

# Deep Retrofit

Payment Guide 2019



# Introduction

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This payment guide is designed to provide clear instructions on what is required to submit a grant claim. It is important to note that all grant payments are made on a reimbursement basis. Also all works must be fully paid for by the beneficiary before a grant payment will be made, SEAI will then reimburse the grant amount once all relevant documentation has been submitted.

SEAI receive the majority of payment requests in October and November therefore it is important to be aware there can be significant delays in processing payments at this time due to the large volume, we therefore recommend that you submit payment requests on a timely basis throughout the year.

The guide will cover the following:

1. Grant claim process and documentation required
2. Eligible & Ineligible costs
3. Contact Details and Workshops



# Grant Claim Process

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The following must be provided to enable us to process your grant claim.

1. Payment Request Form
2. Grant Claim Workbook
3. Invoices/ Receipts/ Bank Statements
4. VAT / PSWT/ RCT
5. Fuel Poor Documentation
6. Tax Clearance
7. Signed Letter of Offer
8. Signed Beneficiary Letters



# Payment Request Form

Enter information from Schedule A of your Grant Agreement

Enter the Value of the Works completed to date and the grant amount you are claiming

Enter bank account details (SEAI must have proof of this account in the form of a Bank Account Header)

All manually uploaded Payment forms ***must be signed.***

The maximum number of milestones (payment requests) allowable per project is 2. This excludes any Bonus, retention or M&V payments



Request for Payment Form		
MUST be completed by the Grantee		
Name of Grantee:		
Project Reference Number:		
Project title:		
This is an interim payment request <input type="checkbox"/>	This is a final payment request <input type="checkbox"/>	
SEAI Grant approved: (€)		
Amount of Grant requested :-(€)		
Estimated project completion date:		
Estimated project completion by: %		
Value of works to date: (€)		
<b>Please attach the following documentation to back up all reported expenditure related to this claim</b>		
<ol style="list-style-type: none"><li>1) Completed Grant Claim Workbook</li><li>2) Copies of all invoices</li><li>3) Proof of payment (confirmation from supplier that invoice has been paid) and</li><li>4) All relevant Bank statements.</li></ol>		
Please confirm your bank details	Name of Bank	
	Account Name	
	Account Number	
	Sort Code	
	IBAN	
	BIC	
<b>We hereby apply for Grant Payment as detailed above. The amounts were incurred and paid for within the period of the Grant Agreement and are in accordance with the books and records of the Company. We declare that the information contained in this Request for Grant Payment is true, accurate and complete and all copies of invoices and proof of payment provided are a true copy.</b>		
Signed (Grantee Authorised Signatory):		
Name (BLOCK CAPITALS):		
Position:		
Date:		
Signed (Project Coordinator):		
Name (BLOCK CAPITALS):		
Date:		

# Grant Claim Workbook

Project Reference Number		<b>DR18007</b>					
Grantee Lead Applicant		ABC					
Project Title		Dublin					
Grant Claim Number		1					
Total Eligible Costs		288,395.96					
Maximum Grant:		177,522.81					

SUMMARY	Schedules							
	- Project Costs	Project Management & BER design	- Domestic BERs	- Airtightness	- BER Consultancy Costs	-1% Bonus for air permeability of	Eligible VAT	Total
Expenditure incurred and paid for within the period as per schedule @61.25%	220,814.00	-	-	-	-	-	-	220,814.00
Maximum Spend by expenditure category	227,170.10	11,358.51	1,650.00	5,445.00	4,543.40	2,271.70	35,957.25	288,395.96
(Over) / Under Budget by expenditure category	6,356.10	11,358.51	1,650.00	-	-	-	35,957.25	67,581.96
(Over) spend	-	-	-	-	-	-	-	-

Beneficiary	Actual Eligible	Maximum Eligible Spend	(Over)/ Under spend	(Over) Spend	(Over) Spend @ Funding
ABC Ltd	88,326	90,868.04	2,542.44	-	-
XYZ Ltd	132,488	136,302.06	3,813.66	-	-

Less Overspend	-
<b>GRANT TOTAL</b>	<b>135,248.58</b>
<b>50% Capped</b>	<b>88,761.41</b>
Less Paid to date	-
<b>Grant Payable</b>	<b>88,761.41</b>

Note : This Schedule is populated from elsewhere on the workbook. The only input required from Project Co-ordinators is in relation to the paid to date amount.

The PM bonus is at SEAI's discretion and is not linked to the expenditure tab

## Summary Page

This page is formula driven and does not require input from the applicant.

## Points to note

1. This is the maximum spend by category, overspend in one area cannot be offset by underspend in another.

2. This is the maximum spend by beneficiary, overspend by one beneficiary cannot be offset by underspend by another.



# Supporting Documentation Required - Invoice

## Invoice

The invoice must clearly show the following

### 1. Supplier Details

2. Addressed to the beneficiary on the grant agreement.

3. Dated within the grant window, invoices dated prior to Letter of Offer (LOO) or after the close date will be deemed ineligible.

4. Costs must be clearly identifiable and relate to the technical workbook.

5. Location works carried out or reference to technical workbook

Invoices with a cash sale or deposit will be deemed ineligible, you must be able to provide evidence of payment through your bank account.

**Supplier 1: Chris O'Brien Ltd**  
Address 1  
Address 2  
Address 3

**INVOICE**  
# 1

Bill To:  
**Beneficiary 1**  
Address 1  
Address 2  
Address 3

Date: Jun 13, 2017

115,000: €20,016<sup>86</sup>

Item	Quantity	Rate	Amount
40 Watt LED Lights	44	€ 94	€ 4,136
30 Watt LED Lights	38	€ 80	€ 3,040
15 Watt LED Lights	40	€ 101	€ 4,040
70 Watt LED Panels	6	€ 1,070	€ 6,420

Subtotal: € 17,636  
Tax (13.5%): € 2,380<sup>86</sup>  
Total: € 20,016<sup>86</sup>

These works were carried out at Chris Church ND1 Measure 1

# Supporting Documentation Required - Receipt

## Receipt

Two types of receipts are accepted, email or paper.

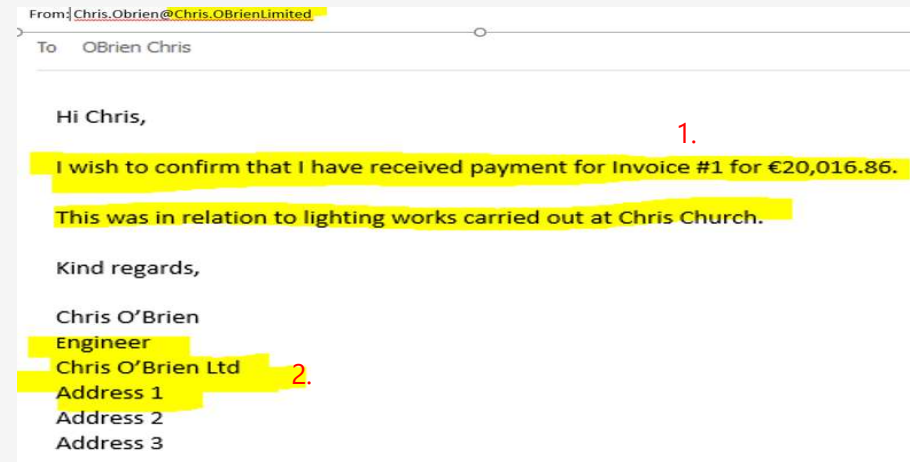
Email receipt should clearly show the sender email address ( this must be from a work email address )

Both must clearly show the following

1. The amount received and the invoice number it relates to.

2. Supplier details.

Invoices marked paid will not be accepted as a receipt





# Supporting Documentation Required - Bank Statement


## Bank Statement

The bank statement

1. An official bank statement showing the bank logo.
2. Account name of the beneficiary (supplier statements are not accepted)
3. Account number & IBAN
4. The transaction, the amount should match the invoice exactly.

If the invoice was paid by cheque a copy of the cheque will also be required.

Statement of Account



**Statement of Account with Allied Irish Banks, plc.**

Beneficiary 1  
Ccy: EUR

Account No: 00110011  
IBAN: [REDACTED]

NSC:  
Swift:

Date	Details	Debit	Credit
20/6/2017	Chris O'Brien Ltd		20,016.86



12/13 FAKE STREET, FAKE PARK, CO DUBLIN

DATE: 20/06/2016

Pay **Chris O'Brien Ltd** (order)  
TWENTY THOUSAND SIXTEEN EURO AND EIGHTYSIX CENT € 20,016.86

Beneficiary 1

Signed

Inv # 1

"200147"

# Supporting Documentation Required - EFT

Payment is part of an EFT:

A breakdown of the EFT showing payment of the relevant invoice(s) and the total of the EFT ( which ties back to the bank statement) is required.

SEAI do not need to see any information not related to the grant, these items can be redacted.

BUSINESS ON LINE

Balance and Transaction Report

Account Name: [REDACTED]  
 Account Number: [REDACTED]  
 Account NSC: [REDACTED]  
 Account Currency: [REDACTED]

Printed On  
 Friday, September 29, 2017  
 08:40:42 AM

Balance And Transaction

Account Statement for  
 period: 29/09/2017 - 29/09/2017

Posting Date	Value Date	Narrative	Debit Amount	Credit Amount	Balance
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
29/09/2017		CONTRA CTO		500,000	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

87051	Chris O'Brien Ltd	D1-D4	2,031.58	29 /09/2017
87062	Supplier 2	D7	200.00	29 /09/2017
87074	Supplier 3	D9	350.00	29 /09/2017
	Total of File to Bank 29 9.2017		500,000	

# Supporting Documentation Required – PSWT/ RCT / Self-Accounted VAT


## PSWT/ RCT / Self-Accounted VAT

1. Bank statement showing the PSWT/ RCT/ Self accounted vat being paid to revenue.
2. Receipt from Revenue confirming amount has been paid
3. Summary referencing invoices that payment relates to.


For Public bodies only SEAI, will accept a signed letter from the financial controller stating that the payment will be made to revenue. We will also require details of the invoices and amounts the revenue payment relates to ref 3. above

Note: For VAT to be an eligible expense it must be applied for at application stage and be included in your grant agreement.

**Comhairle Chontae na Mí**  
Teach Buvinda, Bóthar Átha Cliath, An Uaimh,  
Contae na Mí, C15 Y291  
Fón: 046 – 9097000/Fax: 046 – 9097001  
E-phost: customerservice@meathcoco.ie  
Web: [www.meath.ie](http://www.meath.ie)  
Uimhir Chláraithe 00172770



**Meath County Council**  
Buvinda House, Dublin Road, Navan,  
Co. Meath, C15 Y291  
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Registration No: 00172770



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Registration No: 00172770

8<sup>th</sup> September 2017.

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#1	Contractor/Supplier	Invoice Amount	Vat	Total
	Chris O'Brien Ltd	€20,016.86	€5,004.22	€25,021.08

Meath County Council VAT Reg. [REDACTED]  
Revenue Access No. [REDACTED]

**TO WHOM IT MAY CONCERN:**

Please note that the Reverse VAT element of the payments made to **Supplier 1** [REDACTED] will be paid to The Revenue [REDACTED] on the monthly VAT return at end September 2017.

If you require any further information,  
Please do not hesitate to contact the Finance Department of Meath County Council

Yours sincerely,  
[REDACTED]  
Finance Department  
Meath County Council  
Tel. 046 9097467

# Supporting Documentation Required

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## Fuel Poor Documentation

Project co-ordinators are required to collect proof of fuel poor eligibility together with a personal data form signed by the homeowner.

In the case of Local Authorities and Housing Associations a letter stating the fuel status of each home will suffice.

## Signed Letter of Offer

A signed letter of offer must be returned before we will process any payments

## Tax Clearance

SEAI require confirmation from revenue that a person's/entities tax affairs are in order.

Tax reference numbers and access codes must be provided for each beneficiary before the first milestone payment submission

## Signed Beneficiary Letters

All beneficiaries named on the grant agreement must sign a letter stating that they are happy for the lead applicant to receive the grant on their behalf.

Copies of these letters must be provided to us prior to any payment request.

# Invoice Referencing Guide

Due to the large volume of documentation required, we ask that you follow this very simple referencing guide.

Every invoice must have a corresponding receipt and bank statement.

1. Invoices A1- A999

2. Receipts B1 – B999

3. Bank Statements C1-C999

Where applicable the following should also be used

4. Cheques/ EFT's D1-D999

5. Self-Accounted VAT/WHT/RCT E1-E999

**Supplier 1: Chris O'Brien Ltd**  
 Address 1  
 Address 2  
 Address 3

**INVOICE** # 1

**A1** Date: Jun 13, 2017  
 115,000: € 20,016<sup>86</sup>

**Bill To:**  
**Beneficiary 1**  
 Address 1  
 Address 2  
 Address 3

Item	Quantity	Rate	Amount
40 Watt LED Lights	44	€ 94	€ 4,136
30 Watt LED Lights	38	€ 90	€ 3,040
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70 Watt LED Panels	6	€ 1,070	€ 6,420

Subtotal: € 17,636  
 Tax (13.5%): € 2,380<sup>86</sup>  
 Total: € 20,016<sup>86</sup>

**Chris O'Brien Limited**  
 Address 1  
 Address 2  
 Address 3

**RECEIPT**

DATE: JUNE 17, 2017  
 RECEIPT # 1

**B1**

**SOLD** Beneficiary 1  
 TO: Address 1  
 Address 2  
 Address 3

QTY	DESCRIPTION	LOCATION	AMOUNT
155	LED Lights	Chris Church	€ 20,016.86

This Payment has been received in Full.

Statement of Account

**C1**

**AIB**

**Statement of Account with Allied Irish Banks, plc.**

Beneficiary 1 Account No: 00110011 NSC:  
 Coy: EUR IBAN: Swift:

Date	Details	Debit	Credit
20/6/2017	Chris O'Brien Ltd		20,016.86

**AIB** 22-92-80  
 12/13 FAKE STREET, FAKE PARK, CO DUBLIN

DATE: 20/06/2016

Pay **Chris O'Brien Ltd** (order)  
 TWENTY THOUSAND SIXTEEN EURO AND EIGHTYSIX CENT. € 20,016.86

Beneficiary 1  
 Signed

Inv # 1  
 "200147"

# Eligible and Ineligible costs

## Eligible Costs

Are all the costs outlined in your grant agreement, see sample below.

This will show the maximum spend per category. Please note that underspend in one category cannot be offset against an overspend in another category. The costs will be capped at the maximum allowable for each category.

In order to be deemed eligible, costs must be incurred within the grant agreement window.

Category of Costs	Maximum
Project Costs	€ 451,961.66
Project Management Costs	€ 22,598.08
BER Costs	€ 1,000
Air Tightness Test	€ 2,000
BER A3 Design & Consultancy Cost	€ 9,039.23
1% bonus for air permeability of 3 m <sup>3</sup> /hr/m <sup>2</sup> or better	€ 4,519.62
<b>Total</b>	<b>€ 491,118.59</b>

## Ineligible Costs

Costs not directly related to improving sustainable energy performance

Costs relating to preparing and submitting an application

Delivery charges

Costs to bring processes or facilities up to required standards

Purchases or works that predate grant approval.

Bank charges or bank interest.

Administrative or Service Charges.

Costs incurred outside the grant window, either before the signed letter of offer date or after the end grant agreement date.

# Contact

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## Contact Us

Please contact us at the email below with any queries.

[info@seai.ie](mailto:info@seai.ie)

## Workshops

We will be holding workshops to provide further guidance and assistance if you are interested in attending a workshop please express your interest at the email address below

[info@seai.ie](mailto:info@seai.ie)

