

2019 SEAI Dairy Farm Grant

Application Guide 2019 Ver 1.

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

SEAI reserves the right to update this call for projects, revise the levels of grant funding available or to close the scheme should the level of demand exceed the available funding.

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This grant scheme is designed to be compatible with Commission Regulation (EU) No 702/2014 and in particular Chapter III, Section 1, Article 14. **Unless otherwise stated, terms defined in the Regulation shall have the same meaning.** Aid will be granted to cover eligible costs and will at all times be subject to National and EU Rules and State Aid and Public Procurement.

1. Important Points to Note

SEAI Dairy Farm Grant covers up to 40% of the cost of certain energy saving technologies related to dairy farming.	<i>Section 3</i>
Check if you are eligible to apply for this grant.	<i>Section 4</i>
<p>Potential applicants are advised that funding is limited and is on a “<u>First Come, First Served</u>” basis. <u>As such applicants are advised to enter early to ensure access to the grant.</u></p> <p>In addition, please note that all <u>deadlines will be strictly enforced</u> to ensure fairness for all applicants.</p>	
The scheme is open for applications <i>from 12 noon on the 18th February 2019 until 12 noon on the 29th March 2019</i>	
Check the other important deadlines	<i>Section 5</i>
<p>Any orders placed or expenditure incurred <u>prior to</u> Grant Approval will result in the grant offer being revoked or expenditure deemed as ineligible.</p>	
Find out how to make an application	<i>Section 6</i>
<p>Applications must include the following:</p> <ol style="list-style-type: none"> 1. Fully completed Dairy Farm Grant 2019 application form: Submitted as an Excel file to SMEgrants@seai.ie 2. Completed Certification of 2018 Milk Supply Form: Stamped and signed by supplier co-op 3. Evidence of herd number on a copy of letter/correspondence issued by the Department of Agriculture, Food and Marine (DAFM): Name, address and herd number must match application form and other documents 4. Valid Tax Clearance Certificate: Downloaded from Revenue website 5. Valid photographs of existing system: Wide angle, in focus: see Section 6.1 of this Guide for details 	
<p>Following application, once you receive a Grant Agreement (“Letter of Offer”) from SEAI, accept it by signing and returning it to SEAI to SMEgrants@seai.ie within 14 days. ONLY then can you proceed to works.</p>	<i>Section 7</i>
All works must be completed and a valid request for payment submitted to SEAI <i>by 12 noon on the 28th June 2019 at the latest.</i>	<i>Section 8</i>
<p>By submission of a “request for payment” the applicant is declaring that the measures have been installed, tested, and commissioned, all documentation has been provided and the project is ready for inspection.</p>	<i>Section 9</i>
The funding for the Scheme is limited and all applications are subject to the Terms and Conditions.	<i>Section 11</i>

2. Introduction: Background and Objectives

Since 2017, the Sustainable Energy Authority of Ireland (SEAI) have administered a government funded scheme to support dairy farmers in implementing specific energy efficient technologies. The technologies (vacuum and milk pumps with variable speed drive (VSD)) have been selected because they achieve significant, predictable energy and cost savings for farmers.

This scheme is open to dairy farmers supplying all major cooperatives and covering the full spectrum of dairy herd sizes.

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

- Objectives of the scheme;
- Process for making an application and drawing down grant support;
- Terms and conditions of the scheme

The objectives of this scheme are to:

- Encourage dairy farmers to invest in the energy saving technology associated with this incentive;
- Help dairy farmers reduce costs, increase profitability and save energy;
- Promote the opportunity for Irish agricultural activities to achieve maximum energy efficiency and carbon savings.

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

3. What is covered by this Grant?

This grant support is designed to fund the installation of the targeted technologies relevant to the Dairy Sector, as listed in Table 1 below. Up to 40% of the cost of the technologies installed, to the maximum level of support indicated in the table, is available. See below for further details.

Vacuum System Grant Aid	Maximum level of support (%)	Maximum level of support (€) (ex. VAT*)	
		Single Phase electricity supply	Three Phase electricity supply
VSD + Vacuum Unit (includes VSD, controls, motor and pump)	40%	€ 5,000	€ 3,000
VSD + Motor (VSD, controls and motor retrofitted to existing vacuum unit)	40%	€ 1,750	€ 1,250
Milk System Grant Aid	Maximum level of support (%)	Maximum level of support (€) (ex. VAT*)	
		Single Phase electricity supply	Three Phase electricity supply
VSD + Milk Pump Unit (includes VSD, plus controls, motor & pump as required)	40%	€ 1,000	€ 1,000
VSD + Motor (VSD, retrofitted to existing milk pump, plus controls and motor as required)	40%	€1,000	€1,000

*Farmers not registered for VAT can recoup full VAT on pumps using VAT 58 form “*Claim by Unregistered Farmer for Refund of Value Added Tax (VAT)*” form available from Revenue:
<http://www.revenue.ie/en/vat/documents/form-vat58.pdf>

** Retrofit of existing pump should only be considered once supplier has established that the pump can work efficiently at slow speeds

4. **Who Can Apply for this Grant?**

The 2019 SEAI Dairy Farm Grant is open to all dairy farmers supplying all major cooperatives and covering the full spectrum of dairy herd sizes, and who:

- Have a supplier number and are currently engaged in milk production **AND**
- Are registered with the Department of Agriculture, Food & the Marine under the Bovine Tuberculosis Eradication Scheme as a herd owner or herd keeper (**OR** are a holder of another Department identifier **AND**)
- Can supply a valid Tax Clearance Certificate

5. Dairy Farm Grant 2019 Timetable

The scheme is open for applications from *18th February 2019 until 12 noon on the 29th March 2019.*

NOTE: Potential applicants are advised that funding is limited and is on a “First Come, First Served” basis. As such applicants are advised to enter early to ensure access to the grant. In addition, please note that all deadlines will be strictly enforced to ensure fairness for all applicants.

SEAI reserves the right to limit the funding by sector, or to close the scheme earlier and direct the funds elsewhere should the demand for support not meet expectations.

All installation works must be completed, and payment request forms submitted no later *than 12 noon on the 28th June 2019.*

An outline of the scheme timetable and the relevant details are given below.

SEAI will endeavour to approve applications and issue a Letter of Offer containing the Grant Agreement within 4 weeks of receiving a **complete** application. Please note that this may take longer during busy periods. Incomplete applications will not be processed for payment.

NOTE: The Grant Agreement must be signed by the applicant and returned to SEAI within 14 days of the date on the agreement.

NOTE: Do not pay for or proceed with any works until you have returned the signed Grant Agreement, as this will deem your application ineligible.

SCHEME DEADLINES

- **18th February 2019: Scheme opens for applications**
- **29th March 2019: Scheme closes for applications**
- **1st April – 28th June 2019: Works Period + Open for Payment Request Submissions**
- **28th June 2019: Works Complete + Closed for Payment Request Submissions**
- **July – September 2019: Inspections Period**
- **September - October 2019: Payments issued from SEAI to grantees.**

6. How do I apply?

NOTE: All applicants should read the Terms and Conditions related to the scheme IN FULL before applying.

To find out more information and make an application see below:

- Download application forms and guidance from <https://www.seai.ie/grants/business-grants/dairy-farm-grant/>
- Contact your local Teagasc Advisor or Dairy Farm Advisor who can assist with information and completing the application.

Applicants requiring further assistance should contact their Teagasc Advisor, Dairy Farm Advisor or call SEAI on 01 8082100

Applicants must supply the following five pieces of documentation:

1. **Completed application form downloaded from <https://www.seai.ie/grants/business-grants/dairy-farm-grant/>**
2. **Completed Certification of 2018 Milk Supply Form**
3. **Evidence of herd number on a copy of letter/correspondence issued by the Department of Agriculture, Food and Marine (DAFM).**
4. **Valid Tax Clearance Certificate**
5. **Photographs of existing system (see below for requirements)**

Applicants are encouraged to obtain quotations from at least three suppliers to ensure that they get value for money.

NOTE: Any orders placed or expenditure incurred prior to grant approval will result in the grant offer being revoked or expenditure deemed as ineligible.

6.1 Photographic Evidence

Photographic evidence is an essential part of the application process. The purpose of the photos is to assure SEAI that items being grant aided have replaced an existing system or unit. Please read the below information carefully and ensure that the photographs you submit meet these requirements.

All photograph must:

- **Be in focus and sufficiently well-lit** so that the entire system is clearly visible

- **Be taken from a wide angle**, ensuring the key features are visible of the existing system and area before removal
- Geotagged photos are an advantage to SEAI, please see Section 12 for more information.

The farmer must provide the following photos at application stage:

- A photo of the wall on which they intend to install the **VSD** showing existing key features of the wall such as wiring, switches, and pipework.
- When applying for a new **vacuum pump** or new **motor** provide a photograph of the existing vacuum unit in position, showing existing key features of the area such as wiring, switches, and pipework.
- When applying for a new vacuum unit to be **installed in a different area** to the existing vacuum unit, the farmer must supply a photo of the area in which they intend to install the new vacuum unit. Photos must show existing key features such as wiring, switches and pipework.
- When applying for a new **milk pump** or **motor** provide photos of the milk pump system showing existing motor and pump with the splash guard temporarily removed.
- Close-up photos of the nameplates of all the existing equipment which is being replaced by the grant aided equipment.

Example A1: photo of original vacuum pump:



- ✓ Wide angle
- ✓ In focus and well lit
- ✓ Existing pipes, switches and cables clearly visible

Example B1: Area where milk pump inverter is going to be installed



- ✓ Wide angle
- ✓ In focus and well lit
- ✓ Existing pipes, switches and cables clearly visible

7. My Application is Successful – What is Next?

NOTE: Once you receive a Grant Agreement (“Letter of Offer”) from SEAI, accept it by signing and returning it to SEAI to SMEgrants@seai.ie within 14 days.

Only then can you proceed to:

- a) Purchase the equipment. You may wish to check the IMQCS register for installers.
- b) Monitor the milking parlour electricity consumption and milk output for one week prior to commencement of the installation and record the information in the Electricity/Milk Production Recording Sheet provided with the Letter of Offer. This monitored period should be representative of normal milking patterns on the farm.
- c) Arrange for installation, testing and commissioning of the equipment;
 - Photos of all items installed must be taken for submission to SEAI. Photographs must be clear (see Section 8 for requirements)
 - Geotagged photos are an advantage to SEAI, please see Section 12 for more information
 - A RECI Certificate Type 3 (Safe Electric/ ETCI “National Rules for Electrical Installations – Completion Certificate for Existing Installations”) must be completed by the installer along with test sheets for submission to SEAI. It is recommended grantees check with their installer that they can provide this form (see Section 8 for requirements)
 - O&M manuals, specifications and declaration of conformity for all items installed must be provided by the supplier/installer to the grantee. **Please ensure that these items are provided to you.** If selected for an on-site inspection they will need to be provided to the inspector in hard copy on the day of inspection.
 - All new equipment must be permanently fixed, fully connected, and operational.
- d) Monitor the milking parlour electricity consumption and milk output for one week after the installation. As before, the monitored period should be representative of normal milking patterns on the farm. Please note that this is an important element in the scheme to facilitate monitoring and measurement of the impact and benefits by Teagasc and SEAI. Fill in the Electricity/Milk Production Recording sheet provided with the Letter of Offer.
- e) Ensure that all invoices, receipts, bank statements, tax clearance confirmations and other documentation are available to support your grant claim.
- f) Submit claim for grant payment to SEAI with all required supporting documentation outlined in Section 8; your Teagasc advisor may be able to assist. The deadline for submission of Request for Payment documents to SEAI is *12 noon on the 28th June 2019*
- g) Documents must be submitted electronically via email to SMEgrants@seai.ie

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

8. Completion of Work and Making a Request for Payment

The following documents (copies or scans) must be submitted in support of your Request for Payment:

- a) A completed and signed Request for Payment form as provided with the Letter of Offer
- b) Photographs of all items installed, post-installation (see below for requirements)
- c) Invoice(s) provided to farmer for all items installed. These must be on company headed paper and must include:
 - Name and address of applicant farmer
 - Invoice number and date
 - Details of purchase in an itemised form that specifically references the model/serial number
 - The actual cost of each item, with VAT separately identifiable
 - The total amount paid, net any discount/rebate, if any
- d) Receipt(s) from suppliers to farmer confirming payment for items installed. This includes receipts from installer, electrician, supplier, and/or private advisor. Email confirmation will suffice but must show date paid and amount. Must be on company headed paper and must include:
 - Name and address of applicant farmer
 - Invoice number and date
 - Details of purchase in an itemised form that specifically references the model/serial number
 - The actual cost of each item, with VAT separately identifiable
 - The total amount paid, net any discount/rebate, if any

In the case of receipts comprising of both goods and service (supply and install), a breakdown of costs between the categories must be shown on the receipt.
- e) A bank statement showing bank name, account name, account number, swift code and payments out of the farmer's account as evidence of payments made (other credit or debit figures can be blanked out).
 - If payment is completed via cheque, a copy of the cheque must be submitted showing the cheque number. This cheque number needs to be visible in the bank statement provided.
- f) A RECI Certificate Type 3 (Safe Electric/ ETCI "National Rules for Electrical Installations – Completion Certificate for Existing Installations"), completed by electrician/installer – see below for further requirements.
- g) Commissioning Certificates confirming the equipment installed and the date.
- h) Electricity/Milk Production Recording Sheet showing figures for one week before and one week after the installation of items.

NOTE: Grant support will not be paid in respect of the upgraded equipment unless full ownership thereof has been transferred to the applicant prior to the submission of the payment claim.

Full ownership is defined as when the applicant has fully paid for the investment and evidence in the form of supplier receipts/bank statements are available to support this.

By submitting a “request for payment” the applicant is declaring that the works are installed, tested, and commissioned, all documentation has been provided and the project is ready for inspection.

All works must be completed and a valid request for payment submitted to SEAI *by 12 noon on the 28th June 2019 at the latest*. Request for Payment documents must be submitted electronically via email to SMEgrants@seai.ie

Please note that in the event that the works have not been completed to the satisfaction of SEAI, and/or if the evidence submitted is not deemed sufficient, you may receive partial payment of the grant.

8.1 Photographic Evidence

Photographic evidence is an essential part of the request for payment process. The purpose of the photos is to assure SEAI that items being grant aided have replaced an existing system or unit. Please read the below information carefully and ensure that the photographs you submit meet these requirements.

All photograph must:

- Be in focus and sufficiently well-lit so that the entire system is clearly visible
- Be taken from as wide a wide angle, ensuring the key features are visible of the installed system after installation
- Geotagged photos are an advantage to SEAI

The farmer must provide the following photographs of the new system after it has been installed:

- A photo of the new VSD on the wall, showing the key features of the wall such as the existing wiring, switches and pipework
- A photograph of the vacuum system showing the new motor or the complete new vacuum unit, photos must show the key features of the area such as the existing wiring, switches and pipework.
- A photo of the milk pump system showing the new motor or complete new pump unit with the splash guarding temporarily removed. Photos must show the key features of the area such as the existing wiring, switches and pipework
- Close-up photos of the nameplates of all the new equipment which is being grant aided

Example A2: Photo of new vacuum pump (same application as A1):



- ✓ Wide angle to show whole installation
- ✓ In focus and well lit
- ✓ Connecting pipes and cables clearly visible
- ✓ Location clearly the same as in A1

Example B2: Photo of new milk pump inverter (same application as B1):



- ✓ Wide angle to show whole installation
- ✓ In focus and well lit
- ✓ Connecting pipes and cables clearly visible
- ✓ Location clearly the same as in B1

Example C1: photo of new VSD in cabinet



- ✓ Cabinet door open so that VSD is visible
- ✓ Wide angle
- ✓ In focus and well lit
- ✓ Connecting cables clearly visible

Please remember: clear, valid photographs are an essential part of the request for payment process and we will not be able to guarantee payment without them.

8.2 RECI Certificates

Grantees must submit a fully completed RECI certificate with their Request for Payment.

Before completing the RECI, please ensure that you and your installer carefully read the *Guidance on the Provision of Safe Electric Certificates for Electrical Installations to existing non-domestic properties*, available here: <https://www.seai.ie/grants/business-grants/dairy-farm-grant/>. This guidance has been developed by SEAI and provides guidance on how a RECI certificate should be completed.

In particular, please note the following:

The required RECI Certificate is Certificate Type 3 - Safe Electric/ ETCI “National Rules for Electrical Installations – Completion Certificate for Existing Installations” (see sample on p. 6 of the RECI Guidance document.)


Image 1 is a sample of a Type 3 RECI certificate and highlights areas that *must* be completed. Please check your RECI against this before you submit your Request for Payment documentation.

- a. Provide the full address of the Installation.
- b. Provide a clear description of the works completed.
- c. Confirm the date of Installation.
- d. Confirm the number of fixed appliances installed.
- e. Provide the test sheet no.
- f. Provide the testers Qualified Certifier number, including tester’s training expiry month/year.

Incomplete and incorrect RECI certs will not be accepted. Any edits required of a submitted RECI certificate will need to be countersigned by the Qualified Certifier (date and signature).

If you have any questions about the RECI certificate please email SMEgrants@seai.ie. Any edits required of a submitted RECI certificate will need to be countersigned by the Qualified Certifier (date and signature).


Image 1 – sample of a Type 3 RECI certificate



National Rules for Electrical Installations

Completion Certificate for Existing Installations

THIS CERTIFICATE CANNOT BE USED TO OBTAIN A CONNECTION / RE-CONNECTION FROM THE DSO.



This certificate must be returned to your ESSB and accompanied by a completed Test Record Sheet

MPRN No: 1 9 8 7 6 5 4 3 2 1 0 (if applicable)

Serial Number: CR 076543210

CUSTOMER NAME (Block Capitals): James Pat Baird 1

ADDRESS OF INSTALLATION (Block Capitals): Tullymore Farm, Killybeggan, Co. Louth

Installation Type: Controlled Works Minor Works Test (only) of the existing installation
 Please tick (-) as appropriate, see Chapter 63 & Annex 63B

Premises Description (e.g. Commercial, Domestic, Agricultural, etc.): Agricultural 2

Details of what this cert covers: Installation of Variable Speed Vacuum Pump & VSD
Installation of Milk Pump VSD and Motor 3

Specify Controlled Works Number either 2, 3, 4 or 5. New work to existing installation, alteration, replacement of accessories, Minor Works and Sub systems.

Date of Installation: 14/09/18

Number of: Lighting Points NA Socket Outlets NA Fixed Appliance Outlets 2 4

TEST RESULTS POLARITY AND EARTHING OF ALL OUTLETS OUTLETS VERIFIED (a tick indicates yes) 5 MAIN EQUIPOTENTIAL BONDING VERIFIED FOR:

Tick of Boxes	YES	N/A
GAS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WATER	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OTHER (Specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Record the value obtained in either 1 or 2	1 - MAXIMUM RESISTANCE OF PHASE AND PROTECTIVE CONDUCTOR (Rp + Rn)	0.12 Ω
	2 - MAXIMUM RESISTANCE OF PROTECTIVE CONDUCTOR Rn	0.06 Ω

MINIMUM INSULATION RESISTANCE > 299 MΩ

MAX FAULT LOOP IMPEDANCE 0.29 Ω → RATING & TYPE OF THE ASSOCIATED PROTECTIVE DEVICE mcb C 40

OPERATION OF ALL RCDS VERIFIED (tick) Insert the In-value of the RCD (mA) 300 mA

Max Trip Time of RCD 1 x In: 16.5 ms
 Max Trip Time of RCD 5 x In: 13.5 ms

RCD Circuit Description: Vac Pump
Milk Pump

DETAILS OF TESTS ARE GIVEN IN TEST RECORD SHEET No: 243479 6

COMMENTS (include any defects to existing installation observed):
NA

CERTIFICATION
 I certify that the installation work detailed in the above address has been constructed, and/or pre-energisation and post-energisation tests have been carried out, in accordance with the National Rules for Electrical Installations (current issue at date of contract) published by the Electro-Technical Council of Ireland, and has been found to be satisfactory. Additionally, I have not impaired the safety of the existing installation, the certificate and the test record sheets associated with it shall be submitted to the ESSB.

PRE & POST-ENERGISATION TESTS

Signed: Gerry Murphy Constructor Tester

Qualification: Electrotechnician Qualified Certifier No: 0000/01209 7

Date: 14/09/18

REGISTERED ELECTRICAL CONTRACTOR (Block Capitals)

Name: GERRY MURPHY LTD

Address: UNIT 35, OAK DACK,
TALLAGHT, DUBLIN 41

Tel: 037 1 07654321

Registration Number: H 2 7 3 4 9 8

NOTE: This certificate is issued and signed by the person responsible for the new/additional/modification of electrical work or a person duly authorized. This Document is a certificate for the purpose of the Energy (Miscellaneous Provisions) Act 2006. CES, the Electro-Technical Council of Ireland or the Regulatory Body are not responsible for the electrical installation or for the accuracy of the information given on this certificate. Electrical installations should be inspected periodically.

Image 2 – Sample of Commissioning Cert

**(To be printed on Installers Headed Paper)*

Certificate Serial No.	22491
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**CERTIFICATE OF INSTALLATION & COMMISSIONING
OF NEW MILKING EQUIPMENT**

Name of Client: James Pat Bond

Address of Installation: Tullymark Farm, Killashadee, Co. Louth

Details of Equipment Installed:
(Include make and model)

Mortimer 4.2 Vacuum Pump USD
MaxPlus 3.2Kw Vacuum Pump Motor
Vario X Milk Pump USD
Gosmo 1.5Kw Milk Pump

Declaration

I Kerrie Foran working on behalf of Arc Milking Machines confirm that the equipment listed above has been installed in line with all industry established procedures, all test results meet the accepted industry norms for the specific equipment installed, and commissioning of the system is complete.

Date of Installation: 13/09/18

Date of Testing: 14/09/18

Installer Details

Installation Company: Arc Milking Machines Ltd

Installer Company Address: Units 35, Lismore Avenue
Dublin 38, Co Dublin.

9. Quality Assurance and Inspections

The farmer is responsible for quality assurance on the project. SEAI will carry out inspections, in advance and/or following completion of grant-aided works, for compliance with the Grant Agreement. Grantees and/or Project Coordinators will generally be notified by SEAI prior to such inspections. However, SEAI reserves the right to carry out inspections without notice to Grantees or Project Coordinators in appropriate circumstances. Such circumstances may include, but are not limited to, where SEAI receives complaints indicating non-compliance with the Grant Agreement.

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

The farmer is required to maintain all documentation on file for 7 years and make it available to SEAI for audit and inspection upon request. The documentation in question is listed below.

9.1 Facilitating Inspections

NOTE: By submission of a “request for payment” the applicant is declaring that the measures have been installed, tested, and commissioned, all documentation has been provided and the project is ready for inspection.

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

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

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

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

It is essential that the person meeting the SEAI Inspector must:

- be familiar with the layout of the site
- notify the Inspector of any potential hazards
- be familiar with details of the upgrade works
- ensure all equipment is safely accessible for inspection purposes.
- provide RECI Certificates, O&M manuals, specifications and declaration of conformity to the inspector.

If conditions are unsafe, the Inspector will not proceed with the inspection. Failure to provide safe access to complete an inspection may result in non-payment of the grant or part thereof.

9.2 Documents Required for On-site Inspection

Farmers will be required to provide hard copies of the following documentation at inspection:

- RECI certificate
- Operation and Maintenance manual
- CE Mark/declaration of conformity

- Datasheet (for vacuum or milk pump motor only)

9.3 Inspections Results/Report

Inspection results will inform payment decisions. Inspection results will be issued in report form to the farmer within 7 working days of inspection.

9.4 Reworks

Where an inspection report identifies the need for reworks, payment will be delayed until the reworks have been completed and then approved by SEAI. Standard payment would be recommended as long as reworks are completed within the timeframe, appropriate documentation is received, and works have been completed to the scheme standard.

Payment cannot not be recommended in an instance where a grant is claimed for “no works”, i.e. when an installation has not taken place.

Reworks identified in the report must be completed within 14 working days and evidence of their completion submitted to SEAI along with the signed and dated “Reworks Declaration” page. Completed reworks documentation should be emailed to DEPinspections@seai.ie

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

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

9.5 Re-inspections

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

9.6 Inspection Appeals

Inspection results that do not allow for the submission of reworks can be appealed through a formal appeals process. An appeal may be submitted to SEAI by the farmer where the farmer believes that SEAI have made an error at the time of inspection.

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

Appeals must be received in writing within 14 working days of the issuing of your inspection results/report. Appeals should be sent to the following email address: DEPinspections@seai.ie

There are no grounds for an appeal where an inspection shows that no reasonable effort has been made to complete the installation, where the item is not commissioned, or where a significant component part in the inspection scope is not evident.

10. Participating Energy Suppliers (PES)

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

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

11. Terms and Conditions

This Scheme is funded by SEAI through the Department of Communications, Climate Action and Environment. The funding for the Scheme is limited and all applications are subject to the following conditions:

1. The Application Guide, Application Form and Terms and Conditions are those published on the SEAI website on the date of submitting the application. However, SEAI may, if required by law or otherwise and without incurring any liability, vary, revise or supplement the Terms and Conditions of the Scheme after the applicant's submission of an application and these revised or supplemented Terms and Conditions (as published on the SEAI website) will apply to the application unless the applicant chooses to withdraw its application or withdraw from the contract. The applicant must monitor SEAI's website in order to learn of any such changes to the Terms and Conditions.
2. This grant scheme is designed to be compatible with Commission Regulation (EU) No 702/2014 and in particular Chapter III, Section 1, Article 14. **Unless otherwise stated, terms defined in the Regulation shall have the same meaning.** Aid will be granted to cover eligible costs and will at all times be subject to National and EU Rules and State Aid and Public Procurement Guidelines as defined above.
3. The maximum aid intensity offered under this scheme is 40% of the eligible costs.
4. Eligible farmers are defined in Section 6.
5. Eligible costs include equipment costs (VSD, pump, motor) and installation costs (technician/electrician) where the equipment costs do not reach the maximum level of support alone.
6. Only new technology upgrades are supported, second-hand equipment or refurbished/rewound motors or pumps are ineligible
7. Any expenditure incurred prior to grant approval will be deemed ineligible.
8. Applications will only be accepted on the official Dairy Farm Grant 2019 Application Form.
9. Photographic evidence to conform the requirements as outlined in Sections 6 and 8 of this guide.
10. Multiple technology upgrades for a single farm will be allowed on one application form;
11. Grant aid is available at 40% of total eligible costs subject to the maximum level of grant support for the particular technology, whichever is the lessor and will be subject to the maximum amount outlined in the Letter of Offer.
12. The applicant must not have received, directly or indirectly, other national or EU funding for any of the energy saving technologies qualifying for aid under this Scheme in the last five years.

13. Claim for payment must be made on an official request for payment form, as issued by SEAI with the Letter of Offer, and accompanied by the support documents as outlined in Section 10 above.
14. Proof of payment in the form of a bank statement from the farmer's account showing payment out for each related transaction, will be required.
15. Evidence of ownership for the bank account in to which the funds are to be transferred is required. Copy (or photo) of a Bank Statement with header showing bank name, account holder name, account number, and swift code is sufficient to meet this requirement.
16. Confirmation of payment must either be by email, from the supplier's e-mail address to SEAI, or scanned receipts, and must include: farmer's name, amount received, and must be dated and signed for each element of the install, e.g. installer receipt and electrician receipt.
17. Payments are only made by electronic fund transfer into the bank account nominated above.
18. SEAI or its agents reserves the right to conduct a farm visit to satisfy itself that the upgrades have been completed, and fully paid for, in line with these terms and conditions prior to making a payment in respect of any claim. Failure to accommodate such visits will result in complete revocation of the grant.
19. All works must be completed and a valid request for payment received by SEAI on or before *12 noon on the 28th June 2019*.
20. Full responsibility for the information presented in the application form and supporting documentation submitted rests with the applicant concerned. The SEAI, Teagasc or their agents shall not accept any responsibility for errors or omissions contained in applications for grant aid or any required supporting documentation.
21. It is the responsibility of the applicant to familiarise him/herself with the scheme Terms and Conditions, the specifications and any amendments thereof and with the consequences for breaches of the scheme.
22. SEAI will not be held responsible for design, installation and measurement & verification. The farmer or their contractor must ensure installation is carried out in line with all statutory requirements and standards, e.g. employ a Safe Electric, Registered Electrical Contractor to wire in the equipment.
23. The approval or payment of grant support under the scheme does not imply acceptance by the SEAI of any responsibility with regard to the obligations undertaken by the participants.
24. SEAI has the right to withdraw offer of grant where there are issues with project delivery e.g. quality, safety, timelines, completion and incorrect products.
25. All electrical work must be undertaken by contractors registered with Safe Electric.
26. Applicants must ensure that all electrical work complies with the National Rules for Electrical Installations. A fully completed Safe Electric Certificate (RECI) "Type 3" is required.

27. The applicant shall be required to use the investment(s) for a minimum of 5 years from the date of issue from the final payment in respect of the investment(s) grant aided. Failure to do so will result in the grant aid being recouped.
28. SEAI accepts no liability or responsibility, whether for breach of contract, negligence or otherwise, in respect of any direct or indirect loss, expense, dispute, claim, proceedings or cause of action arising out of, or in relation to, any product (or its suitability), any materials (or their suitability), equipment (or its suitability), work, system, service, specification, standard, installation or the qualification or performance of the Contractor in respect of which a Grant Offer has issued, or grant approval or payment was given by SEAI. No undertaking, guarantee, assurance or other warranty, express or implied, is given by SEAI, or any of its agents or servants, in respect of the cost, quality, efficiency and /or benefit of any work, equipment, materials, product, service or installation provided under the Scheme.
29. In the event of any breach of these Terms and Conditions of the Scheme or the documents by the applicant including application form and where the applicant has received payment pursuant to the Scheme, SEAI shall, amongst its remedies against the applicant, be entitled to demand the complete repayment of and fully clawback the Grant and the applicant agrees to comply with any such demand within one month of the date of the letter from SEAI containing such demand.
30. The Applicant shall follow the SEAI complaints procedure in relation to any disputes between the applicant and SEAI concerning any matter in connection with the scheme.
31. Any false, fictitious or fraudulent statements or claims knowingly made on grant applications, or supporting documentation, submitted in respect of previous grant applications / claims or otherwise made to SEAI, its authorised officers, or Inspector, or any breach of these Terms and Conditions of the Scheme may result in current and future applications being deemed ineligible by SEAI. In respect of applications where the applicant has already received payment pursuant to the Scheme, Clause 28 shall also apply.
32. The Applicant understands that by applying for a grant and entering into a grant agreement with SEAI, any personal data he or she shares with SEAI will be collected, processed and held by SEAI, and its agents, in its capacity as a data controller under the Data Protection Acts 1988 and 2003, as amended and the EU General Data Protection Regulation ("Applicable Data Protection Laws"). The Applicant understands that his or her personal data will be used by SEAI or its agents for the purposes of the Scheme including grant approval and payment purposes and to facilitate the administration of the Grant process and the Scheme and for the purposes of liaising with contractors and where appropriate inspectors and researchers. In the performance of tasks related to the above purposes it may be necessary for SEAI to share personal data with third parties, such as but not limited to SEAI's professional advisers, outsourced service providers and any inspectors and researchers that SEAI might engage. All third parties will be required to comply with their obligations under contract and Applicable Data Protection Laws. For more information about the Applicant's personal data rights, and how SEAI collects, holds and processes personal data, please refer to the Scheme Data

Protection Statement which is available on the SEAI website or contact our data protection officer at dataprotection@seai.ie.

33. The Applicant understands that all of the data collected in the administration of the Scheme will be aggregated by SEAI as a means of analysing the overall Scheme effectiveness e.g. in terms of cumulative achievements, market trends, and/ or environmental impacts. The disclosure of this data will not involve the release of any personal data.
34. SEAI may refer copies of RECI Certificates to Safe Electric for audit.
35. This Scheme shall not apply to the following:
 - a. to an undertaking which is subject to an outstanding recovery order following a previous Commission Decision declaring an aid illegal and incompatible with the internal market;
 - b. to undertakings in difficulty.

12. Useful Information, Glossary and Links

Glossary

Applicant:	The farmer applying for the grant. The grant can only go to the Applicant.
Full Ownership:	Is defined as when the applicant has fully paid for the investment, and evidence in the form of supplier receipts/bank statements are available to support this.
Geotagging	<p>Geotagging makes photos submitted clearer to identify. You may wish to geotag the photos you submit for the grant application and request for payment.</p> <p>To set up geotagging on your phone: go to Settings, then Privacy, the Location Services, and turn on location services for camera before taking the photos.</p>
Grant Agreement:	<p>This document is issued with a Letter of Offer from SEAI to the Applicant once the application is deemed approved. The Grant Agreement is the agreement between SEAI and the Applicant relating to this scheme and it includes the value of the grant that SEAI is offering, subject to the terms and conditions outlined in this document and in the Grant Agreement.</p> <p>Any orders placed or expenditure incurred <u>prior to</u> Grant Approval will result in the grant offer being revoked or expenditure deemed as ineligible.</p> <p>Following application, once you receive a Grant Agreement (“Letter of Offer”) from SEAI, accept it by signing and returning it to SEAI to SMEgrants@seai.ie within 14 days. ONLY then can you proceed to works.</p>
Grant Scheme:	This refers to the 2019 SEAI Dairy Farm Grant.
Guide:	This Document: This refers to the Dairy Farm Grant 2019 Application Guide. This is published on the SEAI website and may be updated from time to time.
Letter of Offer:	SEAI’s official offer of a grant to the Applicant. The Letter of Offer is issued as an email sent out to the Applicant from SEAI. It must be signed and returned via email to SEAI within 14 days of being sent, or the offer will lapse.
RECI certificate:	A fully completed Type 3 Safe Electric Certificate, completed as per the guidance in section 8.2.
Request for Payment Submission:	When the works are fully complete and paid, for the successful Applicant makes a request for payment from SEAI. This involves the submission of a Request for Payment form, plus supporting documentation as outlined in this guide.

	By submitting a “request for payment” the applicant is declaring that the measures have been installed, tested, and commissioned, all documentation has been provided and the project is ready for inspection.
SEAI	SEAI is Ireland’s national energy authority; investing in, and delivering, appropriate, effective and sustainable solutions to help Ireland’s transition to a clean energy future. We work with Government, homeowners, businesses and communities to achieve this, through expertise, funding, educational programmes, policy advice, research and the development of new technologies. SEAI is funded by the Government of Ireland through the Department of Communications, Climate Action and Environment.
Variable Speed Drive:	The technology supported by this grant. This grant supports the installation of variable speed drive (VSD) technology for vacuum and milk pumps. The VSD determines exactly how much vacuum a system requires and regulates the speed of the pump. The result is a pump that runs at a much lower speed most of the time and requires substantially less electricity to do the job.

Links

Teagasc Farm Advisory Services

www.teagasc.ie/about/farm-advisory/advisory-services/

IFA Smart Farming Cost Savings Challenge:

<http://smartfarming.ie/>

DAFM TAMS II:

<https://www.agriculture.gov.ie/farmerschemespayments/tams/>

SEAI

<https://www.seai.ie/grants/business-grants/dairy-farm-grant/>