

DRAFT USE ONLY

Disclaimer

This document is a draft version of the proposed BEC 2017 Application form and is for information purposes only to allow interested parties to prepare the information required in advance of the scheme accepting applications

SEAI reserve the right to amend the contents of this form

Only applications submitted via PEP will be eligible for evaluation, SEAI will not accept applications submitted using this form

Any queries please contact us at bec@seai.ie

DRAFT

Better Energy Communities 2017

Applicants should read the Application Guidelines before completing this form. Supplementary information to this completed form should be submitted with the application via PEP.

Table A.1 is to be completed by the **Lead Applicant** for the proposed project. The Lead Applicant will be the only recipient of grant payments.

Note: Where the project includes other Beneficiaries their details must be completed in **Section D.4 Grant Beneficiaries** Where separate participating in the project, then each such entity should be entered as a Beneficiary in Section D.4.

Only costs incurred / paid for by companies listed in table D.4 will be eligible for grant payment.

SECTION A – Administration

Table A is automatically completed from the information inputted by the applicant elsewhere in this document. It is the Applicants responsibility to cross check and ensure that the figures inputted into the Application Form A match those calculated in the Technical Workbook,

Table A

Summary of Project Finances	Project Costs Euro (€)	Per kWh Saved Euro (€)
Total Eligible Costs	€0.00	€0.00
Total SEAI Grant	€0.00	€0.00
Grant %	%	
Total kWh Saved	0	
Energy Savings %	%	

A.1 Applicant/s

Project Title					
Lead Applicant Company Name					
Principal Business Activity					
Company No.		VAT No.			
Applicant PPSN/Reference No:		Tax Clearance Access Number (TCAN)			
Contact Details	Title	First Name		Surname	
Address					
Telephone		Mobile			
Email		Website			
Financial Controller's Name		Email			

A.2 Project Coordinator

Company Name (If not Lead Applicant)					
Principal Business Activity (If not Lead Applicant)					
Contact Details	Title		First Name		Surname
Address					
Telephone			Mobile		
Email			Website		
Are you assigning the Project Coordinator as the Primary contact? (Yes/No) ¹					
Detail time commitment by Project Coordinator Please provide the following details - Time commitment by Project Coordinator to this project from Letter of Offer to Project Completion. - Duties to be carried out by the Project Coordinator - Name and roles of people involved in assisting the Project Co-ordinator - Please provide previous experience of successful delivery of BEC or similar projects. - Please identify any learnings or improvements that are proposed to successfully deliver a BEC 2017 project. Please upload CV for Project Coordinator as part of the application submission					

¹ If answer is 'Yes', the Lead applicant will be a secondary contact and not copied on all correspondence

A.4.1 Executive Summary – Concise Overview of Project

Please provide a high level summary encapsulating all aspects of the project and stating why SEAI should fund this project. Summary should include project location, energy savings, value for money, partnership and community, planning for long term energy savings, supports provided by PES, LA's Commercial Organisations, Innovation (Finance, Technical & Delivery) and track record of the project stakeholders

A.4.2 Project Proposal

Please provide a brief summary of the project outlining its key goals and objectives and the involvement of the community. For domestic projects please outline how the group of houses were identified, eligible homes selected and the approach taken to include all homes within an 'Area'.

SECTION B – Better Energy Communities Approach

The information provided by the applicant in Section B is assessed against Evaluation Criterion b, c and d. Please refer to the Application Guidelines for more information. It is important that a response is supplied for all applicable questions. Failure to provide a response to a section will result in a score of '0' for that section.

B.1 Summary of Community and Partnership Approach

Please describe and detail;

The project's ability to inform longer term initiatives for activating energy retrofit investment is an important goal of the programme. In view of this, each project will be assessed in terms of the ambition of the project and its defined Community Benefit.

Projects should demonstrate in terms of Energy Efficiency and retrofit investment how there is a transfer of knowledge and empowerment of the Community, an understanding of the needs of the community and how these are being met. The approach taken should be justified, and any secondary benefits in addition to Energy Savings highlighted.

Projects should describe Leadership provided by the Commercial Partner, Lead Applicant / Local Energy Champion in assisting Community and Domestic projects.

Projects should reference and describe any long term initiatives or road maps developed for on-going energy savings, demonstration of engagement with SEAI support programmes e.g SEC, SME, LIEN Public Sector Partnership or other.

B.2.1 Summary of Project Innovation: (Technical, Financial and Delivery of the project)

Detail the degree of innovation in the project in terms of the integrated approach to improving the energy efficiency of a Community. Innovation can address **technological and non-technological barriers** (finance, procurement and/ or contractual mechanism) which could assist in accelerated progress towards sustainable energy targets.

Technical: application across multiple solutions, buildings or sites, new concepts being tested, effectiveness & depth of Energy Conservation Measure (ECM), research, renewable element

Financial: Provide details of how other funds are being leveraged to deliver this project.

Sustainable Finance (Banks, Credit union arrangement, HFA, Employee Incentive Schemes, PAYS & other financial models)

-Ability to leverage other funding (local resources and sector-specific financing opportunities)

Delivery: Procurement, use of Energy Performance Guarantees, and where appropriate Energy Performance Contracting for non-domestic projects, CBO's (community based organisation), Delivery partnerships, Cross sectoral partnerships.

Please attach any relevant additional details in an Appendix.

B.2.2 Sustainable Finance

Please describe the proposed finance mechanism where applicable, how it is anticipated to work, the intended sources of finance with percentages funding from each and an outline of the repayment model proposed. Please identify all relevant projects availing of this. Where staff are being encouraged to engage with the programme/ or carry out additional energy efficiency upgrades please provide details of the Salary Incentive Schemes or other proposed.

B.2.3 Domestic Combined Fabric Upgrades

*Where homes are being upgraded to the 'Domestic Combined Fabric Upgrade Specifications' please outline additional information on how these homes have been identified, how they will be financed, any additional challenges involved, QA for achieving the standards and potential for delivering further projects in the future.
Where higher performance standards are proposed per individual measure please describe these i.e ACH, U-values*

B.3 Project Team / Project Management / Quality Assurance

The overall quality of the projects will be considered under these criteria

Please demonstrate organisational commitment by describing the structure, skills and capability of the project management team, the relevant experience of project team in managing comparable projects to challenging timescale, changes proposed to achieve improved delivery based on lessons learned will also be considered. Project should identify administration, financial and delivery resources and team members. A detailed QA plan should also be submitted as part of the application.

A robust project plan should be provided to show how the programme deadlines will be achieved.

Please describe how value for money to the Irish state will be delivered through procurement, competitive tendering or other.

- If multiple applications are submitted to BEC 2017 please identify how the resources will be applied to the various projects.

- Attach copies of CVs for KEY team members.

SECTION C – Energy Savings and Credits

A separate Technical Workbook (TWB) is required to be completed and submitted as part of the BEC application. Table C1 below should be completed with data from the Project Summary Tab of this TWB.

In the TWB please provide an estimate of the current annual energy consumption at each project location (in kWh and in €) and estimate the annual energy savings benefits (in kWh, € and kg of CO₂) directly attributable to the project. Please provide breakdown of upgrade measures for each building/facility type proposed.

Energy savings should be as a percentage of overall facility or site annual consumption

I confirm that a technical workbook has been submitted with the application and that all figures submitted have been reviewed and are correct for the purpose of evaluating the project.

Choose an item.

C.1 Estimated Annual Energy Savings from Proposed project

The data in these cells should correspond with those in the "Application Data" sheet in the accompanying BEC Technical Workbook.

Energy Form	Aggregate Current Annual Energy		Projected Aggregate Annual Energy Savings Directly Attributable to the Project			
	kWh	Euro (excl. VAT)	kWh	Euro (excl. VAT)	kgCO ₂	% Saving
Electricity						
Thermal						
Fleet (Vehicles)						
Residential – Non Energy Poor						
Residential – Energy Poor						
Total						

Note all figures are for primary energy values.

C.2.1–Anticipated energy efficiency improvement to homes –Standard Retrofit

(Where applicable domestic Building Energy Ratings: 10% sample of indicative BER's to be provided, the BER does not need to be published, the pre and post .xlm file should be provided with the application submission)

What is the current average BER of the homes proposed for this project?		kWh/m ² /yr.
What is the proposed average BER of the homes proposed for this project?		kWh/m ² /yr.

C.2.2–Anticipated energy efficiency improvement to homes –Combined Fabric Upgrades

(Where applicable domestic Building Energy Ratings: 10% sample of indicative BER's to be provided, the BER does not need to be published, the pre and post .xlm file should be provided with the application submission)

What is the current average BER of the homes proposed for this project?		kWh/m ² /yr.
What is the proposed average BER of the homes proposed for this project?		kWh/m ² /yr.

C.3 Energy Savings Allocation by Participating Energy Supplier (PES)

If more than one PES involved, please provide name of each one and indicate % to be assigned per supplier.

No	Energy Supplier	% of Energy Savings to be allocated to the Energy Supplier	Energy Credits Assigned (kWh)
1			
2			
3			
4			
5			
Total		%	

C.4 Energy Savings

Where energy credits are being shared between energy suppliers, please confirm whether this division is based on credits from individual projects, and identify these projects or confirm if it is a simple % share of the overall credits. Has a rate per credit been agreed, ie is the contribution affected if the credits are reduced.

NOTE

- i. Participating Energy Suppliers wishing to claim credits for non-residential sector energy savings initiatives must complete and upload a PES declaration at application stage, 'BEC Form B' available on PEP.
- ii. A separate Client Organisation declaration Form C should be signed by each facility owner to confirm and maintained by the project Coordinator for each non-residential energy saving project prior to SEAI funding being paid out and credits assigned to relevant PES.

SECTION D – PROJECT FINANCE

D.1 Project Funding

Proposed Funding Source Structure <i>Please identify how project is being financed prior to receipt of SEAI grant support</i>	Funding Secured (Y/N) ⁴	Total Eligible Project Costs VAT Inclusive (where applicable) (€)	Project Funding %
Any funding originating from Central Government (incl Local Authority) Please identify: <input type="text"/>	Choose an item.		
EU Commission (Please identify programme) Please identify: <input type="text"/>			
Own Resources, specify (e.g. Community Organisation) Please identify: <input type="text"/>	Choose an item.		
Please identify: <input type="text"/>			
Please identify: <input type="text"/>			
Participating Energy Supplier Please identify: <input type="text"/>	Choose an item.		
Finance being provided by Lending Agency or other Financial Arrangement Please identify: <input type="text"/>			
Other Please identify: <input type="text"/>	Choose an item.		
Please identify: <input type="text"/>			
Total Project Funding ⁵		0.00	

NOTE:

⁴ Indicating a 'Yes' implies capital approval is sanctioned.

⁵ 'Total Project Funding' should equal 100% of Total Eligible Costs, and should not include SEAI funding sought.

Sustainable Energy Authority of Ireland – Grant Funding Requested	0.00	%
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D.2 Grant Milestone – Payments & Progress Reports

Fixed Milestone dates have been identified by SEAI for all BEC 2017 projects at application stage.

Note: These may vary at Letter of Offer stage

Project Payment Milestones - Project Progress to be achieved (i.e. % of project complete, deposit paid, measures installed)	Date	Amount of Grant Requested €
1	2 June 2017	
2	14 Aug 2017	
3	13 Oct 2016	
4	8 Sept 2018	

D.3 Participating Energy Supplier (PES) Contribution

Please explain why the PES contribution is deemed to be material to the project *i.e.* why this PES was chosen, what value they contributed and why it is deemed to be demonstrably material to the project.
Please note credits may be rejected for a project if this section is not completed to allow for appropriate evaluation by SEAI

Please confirm how PES contribution is being used to support the project, and highlight if individual projects are benefiting in different ways. *e.g.* on a pro-rate basis or other, if financial explain what the money will be used for.

D.4 Grant Beneficiaries

A Grant beneficiary is a project participant who will incur and pay for costs in carrying out the Project. The Lead Applicant will transfer any grant payment from SEAI, in respect of eligible costs incurred by another beneficiary to the beneficiary as soon as it receives the payment from SEAI.

A PPSN / Tax Reference No and Tax Clearance Access number (TCAN) for each beneficiary should be provided

** Note: Where VAT is not reclaimable by the Beneficiary, a letter from Revenue stating that they cannot recover VAT in relation to the expense incurred needs to be submitted to SEAI prior to grant approval.*

Facility Name / Group of Homes	Beneficiary Name	Company Reg. Number	Organisation Type	PPSN/ Tax Reference No.	Tax Clearance Access No (TCAN)	VAT is reclaimable by Beneficiary
1						
2						
3						
4						
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SECTION E – Robustness of Project

E.1 Permissions, Constraints and Risks

Do any sub-projects require Planning Permission, EPA Licence, Waste Permit, CER Licence, Financial Approval (Board, Management or Lending Institution) or other approvals	Choose an item.
If yes, please identify the project location, detail applicable requirements, date of approval /date of anticipated approval.	

E.3 Design and Tender Process

IMPORTANT: Please highlight any projects that require additional design, and tender approval. Please note extensions to the programme deadline will not be granted to projects. Projects will not be considered for funding unless proof is submitted to show they have tender documents ready and/ or approval in place to proceed to tender for the works proposed.

Where applicable has design been completed on all the projects proposed?	Choose an item.
Are all the projects ready to proceed to tender should they receive funding from SEAI for the projects. Please upload evidence of this approval.	Choose an item.

E.4 Project Timeline

IMPORTANT: Projects must be completed and Requests for Final Payment must be received by SEAI by programme deadline. Grant payment can only be considered for eligible expenditure incurred as set out in the programme guidelines.

What is the estimated lead time from receiving the letter of offer to starting works?		Weeks
What is the estimated total time to complete works from starting on site		Weeks
Total Project Timeline		Weeks

E.4 Project Risks

Please highlight any projects that require additional design, and tender approval. Please note extensions will not be granted to projects in 2017

Identified Risks

Mitigating Measures