and design calculations finalised.

Only those applicants who have completed all parts of the Application Form and submitted a completed Technical Workbook will be evaluated. Applicants should ensure every project has sufficient technical data to support energy savings.

All works must be complete and necessary paperwork submitted by the 14th of October so it is important that applicants consider carefully the ability to delivery by this deadline as extensions are not available. Projects not delivered at this point will not be eligible for the Communities grant. Note also that there is no scope change facility in 2019.

Projects may request advice technical or other from the Communities team prior to submitting an application. While every effort will be made to provide assistance prior to an application face to face meetings can only happen if an appropriate agenda is provided in advance. Additional support can be provided by the Communities Team to Assisted Community Projects (See Page 10.)

5.2 How to Apply

Applications must be submitted via SEAI’s online Project Evaluation Platform. Applications submitted by email or as a hard copy will not be accepted.

5.3 Application Timeline

Projects that are submitted earlier will be considered more deliverable as there is a longer period for them to be delivered. Please endeavour to submit as soon as possible. Evaluation time will depend on the volume of applicants received at that time. The evaluation period for larger projects is expected
to be between 8 and 10 weeks. SEAI expect to complete 80% of evaluations within this period. Smaller projects will take a shorter time to evaluate. Please note the clock stops ticking when SEAI seek additional information therefore evaluations which are incomplete will take longer to evaluate. SEAI reserve the right to reject an application where we have insufficient information to complete the evaluation.

The deadline for project completion including submission of all project documentation is the same 14th October. No extensions are permitted under the Communities Energy grant. Projects which cannot deliver to the appointed time frames should not be submitted as part of the application. Elements of individual projects not delivered by the contract end date will not be supported for grant funding.

5.4 Checklist
Submit the following with the online Application Form:

Technical documents

a) **Completed Technical Workbook** This is a critical component of your application. Failure to thoroughly, adequately and accurately complete the Technical Workbook would seriously jeopardize the success of the application. Ensure all fields in the Technical Workbook are fully completed, clearly indicating energy savings, project cost, and grant sum requested, existing specifications and proposed specifications. The energy upgrades proposed should be detailed and the methodology to measure and verify energy savings and cost per kWh saved should be included. Please see the Technical Workbook Guide for more information. SEAI will provide supports to assist project coordinators to complete the workbook however, SEAI will not complete workbooks on a coordinators behalf.

The technical workbook is deemed to be part of the grant agreement (Section 2 of the attached Terms and Conditions) for the avoidance of doubt the grant agreement will be capped at the value per measure applied for in the technical workbook.

b) **Technical and quantitative relevant documents** supporting the technical details and proposed energy savings of the project as set out in the Technical Workbook.

c) **Contractor details should be provided.** Where possible at application stage coordinators should provide details of the BEH (Better Energy Homes) registration.

d) **Sample plan** A sample of a proposed management plan by the Project Coordinator.

e) **Relevant audits**

f) **PES Declaration** A completed Form B is required where a PES is involved.

g) **Evidence** Include any relevant evidence that shows the project M&V

h) **Quality and Assurance plan for all projects.**

i) **Any other relevant information** to support your project proposal – e.g. feasibility studies or options appraisals relating to your project or how your project fits into wider local development plans etc
Financial documents

a) **Tax Clearance**  
   Tax clearance must be verified for the Lead Applicant and Beneficiaries who are required to provide the relevant tax reference number and access number to SEAI.

b) **VAT status verification**  
   If the Beneficiary is looking for a VAT inclusive grant from SEAI, a 2019-dated letter, or letters, from the Revenue Commission confirming the VAT status of the Beneficiary must be included.

   The letter must state that the Beneficiary is not registered for VAT and/or does not have VAT recovery status on the specific costs (energy upgrades) being claimed under Communities Energy Grant 2019, and cannot reclaim any VAT incurred on the project costs.

   The exception to this is where the Lead Applicant is required to account for VAT on the value of goods/services provided to private homeowners in which case VAT is an eligible cost on the basis that although the applicant is entitled to VAT recovery, the homeowners are not.

c) **Declaration of financial resources**  
   A declaration, signed by all Project Beneficiaries must be provided that they have the financial resources to complete the project. This should also indicate the value of the grant they are requesting on their element of the project.
6 GRANT PAYMENTS

6.1 Validating the Offer
If approved, a grant offer will be issued to the Lead Applicant. The grant offer will only become valid upon SEAI receipt of a signed Grant Agreement within 14 days of date of issue.

Should SEAI propose to support projects at a lower percentage than that requested in the application, the project contact will be notified in advance of a letter of offer. Evaluator decisions on technical issues are final and SEAI will not entertain any appeals on changes made to applications during the evaluation process, due to the lack of technical details being provided at application stage.

6.2 During the Project
Project Milestones
Project milestones will be set by the applicant and approved by SEAI. Where the milestones are not in line with SEAI’s delivery requirement or deemed unrealistic for the scale of the project, the application will be rejected. Payments may be requested by the project coordinators once all projects listed under the milestone are delivered. If all the projects are not delivered at the milestone date a payment may be made however the project management fees will be reduced by 1% for each milestone missed to a maximum of 2% (Refer to 1.10 above). Please note this will not apply to any Assisted Community Projects (refer to 1.6 above)

Workshops
SEAI may host workshops or clinics for successful projects to assist Project Coordinators in the delivery of their project. It is advised that Project Coordinators attend these workshops.

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

Advisory Inspection (Domestic Project)
Advisory inspections are intended as a training aid to ensure Project Co-ordinators understand relevant quality standards and technical requirements, early in the installation process.

Evidence shows that Advisory Inspections lead to improved final inspections and the timely release of payment. For this reason, Advisory inspections are not mandatory but a minimum of 2 are recommended be carried out. The upgrade measures chosen for advisory inspections should be representative of the measures to be repeated across the scheme and include any homes or measures that are technically challenging.

First Inspection (Non-domestic projects)
The first Non-Domestic Project Site completed will be inspected to help the Project Co-ordinator to understand the process for Non-Domestic Inspections.

Inspection Process
On completion of a project an Inspection log is required to be submitted for domestic and non-domestic projects. Projects will be selected for inspection from these using a risk-based approach.

The Project Coordinator is responsible for quality insurance on the project and will be notified of the properties selected for inspection. The Project Coordinator must provide access for SEAI’s inspectors within 5 days of being contacted to arrange an inspection. The Project Coordinator is not required to be present at the inspection but must assign a representative who is familiar with the layout of the site, the upgrade works completed and has access to all required certification documentation and manuals.

Inspections will be undertaken during normal working hours. The Project Coordinator will be required to provide the inspector with a safe working environment and suitable access to the project area. Any representative of the Project Coordinator should have all the necessary documentation and technical knowledge of the project. They may also be asked to retrieve equipment (e.g. light fittings) in areas which are difficult to access, to verify compliance with quality and safety standards.

Poor inspection results may result in additional inspections being conducted and re-inspection of remedial works for non-compliance.

**Reworks**

Following inspection, the inspector will send a written report to the Project Co-ordinator detailing any fails recorded and requesting that reworks be carried out. A declaration of reworks is required to be submitted within 14 days of the date of the inspection report and evidence of completion should be submitted with these (e.g. photos, reports and certificates). Any re-works identified in the inspection report should be addressed on all other properties completed on the project.

The Project Coordinator may be asked to meet SEAI to confirm the remedial actions being taken to bring the project in line with quality requirements.

If satisfactory evidence of quality and safety standards is not available, SEAI may, at its discretion, reduce the grant amount proportionally. Excessive additional inspections arising from persistent poor quality may be chargeable at the cost to SEAI.

Payments between 50% and 80% must be supported by satisfactory inspection data. Payments in excess of 80% will only be made when inspection data has been finalised, energy credits uploaded and all outstanding documentation received. All reworks must be completed before final payment will be released.

**Post payment Inspections**

SEAI may at its own discretion carry out post payment inspections to verify the quality of works performed under the Communities Grant Scheme. Where requested to do so the Project Coordinator will be required to provide contact details for the homeowners and non-domestic properties to enable SEAI to contact the homeowner or beneficiary directly. Post payment inspections will normally be undertaken independently of the Project Coordinator. Where fails are identified re-works will be required as noted above. SEAI reserves the right to clawback any grant funded where reworks are not completed or no works are identified.
6.3 Payment Procedure

Grant payments will be made to the Lead Applicant in accordance with the Grant Agreement. Changes to the contract in relation to payment are not possible once the contract is signed.

The level of grant payment will be strictly proportional to documented eligible payments made to suppliers and contractors connected to the project. Invoices must be dated after the date of letter of offer and must be addressed to the Grantee or the Beneficiaries named on the Grant Agreement.

Once the reports and financial documents are deemed satisfactory, SEAI will transfer grant funds electronically to the Grantee’s bank account and issue an accompanying letter notifying the main contact of the payment.

Final Payments are conditional upon satisfactory receipt by SEAI of the below by the 14 October 2019 at the latest

a) Project completion confirmation including verification that the technical specifications have been completed

b) A completed Payment Request Form

c) A completed Grant Claim Workbook

d) **Invoices** for all approved itemised **eligible costs**. Invoices should list energy upgrade measures included and identify the locations where these works were carried out.

e) Proof of payment of invoices in the form of
   
   - a statement from the contractor/supplier confirming that the invoice has been paid and
   - a copy of the Grantee’s bank statement which shows the payment(s)

(Where multiple invoices are being paid using a single Electronic Fund Transfer (EFT) or cheque i.e. batch payments, a breakdown of all amounts in that payment is required.)

f) Valid tax Clearance for all Beneficiaries

g) All relevant Financial documents

h) For self-accounted VAT, supporting documentation as evidence that VAT has been paid to Revenue, e.g. VAT return extract and bank statement, or a letter indicating that VAT will be paid (this in the case of Local Authorities and other Government Bodies only SEAI will accept a letter from an authorised official outlining that VAT has been paid or will be paid to Revenue for each invoice. This also applies to RCT and PSWT).

i) Domestic Energy Credits uploaded to ECMS (Energy Credit Management System) by PES

Confirmation of

j) Energy Poverty status for relevant homes

k) Declaration of Independence signed by BER assessor(s) Available [here](#) under downloads

l) Signed **Client Organisation Declaration for Energy Credits**
m) A report on the status of the project in relation to financing aspects including a description of the mechanism used, the repayment situation and feedback on the success of the mechanism where applicable

n) BER costs should be separately identified and invoiced, and this invoice must separately identify the properties assessed.

Project management costs
Applicants can only claim for PM support in-line with project expenditure. Invoices accounting for the relevant values must be submitted at each stage.

Non-domestic Design Fees
For Non-domestic design fee costs to be eligible for support evidence of a design process being completed must be submitted (Design considerations, inputs, outputs, system design, design checks)

Every design project is different and has differing needs. It is the responsibility of the design engineer to consider fully all design requirements. It is the duty of the design to ensure compliance with all relevant legislation and regulations and codes of practice. CIBSE / BSRIA Design Checks for HVAC and Electrical Services provide design guidance for design engineers. These costs should be included in the Technical Workbook.

6.4 Important Notes

Interim payments
SEAI will not make any interim payments on projects unless a first inspection has taken place. Works must be completed for any invoices submitted i.e. deposits or payments on account are not acceptable.

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

Where saving levels have not been achieved, or all the works not completed to a satisfactory standard, **SEAI may reduce the grant funding pro-rata.**

Where grant support of €150,000 or more is offered for the combined Non-domestic upgrade projects, 10% of funding for the non-domestic projects will be withheld until M&V information is received. This must be submitted before **22nd September 2019.** Projects should identify at application stage, sites where proposed M&V will be carried out. SEAI will confirm in the Grant Agreement if additional M&V is required at other locations or on other measures. The PES is responsible for authenticating and submitting the M&V

Payment revocation
The SEAI will revoke payments in the following circumstances:

- Ineligible invoices submitted
- Insufficient proof of payments submitted
- Invoices are deemed invalid
• Back-up documents have not been submitted to SEAI by the assigned project deadline
• Requests for payment have not been submitted to SEAI by the assigned project deadline
• Works have not been completed to standard
• Works have not been tested and commissioned
• Works have not been ‘switched on’
• Work was completed prior to letter of offer being issued
• No access has been provided to inspect the upgrade works
• Upgrade works completed do not match proposal and specification submitted and approved by SEAI in accordance with the programme guidelines
• Energy credits completed are less than that proposed in the Grant Agreement
• Invalid or insufficient Energy Credits uploaded
• Energy credits for upgrade works have already been claimed for

**Inspection of Projects**
The cost of additional inspections will, at the discretion of SEAI Communities Energy Grants Programme Manager, and will be deducted from the grant payment due where the quality of work is repeatedly poor and additional inspections are required as a direct result. Both inspection costs and re-inspection costs are deductible at the cost of such inspections to SEAI.

**Triple E register**
The Triple E Products Register is a benchmark register of best in class energy efficient products. Products on this register all meet a minimum set of stringent efficiency criteria and typically will be of a best in class efficiency standard. As such, procuring against this register will provide you with the assurance that you are purchasing a product of very high efficiency.

Projects are encouraged to commit to the purchase of plant, machinery or equipment from the relevant product/technology categories listed on the Triple E register or equivalent where appropriate. The Project Coordinator should identify such products in the Technical Workbook. This is a mandatory requirement for public sector organisations only.

**‘Green’ Public Procurement Regulations**
Public sector organisations should meet their obligations to procure products in accordance with SI 151: 2011 European Union (Energy Efficient Public Procurement) Regulations 2011

**Accelerated Capital Allowance**
The ACA is a tax incentive for companies paying corporation tax and aims to encourage investment in energy efficient equipment. The ACA offers an attractive incentive whereby it allows companies to write off 100% of the purchase value of qualifying energy efficient equipment against their profit in the year of purchase. Qualifying products from the defined ACA equipment categories are listed on the ACA Specified List which is updated on a regular basis.
For Grantees eligible to claim the Accelerated Capital Allowance (ACA) linked to the Triple E register, it should be noted that any ensuing claim to the Revenue Commissioners for the ACA should be made on the basis of costs net of the SEC grant.

Publicity and Case Studies

As with all grant schemes, successes and lessons learned are a key ingredient in maximising replication. This is particularly true with community energy projects, where successfully funded projects are the flagbearers driving wider and deeper community engagement. It is essential therefore that all applicants do their utmost to publicise the successful outcomes of their endeavours. This means:

- Actively seeking opportunities to promote the successful grant application, project progress and project completion in local and regional media (print and broadcast). This should also extend to local representatives and elected officials.

- All such activities should explicitly acknowledge the funding received from the SEAI Communities scheme. Where signage or displays are being created in relation to particular buildings or events then you should request the SEAI logo from SEAI for inclusion accordingly. SEAI should be provided with copies of any press releases or promotional materials prior to finalisation.

- If deemed appropriate to host an event at project completion, then SEAI should be advised of same and afforded an opportunity to attend / participate as appropriate.

- At project conclusion, the project co-ordinator will provide a short case study to SEAI which sets out the main elements of the project (key partners, numbers of properties, and types of works, project costs (totals), project duration, critical success factors / learnings accompanied with high-res photos of key buildings). These may be used for further promotion by SEAI or inclusion in reports from SEAI.

- SEAI may request that an SEAI provided plaque is displayed in a prominent and visible location in buildings where communities work has taken place. The estimated size of this plaque is no greater than A4. The installation of this plaque is considered part of the participation in this grant programme. SEAI will request a photograph of the installed plaque where a plaque is provided for installation.

### 6.5 Assessment and Reporting

**Calculating savings**

**Energy Conversion Figures**

<table>
<thead>
<tr>
<th>Fuel</th>
<th>Unit of Supply</th>
<th>kWh/unit</th>
<th>kg CO₂/kWh</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electricity (2016)</td>
<td>kWh</td>
<td>1.00</td>
<td>0.468</td>
</tr>
<tr>
<td>Kerosene/Light Fuel Oil/Heating Oil</td>
<td>Litre</td>
<td>11.21</td>
<td>0.257</td>
</tr>
<tr>
<td>Gas Oil/Diesel</td>
<td>Litre</td>
<td>10.55</td>
<td>0.264</td>
</tr>
<tr>
<td>Residual Fuel Oil/Heavy Fuel Oil</td>
<td>Litre</td>
<td>11.45</td>
<td>0.274</td>
</tr>
<tr>
<td>Coal</td>
<td>Tonne</td>
<td>7,759.20</td>
<td>0.341</td>
</tr>
<tr>
<td>Liquefied Petroleum Gas (LPG)</td>
<td>Litre</td>
<td>7.09</td>
<td>0.229</td>
</tr>
<tr>
<td>Natural gas</td>
<td>kWh</td>
<td>1.00</td>
<td>0.205</td>
</tr>
<tr>
<td>------------</td>
<td>-----</td>
<td>------</td>
<td>-------</td>
</tr>
<tr>
<td>Wood pellets</td>
<td>Tonne</td>
<td>4,800</td>
<td>0.005</td>
</tr>
<tr>
<td>Wood biomass</td>
<td></td>
<td>3,500</td>
<td>0.005</td>
</tr>
</tbody>
</table>

**Sustainable energy**
In the case of sustainable energy generation such as that facilitated by biomass plants built as part of the project, efficiency savings can be logged as energy savings or credits and taken up by a supplier.

**Energy credits**
If an energy supplier is a Project Partner, the Lead Applicant on the project may give them permission to count the energy savings achieved against their energy target. This permission may only be given before the project commences. The energy supplier should be identified on the Application Form and credits cannot be assigned retrospectively. It is the responsibility of the PES to upload all completed domestic credits to ECMS (Energy Credit Management System) for completed work. SEAI will upload the credits associated with Non-domestic projects.

All of the savings and reductions are potentially eligible to be considered as energy credits. They only get converted to credits once the relevant work is completed and verified.

Your Communities grant offer states the agreed number of energy credits to be delivered by your project(s). A successful project commits to achieving the Energy Credits as set out in the evaluated Technical Workbook, and included in the Grant Agreement. At the conclusion of your grant the energy credits will be uploaded onto the ECMS system. Where the number of energy credits is less than those committed to in the grant agreement a reduction to your project management payment will be made on a pro rata basis.

**Domestic**
Please note that to claim domestic energy saving credits, the applicant must collect the meter point reference numbers (MPRNs) and BERs of the relevant dwellings.

**Non-domestic**
Where appropriate, applicants should use the online calculation engines provided by SEAI to calculate savings. In other cases, clearly outline the calculation methodology used to arrive at the savings figures. The expected impact on the BER and/or Display Energy Certificate can be used in the calculations. Where similar projects have been completed a detailed M&V report, carried out in accordance with Internal IPMVP could be submitted to verify similar savings.

**7 THE COMMUNITIES ENERGY GRANT TEAM**
SEAI’s Communities Energy Grant Team are happy to provide advice and support to potential applicants on any questions not covered in these guidelines and to support them in developing their applications for grant support.

If you are interested in making an application please email BEC@seai.ie with ‘expression of interest’ in the subject line so that we can track applicants interested in the programme. Please contact us at BEC@seai.ie or 01 808 2098.
8 TERMS AND CONDITIONS

1. The communities Application Guide, Application Form, Technical Workbook 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 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 Grant Agreement with SEAI in the event of a grant offer being accepted will comprise the Letter of Offer from SEAI including the Terms and Conditions and the Schedules contained therein, the Application Guidelines including these Terms and Conditions as amended in accordance with clause 1, and the Application Form including the Technical Workbook completed and submitted by the Applicant. 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:
   2.1. the Letter of Offer and the Terms and Conditions including Schedules contained therein;
   2.2. the Application Guidelines; and
   2.3. The Application Form.

3. Applicant must ensure that the application is submitted online via the PEP portal (https://www.pep.seai.ie). Applications submitted by e-mail or in hard copy will not be accepted.

4. The project in respect of which the application is made, must be located in the Republic of Ireland.

5. Only new products shall be installed for the purposes of the project.

6. The Applicant and SEAI 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 Applicant 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.

7. VAT is not an eligible project cost unless the Applicant can provide a letter from Revenue dated 2019 confirming that VAT cannot be reclaimed on the particular project. The only exception to this is where the ultimate beneficiaries of the works are private homeowners in which case the presumption will be that they do not have VAT recovery.

8. Any costs, e.g. orders, purchases or works, which predate formal Letter of Offer are not eligible.

9. Applications by public bodies must ensure that energy suppliers were selected through an appropriate process.

10. The applicant must obtain all necessary consents and statutory approvals and have authority to implement the project.

11. The grant offer only becomes valid upon receipt by SEAI from the applicant of the signed Letter of Offer.

12. A grant, once approved, is only payable in respect of the project(s) identified in the Application Form and set out in the Letter of Offer.
13. 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.

14. Once approved, the total grant amount will not be permitted to escalate under any circumstances.

15. The Applicant acknowledges that the timing of payment to approved grantees 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.

16. 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 and state aid. The Applicant acknowledges and agrees that, if it or a beneficiary of the project is a public body, it is a condition of the grant that all products being procured by or on behalf of the grantee or the beneficiary concerned, as the case may be, shall comply with the European Communities (Energy Efficient Public Procurement) Regulations (S.I. 151 of 2011) which oblige public bodies when purchasing or leasing products to only procure products that are explicitly listed on the SEAI Triple E Register, or satisfy the energy efficiency criteria published by SEAI for the relevant product categories.

17. The Applicant understands that for non-domestic works if a grantee fails to comply with the conditions regarding an efficient and effective mechanism for energy use data collection, measuring, or verification of savings, SEAI, shall amongst its remedies against the grantee, be entitled to demand the complete repayment of the grant.

18. 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). The Applicant acknowledges and must ensure that it is a contact for participating building/facility owners and 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.

19. The Applicant must ensure that access can be provided to SEAI and its agents to inspect a project location within seven days of request for access except 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 20 below).

20. 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 immediately on receipt of a written demand from SEAI.

21. SEAI accepts no liability or responsibility, whether for breach of contract, negligence breach of statutory duty 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 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 Community Energy Grant programme.**

22. 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 a SEAI inspector, or any breach of these **Terms and Conditions** 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 20 of these Terms and Conditions shall also apply.

23. 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 Communities Energy Grant programme.

24. The Applicant acknowledges that SEAI is subject to the requirements of the **Freedom of Information Act 2014**, as amended (“FOIA”). SEAI undertakes to use its best endeavours to hold confidential any information provided by the applicant subject to its obligations under law, including the FOIA. 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.

25. 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 and 2018 as re-enacted, amended or replaced from time to time, and pursuant to the General Data Protection Regulation (meaning Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC) and any related legislation. 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.**

26. An Applicant is under **no direct or indirect obligation to undertake and/or complete the project outlined in their application**. Rather, it is up an Applicant whether or not they wish to undertake and complete the project.

27. 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.