

Guide to Completing the Application Form

Support Scheme for Renewable Heat (Grant Scheme)

September 2018 Edition

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1. INTRODUCTION

- 1.1 This document is a guide to completing the Application Form for the grant component of the Support Scheme for Renewable Heat.
- 1.2 The Application Form is available on the SSRH page on the SEAI website. The Application Form must be submitted via the online portal on the SEAI website.
- 1.3 The purpose of the guide is to assist prospective applicants to:
 - 1.3.1 identify and gather the information that the applicant will need to have to hand in order to complete the Application Form; and
 - 1.3.2 provide a guide to completing the Application Form.
- 1.4 This guide relates **solely** to the application for the Grant Scheme component of the SSRH Scheme.
- 1.5 Capitalised terms in this guide shall have the meaning given to them in the Grant Scheme Operating Rules and Guidelines, unless the context otherwise admits. The Grant Scheme Operating Rules and Guidelines are available on the SSRH page on the SEAI website.

2. TIPS FOR COMPLETING THE APPLICATION FORM

- 2.1 As a starting point, SEAI recommend that each applicant take note of the following:
 - 2.1.1 the application form cannot be saved and revisited at a later date. It must be completed in one sitting;
 - 2.1.2 to avoid losing your work, we recommend that all necessary paperwork and enquiries are made in advance of attempting to complete the Application Form. A list of the documentation required to assist and applicant to complete the Application Form is contained below;
 - 2.1.3 the information provided in the Application Form in respect of the project will need to be expanded on in the Technical Assessment Form.
 - 2.1.4 each applicant should ensure that they understand the application process and the Grant Scheme Rules in advance of submitting an Application Form to SEAI;
 - 2.1.5 the Application Form requires applicants to provide a summary of each category of cost. These costs will need to be itemised in the Technical Assessment Form. Each cost claimed by the applicant must be based on a quote obtained by the applicant in respect of that cost. SEAI reserves the right to require the applicant to produce 3 quotes for each Eligible Cost claimed;

- 2.1.6 please ensure that you have read the Eligible Costs section of the Grant Scheme Operating Rules and Guidelines in advance of submitting your Application Form;
- 2.1.7 applicants that are not replacing an existing piece of equipment must obtain a quote for a non-renewable heat source, to demonstrate the difference in cost between the non-renewable heat source and the heat pump. Only the difference in the cost between the non-renewable heat source and the heat pump will qualify as an Eligible Cost;
- 2.1.8 SEAI recommends that each applicant engages such experts/ professionals/ technical advisers as may be necessary in respect of the Project in order to complete the Application Form in advance of submitting the Application Form to SEAI.
- 2.1.9 pre-Letter of Offer costs will not be funded by SEAI;
- 2.1.10 SEAI requires each applicant to read and understand the:
 - 2.1.10.1 Grant Scheme Operating Rules and Guidelines (including Terms and Conditions);
 - 2.1.10.2 The Guide to Completing the Application Form;
 - 2.1.10.3 Technical Assessment Form;
 - 2.1.10.4 The Guide to Completing the Technical Assessment Form; and
 - 2.1.10.5 Privacy Policy,in advance of submitting their Application Form to SEAI;
- 2.1.11 the information provided in the Application Form will be verified by the supporting documentation to be submitted to SEAI; and
- 2.1.12 SEAI will not determine if an applicant is eligible to participate in the Scheme until the Offer Stage. At the Offer Stage, a Letter of Offer will be issued to eligible applicants.

3. DOCUMENTATION REQUIRED TO COMPLETE THE APPLICATION FORM

- 3.1 Each applicant will need to have the following documentation to hand, in order to complete the Application Form:
 - 3.1.1 BER Certificate and Advisory Report in respect of the Eligible Building(s);
 - 3.1.2 a quote for the heat pump, showing the device make and model, SCOP, heat output in kilowatts and price of the heat pump;
 - 3.1.3 the most recent set of annual accounts approved in respect of the applicant, to assist the applicant in determining if it/he/she is an SME or a Large Enterprise;
 - 3.1.4 an electricity bill showing your MPRN;
 - 3.1.5 a gas bill, if you are connected to the gas mains, showing your GPRN;
 - 3.1.6 the eircode of the applicant and the project location(s);

- 3.1.7 the estimate of Eligible Heat that will be used on annual basis in megawatt hours per annum (MWh/yr);
- 3.1.8 quotes for each cost being claimed as an Eligible Cost; and
- 3.1.9 the applicant's tax reference number.

4. GUIDE TO COMPLETING THE APPLICATION FORM

To assist applicants to complete the application form for the Grant Scheme, contained in the **Annex 1** is a guide to answering the questions on the Application Form.

5. QUERIES

Queries in relation to the Scheme can be e-mailed to ssrh@seai.ie. Alternatively, you can contact a member of the SSRH team on (01) 808 2100.

Annex 1

No.	Question	Required Information
A. Applicant Contact Details		
1	First Name / Company	Please insert the first name of the applicant, if the applicant is a sole trader. If the applicant is not a sole trader, please insert the name of the entity applying for the grant.
2	Last Name	Please insert the last name of the applicant, if the applicant is a sole trader. If the applicant is not a sole trader, please leave this field blank.
3	E-mail Address	Please insert the e-mail address of the applicant (if the applicant is a sole trader) or the person within the applicant's organisation who is submitting the application.
4	Confirm E-mail Address	Please re-insert the e-mail address for the applicant or the person within the applicant's organisation who is submitting the application.
B. Applicant Representative		
1	First Name	Please insert the first name of the person with whom SEAI should liaise in relation to the project within applicant's organisation.
2	Last Name	Please insert the last name of the person with whom SEAI should liaise in relation to the project within applicant's organisation. SEAI will direct all correspondence in relation to the project to the person identified in field B1 and B2.
3	E-mail Address	Please insert the e-mail address for the person identified in field B1 and B2 above.
4	Confirm	Please confirm the e-mail address for the person identified in field B1 and B2 above.

No.	Question	Required Information
E-mail Address		
C. Applicant's Registered / Principal Address		
1	Eircode	Please insert the eircode for the applicant's registered or principal address.
2	Address Line 1 /Address Line 2 /	Please insert the applicant's registered or principal address.
3	Town / City	Please insert the name of the town / city in which the applicant's registered or principal address is located
4	Select a County	Please select the appropriate county from the 26 Counties available on the drop down menu.
D. Contact Numbers		
1	Mobile Number	Please insert the mobile telephone number of the Applicant's Representative
2	Phone Number	Please insert the telephone number of the Applicant's Representative
E. Nominated Project Contact		
1	Tick the box if you want to appoint a Nominated Project Contact:	<p>This is an optional field. You are not required to appoint a Nominated Project Contact. This option has been included to allow applicants to appoint third party professionals to liaise directly with SEAI in respect of a project and to submit the Technical Assessment Form on the applicant's behalf.</p> <p>If you do not tick this box, we will liaise with the individual identified as the Applicant Representative in respect of the project.</p> <p>If you wish to appoint a Nominated Project Contact, please tick the box adjacent to this text. By ticking this box, you are authorising SEAI to liaise with the Nominated Project Contact on your behalf.</p> <p>The Nominated Project Contact must be a person.</p>

No.	Question	Required Information
2	First Name	Please insert the Nominated Project Contact's first name in this field.
3	Last Name	Please insert the Nominated Project Contact's last name in this field.
4	Job Title	Please insert the Nominated Project Contact's job title and qualifications in this field.
5	E-mail	Please insert the Nominated Project Contact's e-mail address in this field.
6	Confirm E-mail	Please insert the Nominated Project Contact's e-mail address in this field.
7	Contact Number	Please insert the Nominated Project Contact's contact number in this field.

F. Applicant's Business Information

1	Enter Business Name / Sole Trader Name	Please insert the business name/trading name for the applicant, if it is different to the applicant's name.
2	Principal Business activity	Please describe the main business activity carried out by the applicant in this field
3	Select an Entity	Please select the applicant's legal entity classification from the options available on the drop down menu.
4	If other please specify	If you have selected other in field F3, please explain what is meant by "other" in the field above.
5	Company Size	<p>Please select either (1) Small and Medium Enterprise or (2) Large Enterprise</p> <p>A small and medium enterprise (or SME) is an entity that (1) employs fewer than 250 persons (2) has an annual turnover not exceeding EUR 50 million and (3) an annual balance sheet total not exceeding EUR 43 million and (4) is an autonomous organisation.</p> <p>A Large Enterprise is an entity that independently or together with other associated or group companies (taken as a whole) exceeds the SME threshold set out in the paragraph above.</p>

No.	Question	Required Information
		If you are in doubt as to whether you are an SME or a Large Enterprise please contact SEAI. Large Enterprises must satisfy SEAI that the grant has an incentive effect.
6	Sector	Please select the sector from the drop down menu that best describes (or most closely resembles) the sector the applicant is engaged in.
7	Sub Sector	Please select the sub sector listed in the drop down menu best describes (or most closely resembles) the sub sector the applicant is engaged in
8	Company Registration Number	This question is relevant to body corporates only. Please enter the Company Registration Number for the applicant (if applicable).
9	Tax Reference Number Type	Please select the applicant's tax registration number type. In the case of a sole trader, this will be your PPSN.
10	Vat Registered:	Please select "yes" if the applicant is VAT registered or "no" if the applicant is not VAT registered

G. Project Description

1	Project Title	Please insert a project title. This will be title given to your project on correspondence from SEAI.
2	Description of the Project	Please provide a brief overview of the proposed project. The description of the project should include all aspects of the project for which grant funding is being sought. Please keep your description concise, as you are limited to 500 characters in this field.
3	MPRN	Please insert the Meter Point Reference Number (MPRN) for the location at which it is proposed that the heat pump will be installed. The MPRN is the unique eleven-digit number assigned to an electricity connection and meter. It starts with the number 10 and is displayed on the bill from your electricity supplier. Once you have entered the MPRN number the address below will autofill. If the auto-filled address does not match the location of the proposed installation, please check that you have inserted the correct MPRN. If it still does not match, please contact the SSRH team for advice.

No.	Question	Required Information
		<p>If you do not currently have an MPRN on the site where the installation is proposed. This could be because it is a green field site. Then you can select the No MPRN option.</p>
4	Eircode	<p>Please insert the eircode for the address at which it is proposed that the heat pump will be installed.</p> <p>You can find the eircode for a property at https://finder.eircode.ie/#/</p> <p>Please ensure that the eircode, the MPRN and the address match.</p>
5	Address Line 1 / Address Line 2	<p>Please insert the address of the property at which it is proposed that the heat pump will be installed.</p> <p>This address provided will be used to verify the Eircode and MPRN given by the applicant on the Application Form.</p>
6	City	<p>Please insert the name of the town / city in which it is proposed that the heat pump will be installed.</p>
7	Select a County	<p>Please select the appropriate county from the 26 Counties available on the drop down menu.</p>
8	BER No.	<p>Please provide the Building Energy Rating Number for the BER Certificate and Advisory Report issued in the respect of the Eligible Building at which it is proposed that the heat pump will be installed.</p> <p>The Building Energy Rating Number is the nine-digit number printed on the BER Certificate and Advisory Report.</p> <p>Please Note: if you have carried out any upgraded work to the fabric of the building work to the property at which it is proposed that the heat pump will be installed since its last BER assessment, you will need to have another BER Certificate and Advisory report commissioned for the purposes of the application.</p> <p>Please Note: If you can provide an opinion on compliance with building regulations from a practising architect or engineer, confirming that the building in question complies, at a minimum, with the 2008 Building Regulations, it will not be necessary to provide a BER No.</p>
9	GPRN	<p>Please insert the Gas Point Reference Number (GPRN) for the property at which the heat pump will be installed.</p> <p>The GPRN is a seven-digit number on your gas bill. It refers to a mains gas connection and is unique to your installation.</p> <p>Any location without a mains gas connection or outside the mains gas network will not have a GPRN.</p>

No.	Question	Required Information
10	Is there a secondary location that will participate in / benefit from the project?	<p>If appropriate, please insert details of any secondary location benefitting from the heat pump.</p> <p>Some installations may have multiple locations benefitting from the heat pump.</p> <p>If there are more than two locations, please provide details or any additional locations in the Technical Assessment Form.</p>
11	Project Start Date	<p>Please insert the date that it is proposed that the project will commence.</p> <p>Please Note: Only new heat pumps purchased and costs incurred after the date of the submission of the application form will be regarded as being eligible for funding.</p>
12	Project End Date	<p>Please insert the anticipated date on which the project will be completed. This is the date of commissioning, on which the installation is complete and running, ready for inspection if that is considered necessary.</p>
13	Project Type	<p>The grant option has been automatically selected. Nothing further is required from you here.</p>
14	Device model	<p>Please insert the heat pump make and model here.</p> <p>This information will be available on the equipment label. Your consultant or installer be able to provide you with this information.</p>
15	SCOP Rating	<p>Please insert the SCOP (seasonal co-efficiency of performance) rating here.</p> <p>The SCOP rating will be visible on the name plate of the heat pump. See sample name plate contained in section 16 below. To be eligible your intended heat pump must have an SCOP of 2.5 or better.</p>
16	Heat output capacity kW	<p>Please insert the heat output capacity of the heat pump in kilowatts</p> <p>The output capacity is available on the nameplate of the equipment you intend to install it will be in kW (It is referred to below as design load for heating). It represents the maximum amount of heat that your installation can produce.</p>

No.	Question	Required Information
		<p>The diagram is an Energy Label for a heat pump system. It includes the following information:</p> <ul style="list-style-type: none"> Name of manufacturer and product: ANY LTD, R20G7L7V1B / FCQK31FVEB SEER (Seasonal Efficiency Ratio in Cooling): 6.13 SCOP (Seasonal Efficiency Ratio in Heating): 4.18 Classifications: A+++ (most energy efficient) to D (least energy efficient) for both cooling and heating. Design load for cooling: 6.8 Design load for heating: 7.8 Annual energy consumption during a cooling season: 285 kWh/annum Annual energy consumption during a heating season: 2545 kWh/annum Sound power value for indoor unit: 53 dB Sound power value for outdoor unit: 64 dB Climate zones: Blue (colder climate, optional), Green (average climate, compulsory), Orange (warmer climate, optional).
17	Estimated eligible heat output MWh/yr	<p>Please insert the applicant’s estimated eligible heat output in megawatt hours per year.</p> <p>A best guess, based on your previous years’ heat output is what is required here. Please bear in mind that an estimate of eligible heat output is what is being requested here. For more information on what qualifies as eligible heat, please consult the Grant Scheme Operating Rules and Guidelines</p> <p>Applicants may need expert advice to make an estimation of eligible heat. This figure will be very useful to you when calculating cost benefit of investing in a new heating system.</p> <p>If you have the figure in kWhs per year, you can divide by 1000 to get MWh per year.</p>
19	Select what technology you are switching from	<p>Select the appropriate option from the dropdown menu.</p>
20	Heating Usage	<p>Choose one or more of the drop down options available, as appropriate. Applicants may use the heat pump for one or more eligible heat uses.</p>

No.	Question	Required Information
		<p>Heating a space means the heating of rooms or other enclosed spaces within buildings, typically through the supply of hot liquid to heat emitters, such as radiators and under floor heating.</p> <p>Heating water means the heating of water for direct use, such as commercial and industrial hot water or for use in schools or hospitals.</p> <p>Process heating means carrying out a process, (other than generating electricity), such as the use of heat to carry out a specific process such as industrial cooking, drying, pasteurisation or chemicals manufacture. It does not include heat used for the generation of electricity.</p>
21	Project Costs	<p>A summary of all costs being claimed by the applicant must be provided to SEAI in the Application Form. All costs claimed in the Application Form should be based on written quotations.</p> <p>The total costs claimed in the Application Form will need to be itemised in the Technical Assessment Form. The itemised costs set out in the Technical Assessment Form will be assessed by SEAI.</p> <p>Please read and ensure that you understand the Eligible Costs section of the Grant Scheme Operating Rules and Guidelines in advance of completing the Application Form.</p> <p>Please remember the following when completing this section of the form:</p> <ul style="list-style-type: none"> • only costs incurred after the date of the Letter of Offer will qualify as Eligible Costs • only the extra investment costs necessary to install the heat pump will qualify as Eligible Costs • where a fossil fuel heat source is being replaced, SEAI will fund 30% of the investment costs associated with the heat pump • where a new heat pump is being installed, SEAI will fund the difference between a non-renewable alternative with equivalent output and the heat pump for which the grant is sought • SEAI will fund Project Management Costs incurred after the date of the Letter of Offer up to 6% (TBD) of total external labour costs and equipment costs actually incurred by the applicant, up to but not exceeding the total amount of Project Management Costs payable by SEAI, set out in the Letter of Offer • only external labour costs directly related to the installation of the heat pump will be eligible for grant funding • only costs incurred solely in connection with the installation of the heat pump will be regarded as Eligible Costs. <p>Please note: Incorrectly completing this section of the form could result in SEAI rejecting your application form OR a reduction of the total amount of the grant that SEAI can pay to you. Please ensure that you read the Eligible Costs section of the Grant Scheme Operating Rules and Guidelines and contact the SSRH team with any queries you have in respect of costs.</p>

No.	Question	Required Information
H. Applicant Declaration		
1	Please read and agree to the Terms & Conditions	Applicants must read the Terms and Conditions and agree to be bound by them in order to submit the Application Form. If an applicant does not agree to the Terms and Conditions of the Grant Scheme, they should not submit the Application Form.
2	Please read and accept the Privacy Policy	Applicants must read the Privacy Policy and agree to be bound by it in order to submit the Application Form. If an applicant does not agree the privacy policy, they should not submit the Application Form.