

**** Guide to Completing a Better Energy 2017 Application ****

SEAI are focused on reducing the evaluation time for BEC projects in 2017. In previous years' requests for additional information and clarification about projects submitted delayed the evaluation process.

This document lists and explains the most common items that SEAI sought additional information or clarification on while evaluating projects in 2016. Project Co-ordinators are requested to ensure that these are correctly submitted for BEC 2017 applications.

Correctly completed applications can be evaluated quicker and awarded funds as part of the first round of approvals April 2017.

Please note that to successfully complete the application process **Adobe XI and Internet Explorer 8 or above** should be used. Please do not use Adobe DC when completing the form.

1. Application Form A & Form B

Information should be directly imputed into the application form, rather than submitted as an Appendix where possible.

2. Multiple Applications by an Organisation

Financial Declarations:

Where **multiple applications** are being made by a Lead Applicant / Beneficiary please ensure that Financial Declarations are for the combined value of all projects submitted for funding.

A.2 Project Co-ordinators

Where a Project Co-ordinator is proposing to manage two or more projects they should be realistic in the allocation of time between projects. If all projects successfully receive funding, please confirm how project co-ordination will be achieved.

Please provide a CV for the project co-ordinator

A.4 Project Details

Where **multiple applications** have been made, please ensure information unique to the project is submitted and accurate and not a cut and paste of another project

3. All projects

A3.3.2 Project Funding:

Total Eligible Project Costs VAT Inclusive (where applicable)

€0.00

D.1 Project Funding

Proposed Funding Source Structure	Funding Secured (Y/N) ⁴	Total Eligible Project Costs VAT Inclusive (where applicable) (€)	Project Funding %
Any funding originating from Central Government (incl Local Authority)	N		0
Please identify:			
EU Commission (Please identify programme)	N		0
Please identify:			
Own Resources, specify (e.g. Community Organisation)	N		0
Please identify:			
Please identify:	N		0
Please identify:	N		0
Participating Energy Supplier	N		0
Please identify:			
Finance being provided by Lending Agency or other Financial Arrangement	N		0
Please identify:			
Other	N		0
Please identify:			
Total Project Funding		€ 0.00	0

When validating the application form the value of A.3.2 circled in red should match the Total project funding value (section D.1) circled in blue. Both of these values are 100% of the project costs exclusive of any SEAI grant.

Please identify how the projects is being financed prior to receipt of SEAI funding i.e. bridging loan, own funds etc. SEAI, as a source of funding should not be identified in table D1

The figure circled in green below equals the % of the total costs that is being specifically requested from SEAI.

Sustainable Energy Authority of Ireland – Grant Funding Requested

€ 0.00

0.00 %

A. 4: Project Description or C.4 Energy Savings

Clarification of Support being provided by Energy Supplier or Commercial Partner

“€xx contribution is being provided by the PES, Energy Supplier, “

Please confirm how the income generated by the energy credits will be distributed among the participating partners e.g. on a pro-rate basis or other and what it will be used for.

Where x% of Energy Savings achieved by a Commercial / Private Organisation is being passed onto a Not for Profit Organisation, please clarify what the estimated value of this % contribution.

Where the Commercial organisation will contribute a portion of grant to the Not-for-profit organisation, please confirm what this contribution is as follows;

“Office Facility Ltd will pass on a third of the grant being sought to their project partners Carraig Dubh Community Building.”

B.2.1 Energy Performance Guarantees (EPG)

Where an energy savings performance related payment is proposed under financial or delivery innovation, please provide details of this.

E.g. How will the savings be measured, what % of payment is being withheld, other conditions of the contract etc.

B2.2 Sustainable Finance

Where Credit Unions are referenced, details should be provided on the % Loans being offered and likely number of home owner's uptake.

If a 'Pay as you Save' model is proposed, please provide details of how this will work

Where staged re-payments are proposed for home owners or businesses please provide clarification on these stage payments, term of loan, who is providing the finance etc?

Please provide outline or details of the proposed finance package that will be offered to Home owners i.e Lending organisation, interest rates, term of load etc

Where agreements are in place with organisations to fund the balance of the funding over a long term agreement, please identify who is providing the funding, length of payback agreement etc

Where staff are being encourage to engage with the programme/ or carry out additional energy efficiency upgrades please provide details of the Salary Incentive Schemes or other proposed.

4. Technical Documentation:

Provide **technical audits** to back up savings for all Non-domestic projects

A 10% representative sample of **pre and post BER's** (these do not need to be published) should be provided. A statement of pre and post BER values is not sufficient.

Technical Workbook – please refer also to the [TWB guide](#)

Application v Workbook:

Mismatch between the information submitted in the application form and that noted in the Technical Workbook. Please cross check the following before submitting your application;

- Home ownership status, number of homes, upgrade measures proposed
- Breakdown of facility types and locations
- Confirm the same % of grant being sought in both documents

Beneficiaries

Where two beneficiaries are sharing the cost of upgrading a particular facility /project, the breakdown by beneficiary should be clearly provided in the work-book. SEAI can provide assistance in how best to show this information prior to submitting the application.

Private individuals cannot act as a beneficiary. Please provide correct company, organisation names that are not confused with individual's names

Neither can 'Private homeowners' as an entity be listed as a beneficiary for a group of homes. An "overall beneficiary" should be provided for these homeowners

Maximum Grant Value

Grant Requested is in excess of €1M, SEAI will not be providing funding for any one project >€1M. Please review your application and either reduce the scope of works or % funding requested to under €1M

Traditional Buildings

If insulation upgrades are proposed for traditionally constructed buildings with solid walls the project co-ordinator should consult with Conservation Architect and confirm that proposed insulation is suitable for use with this form of construction, appropriate ventilation is being provided to attic spaces. If applicable confirm also that uPVC windows are acceptable replacement option and that works can proceed without planning permission or further approval

Non Domestic

Triple E product ID should be provided where relevant

Heat Pumps: Generally will reduce the Thermal Load but will increase the electrical load

Domestic:

If a PV panel is proposed for under 'Alternate Measures' please provide proposed output rating for the panel.