



SME Lighting Support Scheme 2019

Guide for Projects Ver 1.0

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 1997. 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 proposers 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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1. Important points to note

SEAI SME Lighting Support Scheme covers up to 30% of the cost of LED Upgrades to the premises of SMEs located in Republic of Ireland.	Section 3
Check if you are eligible to apply for this grant.	
<p>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.</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 9am on the 8th April 2019 until 5pm on the 20th May 2019</i>	
Check the other important deadlines and timescales	
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.	
Find out how to make an application	
<p>Applications must include the following:</p> <ol style="list-style-type: none"> 1. Completed Application Form (<i>use template provided and submit as Excel file</i>) 2. SEAI Lighting Upgrade Credits Calculation Tool (<i>use template provided and submit as Excel file</i>) 3. Signed and completed Declaration F (<i>use template provided and submit as pdf</i>) 4. Signed and completed De Minimis Declaration (<i>use template provided and submit as pdf</i>) 5. Quotes to support Project costs and Other costs being claimed (<i>scan to pdf</i>) 6. Signed and completed PES Declaration (<i>use template provided and submit as pdf</i>) – only required if a PES is involved with project <p>Please submit all documents to SMEgrants@seai.ie</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.	
All works must be completed and a valid request for payment submitted to SEAI <i>by the deadline stated on your Letter of Offer</i>	
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.	
The funding for the Scheme is limited and all applications are subject to the Terms and Conditions.	

2. Introduction

The purpose of the SME Lighting Support Scheme 2019 is to assist Small and Medium Enterprises (SMEs) in reducing their energy use and costs, thus making them more competitive and helping them to reduce their carbon footprint. Support is offered by way of a grant of 30% of the eligible costs of upgrading a business's existing lighting to energy efficient alternatives.

The purpose of this Application Guide is to outline:

- who can avail of the funding;
- what projects and measures are supported;
- the process and timeframes;
- and key terms and conditions.

Further information on the scheme can be obtained by emailing business@seai.ie or calling (01) 808 2111.

Please ensure that you read and understand this Guide and the separate Privacy Statement (available on our [website](#)) before applying to the grant

Please make note of the following important dates and timelines for the 2019 SME Lighting Support Scheme. Please see Section 4 for more details.

- ⚠️ **20th May 2019 5pm**: Scheme closes to new applications
- ⚠️ Your **Grant Agreement/Letter of Offer** will state the **deadline for Completion of Works and submission of Request for Payment**
- ⚠️ **Minor changes** to the original scheme submitted will **not** be accepted later than **2 weeks before the deadline** for completion of works
- ⚠️ **Funding is limited** and interested parties should submit their Application as soon as possible to avoid disappointment.

3. Eligibility

3.1 Applicant eligibility

Projects eligible for funding must be delivered to private sector organisations in the Republic of Ireland and defined as SMEs.¹ To qualify as an SME, the organisation must meet the following criteria:

- fewer than 250 employees, and
- has an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million.

Linked enterprises, i.e. companies which are part of a company group, will be assessed at the group level, not the individual company level. For more information on linked enterprises please refer to the guidance provided in Footnote 1.

Applications can be submitted by either:

- Individual SMEs (the 'Applicant'), or
- Project Coordinators

3.2 Project eligibility

- The Applicant must own the facility and the existing lighting.
- The facility must be in regular use and the existing lighting must be in working order at the time of the application.
- We strongly encourage the upgrading of the whole facility, but this is not a requirement of the grant.
 - If you choose not to upgrade the lighting in the whole facility you are then required to include a statement of reasoning on the application form. SEAI reserves the right to refuse this.
- Emergency lighting systems are generally
 - (a) "standalone": where a string of LEDs are wired to a central battery or
 - (b) "integrated" where a standard fitting providing every day service is equipped with its own local battery pack.
 - Where the emergency lighting system servicing the area is of the integrated type (b), the applicant **must** include the new integrated emergency fittings as part of the project, i.e. the existing integrated fittings must be upgraded along with all standard emergency fittings in the area, and all required documentation provided.
- Applications are to be made by, or on behalf of, **a single company only**.
 - Grouped applications will only be accepted if the facilities receiving the upgrade are all owned by a single commercial entity, i.e. (the Applicant), to whom the grant will be awarded.

¹ <https://ec.europa.eu/docsroom/documents/15582/attachments/1/translations/en/renditions/pdf>

- A separate application form is available for these multiple site applications.

3.3 Eligible costs

The following elements of your energy efficient lighting upgrade can be supported, up to a level of 30% of eligible approved costs:

- New energy efficient light products.
 - **We strongly encourage you to choose products from the Triple E register**, but there is no Triple E requirement for drawdown of the grant, however applicants must provide a description of the product in the SEAI Lighting Upgrade Credits Calculation Tool (*see Section 5.1 (iii) for more information, or consult SEAI's Guide on completing the Tool, available [here](#)*)
 - For products that are not on the Triple E register we require you to submit Declarations of Conformity for the fitting(s) and bulbs in question at the Request for Payment stage.
- Emergency lighting retrofit
 - To be included in the grant, you must supply the appropriate **supporting documentation** at Request for Payment stage – see Section 8 for details
- Fittings and lamps with a powerfactor in excess of 0.9;
- Lighting controls including:
 - PIR (Passive Infra Red sensors (heat));
 - Microwave sensors (movement detection);
 - Daylight sensing (photo sensitive);
 - Automatic dimming and trimming controls;
- VAT if applicable*
- Specialist equipment hire to assist with installation (if applicable), e.g. cherry picker or scaffolding (if in doubt please confirm eligibility with SEAI in advance);
- Project management costs, **up to a maximum of 5% of project costs where a Project Coordinator has been appointed**. Project management costs must be separately identified and invoiced. SEAI reserves the right to seek further evidence of project management activities.
- Smart meter if permanently installed and with a value proportionate to the scope of works

*Only in circumstances where VAT is not reclaimable by the applicant, and where there is appropriate certification available from the Revenue Commissioners dated in 2019 confirming this, then VAT can be deemed an eligible cost and included on the request for payment.

3.4 Non-eligible costs

The following activities and measures are specifically excluded and cannot attract any funding:

- Any works undertaken before the date on the Grant Agreement/Letter of Offer;
- New building installations, including new extensions;
- Costs not directly associated with the project;
- Labour costs of direct employees of the Applicant (e.g. site electrician)
- Completion of any previously incomplete or uncertified works
- Any upgrades that reduce service levels below statutory requirements, including safety levels;
- Activities undertaken in order to comply with statutory requirements other than those directly associated with this lighting upgrade;
- Secondhand equipment;
- Replacement of a like for like lamp or fitting with a light or fitting type or similar model/type to that being upgraded where there is a negligible energy saving. For example replacement of an LED of one colour with a new LED of a different colour rendering;
- Emergency lighting – new installations where none previously existed;
- Task lighting such as portable lighting, or desk lights
- Complete rewiring of the lighting installation back to the main electrical board,
- Installation of T5 Adaptor kits;
- Any fitting that requires the bypassing of original ballast;
- Retrofitting LED tubes into fittings designed for alternative lamp types;
- Installing LED gear trays in existing 2D compact fluorescent fittings;
- Temporary metering for any follow on monitoring or analysis.

4. Scheme timetable and key dates

This section outlines the different phases of the SME Lighting Support Scheme. Further details on these phases can be found in Sections 5 through 9.

SEAI strongly encourage prompt submission of paperwork for all stages of the process.

- ⚠ **8th April 2019:** Scheme opens for applications
- ⚠ **20th May 2019 5pm:** Scheme closes to new applications. Any applications received after this deadline will not be considered for grant support.
- ⚠ Your **Letter of Offer** will state the **deadline for Completion of Works and submission of Request for Payment**. **PLEASE NOTE:** SEAI reserve the right to revoke Requests for Payment made after the specified date.
- ⚠ **Minor changes** to the original scheme submitted will **not** be accepted later than **2 weeks before the deadline** for completion of works
- ⚠ The inspections period following complete Request for Payment is expected to take **8 weeks**.
- ⚠ Once inspections are complete, we will endeavour to issue payment within **8 weeks**.

- **Stage I: Application**

The scheme is open for applications from **8th April to 5pm on 20th May 2019**. Funding is limited and **interested parties should submit their Application as soon as possible** to avoid disappointment. Once an application is received by SEAI, an acknowledgement will issued within five working days.

- **Stage II: Grant Agreement/Letter of Offer**

SEAI endeavours to issue a Letter of Offer containing the Grant Agreement within 28 days of receipt of a complete application, although delays may occur at particularly busy times. Offers must be formally accepted by the Applicant **within 14 working days of the Grant Agreement date issue**. **PLEASE NOTE** that failure to do so will result in the withdrawal of the offer.

The Grant Agreement will form the basis of contract between SEAI and the applicant. **Only after receipt of this Agreement should the applicant commence the process of ordering and installing the proposed upgrades.**

Your **Grant Agreement/Letter of Offer** will state the **deadline for Completion of Works and submission of Request for Payment**.

- **Stage III: Works**

Projects are encouraged to proceed with implementation of the works as soon as possible following receipt of the Grant Agreement/Letter of Offer.

⚠ *Changes to schedule of works:*

Changes (including minor changes) to the original scheme submitted will **not** be accepted later than **2 weeks before the deadline** for completion of works.

In the unlikely event that an Applicant wishes to change the fitting types originally outlined in the proposed fitting schedule, a request can be made to SEAI to amend the works described in the Calculation Tool. Any such requests must be made at the earliest possible opportunity **and no less than 2 weeks** before the Project Completion date on the letter of offer. All such requests will be reviewed by SEAI and will be accepted at the discretion of the SEAI SME Team.

Requests must outline the reason for the requested change and must include a revised Credits Calculation Tool with the proposed changes clearly highlighted. **PLEASE NOTE:** Requests for change made after this deadline **will not be accepted**.

- **Stage IV: Request for Payment**

Once the works are fully completed, the requests for payment must be lodged **at the earliest possible opportunity** to SMEgrants@seai.ie.

Your Letter of Offer will state the **deadline for Completion of Works and submission of Request for Payment**. **PLEASE NOTE:** SEAI reserve the right to revoke Requests for Payment made after the specified date.

Request for Payment forms and guidance will be sent to applicants when the signed Grant Agreement has been returned to SEAI. Payment guidance is available on SEAI's website: <https://www.seai.ie/grants/business-grants/lighting-support-scheme/>

- **Stage V: Inspections (not applicable to all applications)**

Once a request for payment has been made, SEAI Inspectors **may** contact the Project Coordinator/Applicant to arrange an inspection. Inspections are required for quality assurance purposes and to demonstrate compliance with the terms of the Grant Agreement.

Failure to provide safe access to complete an inspection may result in non-payment of the grant, or part thereof.

The inspections period following complete Request for Payment is expected to take **8 weeks**. For more information please see Section 9.

- **Stage VI: Payments**

Once inspections are complete, we will endeavour to issue payment within **8 weeks**. Payment of the grant will be paid into the bank account nominated at Request for Payment stage.

5. Application

5.1 Submitting an application

Applications should be submitted to SMEgrants@seai.ie.

In order to be eligible for consideration all project applications submitted must include:

- i. **A completed application form submitted in Excel format only** which includes:
 - Name, contact details, tax information, etc. for the Applicant;
 - Sector in which Applicant operates;
 - Confirmation of SME status of Applicant;
 - Project Coordinator details, if applicable;
 - Address, Eircode, and size of the facilities to be upgraded;
 - Project Management fees, where not included as part of a turnkey solution, should be separately identified and invoiced at payment stage;
 - Details of any Participating Energy Supplier (PES) involvement;
 - Projected energy savings;
 - A delivery plan detailing the project timeline (lead time + time to complete works):
 - please note that the average project timeline for projects with a value of under €30,000 is 6 weeks; for projects with a value of €30,000 and over the average project timeline is 12 weeks
 - **If this is not feasible for your project then please inform SEAI at application stage**
- ii. **The following signed declarations** (scanned electronic signatures are acceptable):
 - Signed Declaration F
 - Signed De Minimis Aid declaration
 - Signed PES declaration, *if a Participating Energy Supplier is involved*
- iii. **A completed SEAI Lighting Upgrade Credits Calculation Tool** (*download from the SEAI website [here](#)*).

PLEASE NOTE: Applicants must use the version of the SEAI Tool provided on the Lighting Scheme website, and must submit it as an Excel file. SEAI will not accept other propriety workbooks as part of the application process. It is recommended that the chosen contractor completes the Tool on behalf of the client.

Please review the Credits Calculation Tool Guide on the website before completing even if you have used a similar tool in the past. The Credits Calculation Tool has been upgraded for 2019 and some changes have been made that you will need to be aware of before submitting.

All fields must be completed in the Tool and applicants must provide:

- A clear location of the light fittings/sensors listed by building, zone and service area;
- A clear description of the existing fitting/bulb in each area (pre upgrade).

- A clear description of the proposed new fittings/bulb, including make and model to be installed in each area.
 - Wattages of the existing (pre upgrade) and wattages of the proposed new fitting/bulb;
 - Clear identification of any Emergency Light fittings;
 - A list the quantities of fittings/bulbs to be installed in each area.
 - The run hours of the existing and proposed fittings per area.
 - Triple E registration numbers, if applicable;
 - Unit cost for each fitting/bulb type.
 - Provide the unit cost of the labour for each fitting/bulb;
 - Include description and cost if installing a smart meter if eligible.
- iv. At least one competitive quote** from the contractor, providing a brief description of the works proposed, that matches the costs provided in the Tool.
- Project management fees, if included, are to be separately listed on the invoice.
 - SEAI reserves the right to audit the applicant's procurement process.

SEAI or its agents must have full sight of the basis for calculating any energy savings/credits.

5.2 How will applications be selected for funding?

Projects will be undergo a two-stage review to determine their eligibility for support.

I. Pre-compliance check:

- Application complies with the scheme's administrative requirements including fully completed application form with all the relevant supporting declarations appropriately completed and signed;
- Applicant meets the definition of an SME, as described in Section 3.

Only projects which have fully passed the pre-compliance checks will be passed to the next stage – the Technical Compliance check.

The Applicant will be informed in writing if their application is deemed ineligible for the grant.

If an application is partially or incorrectly submitted, Applicants will be given **7 days** to submit the outstanding information. If a complete application has not been submitted by this time then the application will be revoked.

II. Technical Compliance check:

- The scope of works provided in the Lighting Credits Calculation Tool is clear
- Demonstrated energy savings;
- Value for money of the savings achieved;

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Projects will be supported on a first come first served basis, however, SEAI may at its discretion include the following as an additional criteria for selection:

- Replication potential and scalability;
- Geographic spread;
- Mix of building types/applications/facilities;
- Range of SMEs by size and sector;
- Appropriate distribution of funds across number of applications and sectors.

6. Grant Agreement

Grants will be awarded subject to the terms and conditions of a contract (the Grant Agreement) between Sustainable Energy Authority of Ireland and the Applicant. The Grant Agreement will be issued in a Letter of Offer to the Applicant: please note that the terms “Grant Agreement” and “Letter of Offer” may be used interchangeably in this document. All correspondence and matters relating to the contract will be conducted solely between the SEAI and either the Applicant, or the Project Coordinator if nominated as such in the application form.

All contracts will be based on the elements of the application approved for support, and an agreed delivery schedule.

Applicants must sign **Declaration F** to confirm the following:

1. that the information provided in respect of this application is to the best of their knowledge correct;
2. to allow SEAI or its delegated agent(s) to verify any of the information contained herein;
3. they are duly authorised to sign on behalf of the organisation(s) applying for funds

7. Works

7.1 Eligible expenditure

Only costs listed in Section 3.3 may be reimbursed.

Expenditure incurred by an applicant before the date on the Grant Agreement date is ineligible.

7.2 Contractor standards

Applicants must ensure that all electrical work in the lighting upgrade is performed by a Registered Electrical Contractor (REC) and member of the Safe Electric, the Register of Electrical Contractors of Ireland (RECI): <https://safeelectric.ie/>

This competency requirement applies even when the lighting upgrade does not require any wiring work to be conducted but does include replacement of fittings.

The only instance where a non-REC may be used is where the electrician installing the works is directly employed by the company where the work is being carried out. In this instance the facility owner must take complete responsibility for the quality and safety, or otherwise, of the completed works. SEAI as part of the grant process require evidence of direct employment and evidence of competency of the non-REC. The Applicant should clearly state in writing at application stage if they plan on using a direct employed electrician.

Where the lighting upgrade includes the installation of emergency lighting supported by the SEAI, an appropriate test certificate will be required for the emergency lighting installed in accordance with the NSAI Emergency Lighting Standard IS3217;2013. NSAI provide within the standard a sample commissioning certificate in Annex in C4 and sample Certificate of Handover in Annex C5

Regardless of whether SEAI supports the upgrade of the emergency lighting or not it is the responsibility of the facility owner to ensure that all legal obligations in this respect are met. All emergency lighting must be maintained in accordance with IS3217:2013, applicants should refer to clause 15 in particular.

7.3 Changing the schedule of works

After the Grant Agreement/Letter of Offer has been issued, any amendments made to the proposed installation (**in excess of 10%** of the total number of fittings) are considered a change to the schedule of works and must be identified as such. Applicants wishing to request a change to the proposed schedule of works must do so as soon as possible and no later than 2 weeks before the Project Completion deadline indicated in the Grant Agreement/Letter of Offer. A revised Credits Calculation Tool with any changes clearly highlighted must accompany this request. Project benefits in terms of savings achieved and scale of upgrade must be kept in line with, or improve on, the original application in order to be considered acceptable.

Proposed changes to the agreed schedule of works may only be allowed at the discretion of SEAI. Changes will not result in grant levels being increased above the level offered in the Grant Agreement.

PLEASE NOTE: Inspections will be undertaken on the basis of the Credits Calculation Tool. If this does not accurately reflect the works installed it may result in a reduction in the grant.

7.4 Rebates and discounts

Any rebates or discounts, either for this specific project or wrapped up as part of a later, time-related discounting arrangement, should be highlighted at payment drawdown. Bulk purchase discounts must be passed on to the Applicant. Discounts must be deducted from eligible costs. Failure to declare discounts may result in disqualification of the application, non-payment of the grant, or grant clawback as appropriate.

7.5 Measurement and Verification (M&V)

Measurement and Verification (M&V) refers to the different means of demonstrating a project's benefits to Applicants and to SEAI². The Scheme's tiered approach to M&V, described below, requires that higher value projects undertake a greater level of M&V:

- a) For **small projects** where the project value is **less than €10,000, ex VAT** there is no specific requirement for M&V. SEAI will rely on engineering calculations *but* reserves the right to request electricity bills and/or smart meter readings for a period of two months pre-installation and a further two months post installation within the 12-month period post completion for each facility;

² These are the minimum requirements for this scheme, for PES credits please check with EEOS.

- b) For **medium scale projects** where the project value is between **€10,000 and €29,999 ex VAT** the applicant/project coordinator must undertake spot amp readings with a simple portable meter and monitor a sufficient number of lamps/lighting circuits in each facility that would provide coverage of a good representative sample of the lighting load (minimum 10% of the lighting load) in each of the facilities which are being upgraded.
- The same circuit(s) must be monitored pre-installation and post installation across each phase.
 - Measurements should be taken on a short-term basis to get a good representative average of operating loads and take account of the power factor of the circuits.
 - The relevant standard for this type of approach is provided for in the International Performance Measurement and Verification Protocol (IPMVP) Option A, short term key parameter measurement. IPMVP Option B, Retrofit Isolation with long term metering basis can also be considered for these facilities and is acceptable.
- c) For **large projects** where the project value is **over €30,000**:
- Smart meter(s) must be installed and must monitor enough lamps/lighting circuits in each facility to provide coverage of a good representative sample of the lighting load (minimum 10% of the lighting load) in all the facilities which are being upgraded.
 - The same circuit(s) must be monitored pre-installation and post-installation and metering should be in place for a minimum one-week pre-upgrade and one-week post upgrade and should take account of the power factor of the circuits.
 - The relevant standard for this type of approach is provided for in the International Performance Measurement and Verification Protocol (IPMVP) Option B Retrofit Isolation Measure with long term continuous measurement. Where required the cost of purchasing and installing smart meters may be treated as an eligible cost. Smart meter hire or temporary meters are not eligible costs.

M&V data must be submitted at Request for Payment, or no more than 3 weeks after the completion date on the Grant Agreement/Letter of Offer. Failure to provide the required M&V data may result in delays or reductions in grant payment.

These are the minimum monitoring requirements to draw down a grant, but for Energy Efficiency Obligation Scheme (EEOS) credits it may be advisable to consult with your Participating energy supplier (PES) to ensure this is satisfactory for claiming energy credits, as IPMPV may have to be adhered to in all circumstances.

7.6 Participating Energy Suppliers (PES)

There are a number of ways Participating Energy Suppliers (PES) could be involved in projects under this scheme. These include project management, a financial contribution, provision of materials,

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 a PES to be eligible to claim the energy credits they must be specifically identified on the Application Form as associated with the project. Please note there are no derogations and all projects are subject to M&V. However any PES will be very familiar with the process and may be able to help with completing the application form.

If no Participating Energy Supplier is identified in the project the energy credits will be owned by SEAI.

7.7 Statutory obligations

The upgrade must be completed and certified in accordance with any relevant code or codes of practice and other relevant legislation applying to it, including any design, licensing, registration, statutory approval, certification, health, safety, environmental or waste disposal requirements.

8. Request for Payment

Once the works are fully completed, the requests for payment must be lodged **at the earliest possible opportunity** to SMEgrants@seai.ie.

Your Grant Agreement/Letter of Offer will state the **deadline for Completion of Works and submission of Request for Payment**. **PLEASE NOTE:** SEAI reserve the right to revoke Requests for Payment made after the specified date.

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

8.1 Request for payment process

When making a request for payment, the following will be required, at a minimum, to support the payment claim:

1. **Request for Payment form** (template supplied by SEAI to all successful applicants)
2. **Payment work book** (Excel template supplied by SEAI to all successful applicants) with invoice details recorded;
3. **Detailed invoices** for work completed:
 - Including a schedule of fittings/lamps by quantity and price per unit ex VAT and VAT totals;
 - Registered Electricians Contractors invoices if applicable;
 - Project management fees (must be separately invoiced if included);
 - Invoices for any other costs such as specialist equipment hire etc.;

- It is important to note that invoices can only be included in the request for payment if they post-date the Grant Agreement issue date and pre-date the project completion date.
4. **Receipts** of payment or confirmation of payment from suppliers in form of letter or email confirming invoice value and payment received in full;
 5. **Evidence of payment:**
 - **Copies of the Applicant's bank statements** showing payment of invoices
 - The bank statement must show the **bank name, account name and account number**. A supplier bank account may be used to show evidence of receipt of funds where the incoming payment can be clearly identified as being from the Applicant;
 - Where multiple invoices are being paid under a single EFT/ cheque (i.e. batch payments) then SEAI requires a breakdown of all amounts comprised in that EFT/ cheque.
 2. **A RECI Certificate Type 3**, fully completed in line with the requirements of the National Wiring Regulations, for information see "[SEAI Guidance of the completion of RECI Certificates](#)"
 3. **Specification sheets and declaration of conformity** for any light fittings and bulbs that are not on the Triple E register at time of submission of request for payment and for which grant funding is being claimed. Specification and declarations of conformity for all emergency light fittings and meters for which grant funding is being claimed.
 4. **Emergency lighting commissioning certificate C4 handover certificate C5** (SS3217;2013) for any emergency lighting systems for which grant funding is being claimed. Certificates must reflect the works, be fully complete, and must be signed by the appropriate individual.
 5. **Pre- and post-monitoring data** as outlined in Section 7.5 on M&V must also be submitted at this time.
 6. **A site plan** should be submitted, clearly detailing the layout of the premises and the number of fittings in each area
 - Areas outside scope should be highlighted in the plan
 - Hand drawn sketches and autocad drawings in pdf are both accepted, as long as no proprietary software is required to view them
 - The site plans will be used in the event of an inspection

8.2 Tax Clearance

Project Coordinators and Applicants must provide their Tax Reference Number (TRN) and Tax Clearance Access Number (TCAN) at time of application. Applicants must be tax compliant at the time of requesting payment and no payment will issue if tax clearance is not valid at the time of grant payment. SEAI will verify tax clearance using the details provided on the application form.

8.3 Payment of Grant

Once inspections are complete, we will endeavour to issue payment within **8 weeks**.

The grant payment will comprise of a single payment and will be made on successful completion of contract as detailed in the Grant Agreement/Letter of Offer and may be subject to successfully passing an inspection prior to payment.

Payment will be made into the Applicant's bank account identified at time of grant approval.

9. Quality Assurance, Audits and Inspections

SEAI will carry out inspections, in advance or following completion of works, to assess compliance with the Grant Agreement. Projects will be selected for audit and/or inspection using a risk-based approach. Project Coordinators are required to: seek the consent of business owners to collect personal data, maintain the necessary evidence on file for 7 years, and make the evidence available to SEAI for audit and inspection upon request. Project Coordinators will be notified by SEAI prior to such inspections.

9.1 Facilitating Inspections

It is the responsibility of the Project Coordinator to organise access for SEAI inspections. By submitting a Request for Payment, the Project Coordinator is declaring that the project is complete, all documentation has been provided and the project is ready for inspection.

Once a request for payment has been made, SEAI Inspectors **may** contact the Project Coordinator to arrange inspection.

The Project Coordinator must confirm a date of access to SEAI's inspector within two working days from the day of being notified of inspection.

Project Coordinators must provide access for SEAI's Inspectors within 5 working days of being notified of an inspection. Inspections will be undertaken during normal working hours.

Inspections are carried out based on the certification and scope of works "declared complete" by the Project Coordinator at request for payment stage.

The Project Coordinator is responsible for quality assurance on the project. It is not essential that the Project Coordinator is present for the inspection, but **an electrician must be present during the inspection**, and 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 lighting upgrade works
- ✓ have all necessary original documentation to hand e.g. certificates, specifications, commissioning certificates and CE documentation where applicable.
- ✓ provide evidence of O+M Documentation

If conditions are unsafe, the Inspector will not proceed with the inspection. **Failure to provide safe access to a property to complete an inspection or to retrieve a representative sample of light fittings/bulbs may result in non-payment of the grant or part thereof.**

9.2 Access to fittings

The Project Coordinator/Applicant must ensure that access equipment is available for the Inspector to access areas which are either at high level or are otherwise difficult to access. Where energy upgrade works have taken place at high level, the Inspector will direct the Applicant/Project Coordinator to retrieve a representative sample of energy upgrade fittings or light bulbs etc. These light fittings will be replaced by the Applicant after inspection.

Where upgrade works may be particularly difficult to access for inspection on completion of works, in such exceptional cases, the Project Coordinator/Applicant may propose alternative means to demonstrate that works have been installed in accordance with the agreed specification. It is the Project Coordinator/Applicant's **responsibility to highlight this to SEAI in advance**. Acceptance of any such alternate proposals will be at the sole discretion of the Inspections Unit and must be obtained in advance of completion in writing.

In such cases, the Inspections Unit, may at its sole discretion, decide to undertake an interim site inspection.

9.3 Inspection Results

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

Any reworks identified must be completed within 10 working days of the Project Coordinator receiving notification of the inspection result.

Once reworks are complete the Project Coordinator should provide SEAI with:

- a) documentary evidence of their completion and,
- b) a declaration of reworks completed submitted to SEAI.

Completed reworks documentation should be emailed to SLPinspections@seai.ie .

Final payments will be withheld until all documentation has been submitted, and all inspections and any necessary reworks have been completed and accepted by SEAI.

9.4 Additional Inspections

Poor inspection results may result in additional inspections being assigned.

In such instances the Inspector will contact the Project Coordinator to notify the requirement for additional inspections. The inspector may also request written confirmation that the remedial issues identified during previous inspections have been addressed, in advance of the additional inspections taking place.

SEAI may request that the Project Coordinator 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.

9.5 Re-inspections

Where significant reworks have been identified at inspection, a re-inspection of remedial works may be undertaken.

9.6 Inspections appeals

Inspection results can be appealed through a formal appeals process. A Project Coordinator may submit an appeal where they are of the opinion that SEAI's inspector made an error at inspection and appropriate evidence is available to support an such an appeal.

Appeals must be submitted by the Project Coordinator, and follow the process outlined below:

- a) Clearly outline in writing any evidence to challenge the Inspection findings and/or advise on any mitigating factors that may have affected the outcome of the inspection.
- b) Provide appropriate supporting documentation such as photos, certification and other relevant information.
- c) Submit the appeal in writing to SEAI within 7 working days of the Inspection results notification and submit the appeal with all supporting evidence to SLPinspections@seai.ie

Appeals will be considered in accordance with SEAI's Customer Charter.

9.7 Certification of Works

Applicants are advised to ensure all certification documentation is provided and that it (a) is completed correctly and (b) reflects the works.

Incomplete certification delays the inspection process and as a result may delay payment.

- a) RECI Certificates

A fully completed RECI certificate must be submitted with the Request for Payment.

Before completing the RECI, Project Coordinators, Applicants **and installers** should 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/lighting-support-scheme/> Please make note of the sample RECI provided therein.

This guidance has been developed by SEAI and provides guidance on the completion of a RECI certificate.

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

Please ensure that your RECI is fully complete and check it against this before you submit your Request for Payment documentation.

The common fields which the contractor may forget to complete are the following:

1. Address of the Installation – ensure this is fully complete
2. Description of the works – ensure that the description reflects the works completed.
3. Date of Installation – ensure this date is provided
4. The number of lighting points tested – ensure that this reflects the works completed.
5. The earthing test – confirm if earth testing has been completed (earth testing must be carried out for the SME Lighting Grant)
6. The test sheet number – ensure this is provided
7. Tester’s Qualified Certifier number – ensure this includes tester’s training expiry date (month/year)

⚠ SEAI will not accept incomplete RECI certificates. Where an incomplete RECI Certificate is provided SEAI will request that the client provides a new RECI Certificate.

If you have any questions about the RECI certificate, please email Business@seai.ie

b) Emergency Lighting Certificates

Certification of emergency lighting is required to NSAI standards, and should be completed in full. Annex C4 and C5 provides sample certificates.

Common fields which sometimes are omitted in error are the following;

1. Address of the Installation – ensure this is fully complete
2. Date – ensure certificates are dated
3. Description of works – ensure the certificate clearly reflects the works completed including location, number and type of fitting.
4. Signatures – Ensure the certificate is signed by the correct parties, and in the person’s own handwriting.

c) Specifications and Declaration of Conformity

Specifications and declarations of conformity are not required for light fittings and bulbs which are on the Triple E register.

Where fittings and bulbs are not on the triple E register, Applicants must provide a specification and declaration of conformity for each fitting and bulb. Specifications and declarations of conformity must also be provided for emergency light fittings and smart meters, if included in the application.

10. Publicity

Where the Applicant or Project Coordinator engages in publicity with regard to the lighting upgrades such as through events online media and press releases, details of all such publicity activities shall be notified to SEAI and SEAI shall be afforded the opportunity to participate. Upon request, the Applicant must provide SEAI (or its nominee) with all necessary details to enable SEAI to undertake and complete any case studies of the Project.

11. State Aid

Funding for the SME Support Scheme grant is classed as 'De Minimis aid' in accordance with Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty (the '2013 Regulation') on the Functioning of the European Union to De Minimis aid. De Minimis aid is small amounts of aid given to an enterprise, which cannot exceed €200,000 over any three fiscal years, to any company irrespective of size and location and irrespective of the form of the aid or the objective pursued. De Minimis aid can come from any State body, agency or department even when financed entirely or partly by the European Union. If a company is part of a group, then the €200,000³ limit applies to the group.

The funding is made on the understanding that the SME Support Scheme grant, combined with any other De Minimis aid received by an applicant in the last three years, does not exceed the ceiling of €200,000 for all De Minimis aid. The Applicant must complete a declaration to SEAI confirming that they have not received funding pursuant to Regulation (EU) No 1407/2013 or if they have to identify such funding and confirming the cumulative value, including the value of any grant offer, will not exceed the permitted limit.

12. Documents subject to change

It is envisaged that the scheme conditions may require alteration during its lifetime, however at all times the latest version of these conditions will be posted on the Sustainable Energy Authority of Ireland website: <http://www.seai.ie/Grants/>.

It is those conditions which appear on the website or in this guidance on the date of submission that will apply to an application.

13. Accelerated Capital Allowances (ACA)

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. All ACA qualifying products can be searched for on the [ACA Specified List](#)

³ For undertakings active in the road freight transport sector, the De Minimis ceiling is €100,000

For Applicants 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 the lighting capital costs net of the grant.

14. Appendix A: Reference materials

If you are intending to apply you should consider the following standards and guides when compiling an application for support.

Lighting Survey and design

[EN 12464-1:2011](#) – Lighting of work places - Indoor work places

[EN 12464-2:2014](#) – Lighting of work places - Outdoor work places

[BS 5266-1:2016](#) – Code of practice for the emergency lighting

Society of Light and Lighting (SLL) Lighting Guidance

- [SLL Code for Lighting \(2012\)](#)
- [SLL Lighting Handbook \(2018\)](#)
- [SLL Lighting Guide 1: The Industrial Environment \(2012\)](#)
- [SLL Lighting Guide 2: Hospitals and Health Care Buildings \(2008\)](#)
- [SLL Lighting Guide 4: Sports \(2006\)](#)
- [SLL Lighting Guide 5: Lighting for Education \(2011\)](#)
- [SLL Lighting Guide 6: The Exterior environment \(2016\)](#)
- [SLL Lighting Guide 7: Offices \(2015\)](#)
- [SLL Lighting Guide 8: Lighting for Museums and Art Galleries \(2015\)](#)
- [SLL Lighting Guide 10: Daylighting - A Guide for Designers: Lighting for the Built Environment \(2014\)](#)
- [SLL Lighting Guide 11: Surface Reflectance and Colour \(2001\)](#)
- [SLL Lighting Guide 12: Emergency Lighting \(2015\)](#)
- [SLL Lighting Guide 13: Lighting for Places of Worship \(2014\)](#)
- [SLL Lighting Guide 14: Control of Electric Lighting \(2016\)](#)
- [Guide to Limiting Obtrusive Light \(2012\)](#)
- [Guide to the Lighting of Licensed Premises \(2011\)](#)

Energy Efficiency Obligation Scheme (EEOS)

- [Guidance on measuring and claiming energy credits under an EEOS contract:](#)

Workplace health & safety

- [S.I. No. 299/2007 - Safety, Health and Welfare at Work \(General Application\) Regulations 2007](#)