

EV Apartment Charging Grant Application Guide with Terms & Conditions



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1. Overview

About SEAI

The Sustainable Energy Authority of Ireland (SEAI) is Ireland's national energy authority investing in, and delivering, appropriate, effective and sustainable solutions to help Ireland's transition to a clean energy future. SEAI works with Government, homeowners, businesses and communities to achieve this, through expertise, funding, educational programmes, policy advice, research and the development of new technologies.

SEAI's Electric Vehicle programmes are funded by the Government of Ireland through the Department of Transport's Zero Emission Vehicle Ireland (ZEV) initiative.

About the Electric Vehicle Apartment Charger Grant

The Apartment Charger Grant assists residents and owners of apartments and multi-unit developments who want to install a residential charger for their Electric Vehicle (EV) and which are not covered by either the Home Charger Grant or Public Charger Grant. The grant is designed for installation of a network of chargers in the common areas of these sites and covers costs for cabling, infrastructure, EV chargers, labour and construction costs. Owners' Management Companies, Approved Housing Bodies, Local Authorities and Build-To-Rent Companies (or commercial companies which fully own a residential development) can apply.

The network once installed is expected to be managed by the management company or a designated charge point operator. Once a network has been established through the Apartment Charger Grant, new residents who later move into the location can apply individually through the separate Home Charger Grant to install a single charger to join the local network.

For individuals who rely on public on-street parking, SEAI provides grants directly to Local Authorities via the Public Charger scheme. In some cases, the Local Authority may be in charge of the parking areas in your residence in which case they can apply for the Apartment Charger Grant to install an EV network in your area.

Eligible applicants

This grant is aimed at multi-unit developments with two or more units that share facilities, amenities, and services and where shared or private parking is available, but which do not have dedicated private off-street parking provided within the boundaries of the individual properties. These include developments formed of apartments, houses, a mixture of both or duplexes. The grant is referred to throughout as the **Apartment Charger Grant**.

The applicant is the organisation which will receive the grant payment and will be the direct beneficiary of the scheme. Eligible applicants include the following:

- Owners' Management Companies
- Management Companies of Build-To-Rent developments
- Local Authorities
- Approved Housing Bodies

Applications from private and commercial landlords

In addition, private and commercial landlords who own **10 or more units** in a development and wish to add a large number of chargers for their tenants to an existing local network may do so through their management company. The management company will determine whether there is sufficient capacity and infrastructure available and can choose to submit an application to cover chargers and infrastructure subject to the grant limits. The private or commercial landlord can then make private arrangements with the management company to compensate for any agreed costs not covered by the grant.

Otherwise, if the management company does not wish to submit an application on your behalf or if the planned number of EV chargers is less than 10, landlords must apply directly under the Home Charger Grant for each individual charger unit.

The local network must be set up with sufficient electrical capacity available to service the number of new additional chargers, so consultation is advised with the management company ahead of any bulk installation of chargers.

If you do not fall under any of the above categories but belong to a development that meets the definition, please contact SEAI via EVChargers@seai.ie to discuss your potential eligibility.

Multiple applications for a development

Multiple applications for the same development are possible but no two applications can be live at the same time. For example, in the first year you might wish to install the required infrastructure and several chargers. As the number of EVs in the development increases, you can re-apply to the Apartment Charger Grant for further upgrades or the installation of additional chargers (shared or in bulk). Further applications associated with the same development can be considered up to a cumulative grant cap limit of the lesser of €5,000 per dwelling or €100,000 in total.

Once the network is established, new residents with assigned parking who move into the estate should contact the management company and/or the Charger Point Operator for joining instructions. The management company may need to consider whether there is sufficient cabling to reach the residents parking location and whether there is sufficient capacity in the electrical connection and load management system. Once this is clarified, the resident can apply for support for their charger through the Home Charger Grant. This same approach also applies to landlords who wish to install a single charger or less than 10 as discussed earlier.

Ineligible applicants

Excluded developments include new builds or buildings undergoing major renovations as defined by regulation "S.I. No. 393/2021 - European Union (Energy Performance of Buildings) Regulations 2021". It is now mandatory for such residential buildings with 10 or more parking spaces to include EV infrastructure elements for all parking spaces. This also applies to developments where major renovations on car parks or wiring systems are performed. These buildings are not entitled to apply for support under this grant. These rules apply to all developments which have issued notification to commence construction to a building control authority from 10 March 2021 onwards.

Funding levels

The proposed percentage of grant aid will vary by applicant type. Grant aid is available up to a percentage of the approved eligible costs as specified in Table 2 below. The grant is capped at a grant value of €5,000 per dwelling unit or €100,000 in total, whichever is the lesser. No development will receive more than €100,000 in grant aid.

In addition, for the EV charging units specifically, the maximum funding given for one charging outlet will be capped at the lesser value of 100% or €600. A charging unit might have multiple outlets so a charging unit with two outlets for instance will be capped at €1,200. This is to ensure consistency of approach with the Home Charger Grant.

Table 2: Grant support rates by applicant type

Applicant Type	Funding Level (% of eligible costs)
Local Authority or Approved Housing Body	90%
Owners' Management Company	80%
Management Companies of Build-To-Rent developments	60%

Eligible costs

The applicant is required to propose the most economic capital cost design solution. Any deviations from this position should be clarified in the application form.

Table 3 below outlines the categories of eligible costs and the maximum allowable costs which will be deemed eligible for support. You may submit what you estimate to be your eligible costs in your application form. We will then review these costs with respect to the table below and produce an estimate of allowable eligible costs which may be lower than your estimate. The grant support rates will be applied to this estimate of allowable eligible costs to determine the amount of grant support to be provided to the project.

Costs may include digging up and reinstating hardstandings, such as concrete or tarmac. In this case, pay particular attention to the euro/m allowance for civil works in the table below. We will note the distance you indicate on your schematic and use this to determine how much of that cost should be reasonably supported.

Table 3 Definition of the maximum allowable eligible costs which will be used as the basis for calculating the grant award

Item	Maximum allowable eligible costs (The allowable eligible cost will be the lower of the actual eligible cost proposed by the applicant or the limit set out below, where applicable. This allowable eligible cost will be used as the basis for calculating the grant award.)
ESB connection cost	Where applicable, the maximum eligible costs for installing a new connection or upgrading an existing one will be capped at the values set out in the ESB Networks Statement of Charges relevant at that time. An example of the ESB Networks Statement of Charges can be found here in Section 2.
Civil works costs	This is the cost associated with any civil works including ground works or trenching to install electrical cabling needed to reach parking spaces. The maximum eligible cost is €3,000 plus €248 per meter of trenching civil works applied at the exVAT level during assessment of costs. All eligible costs will be subject to the grant support rates identified above. The schematic issued with the application will identify any proposed civil work by marking out clearly the length and outline specification for the underground civil works expected. Once the works are complete, an as-built drawing will be issued confirming the civil works undertaken.
Electrical cabling, ducting, supply equipment, switchgear, signage	This includes costs for distribution boards, connections pillar, switchgear, cabling and signage where no civil works are required. Allowable eligible costs will be based on the lengths of cables installed, reasonable costs per metre of cable, and the number of spaces that will be made EV Ready by the project. EV Ready is defined as any parking space where the main electrical cable for the EV charger network passes by the space and where a charger can be installed and connected by adding any cables and junction boxes required to connect to the main EV charger network cable. An as built drawing or schematic will be required to confirm the cabling and ducting at payment stage. On this drawing, mark out the length of cabling and ducting, indicating cable cross-section sizes and specifications.
Centralised EV controller, CT clamps, monitoring and communication equipment	This is the cost associated with purchasing and installing a centralised EV master control device and associated components. The master control device is expected to be used to monitor the total electrical consumption on the main electrical connection and each individual EV charging unit and to adjust the charge power going to each vehicle so that the maximum import capacity (kW) for that electrical connection is not exceeded. The cost of any associated telecommunications and monitoring systems may also be included here.
Individual EV charging units	The allowable eligible cost will be the cost of each charger unit. The grant for each unit will be capped at the lesser of 100% of cost or €600 per charging outlet installed applied at exVAT or incVAT level depending on VAT recovery status. A dual charger with two outlets can be grant-aided up to €1,200.
Electrician labour costs	These are the labour costs associated with installing and configuring the electrical components of the EV charger network.
Project management and engineering design or survey costs	Capped at 7% of total project costs. If a project fails to proceed due to technical or cost issues, support may be available to the project at the lesser of 7% of total project costs, subject to a cap of €3,000. It will be applied at exVAT or incVAT level depending on VAT recovery status. Support for any capital costs incurred will not be provided. A summary report explaining the work done and reason for terminating the project must be presented together with evidence of costs incurred. Support will be given at the approved grant rate applied to professional fees only (electric design fees, draughting, site surveys, admin costs etc). Support will not be provided for capital fees.

Eligible Cost can Include or Exclude VAT

If you are not registered or entitled to reclaim VAT on purchases made, SEAI can consider the total eligible cost either inclusive of VAT or exclusive of VAT. For instance, consider a project application from an Owners' Management Company where the total approved eligible costs for the project are €30,000 before VAT is applied and €36,900 once VAT is included.

1. If the Owners' Management Company is **not** entitled to recover VAT from Revenue, SEAI will allow VAT to form part of the total eligible cost. In this example, the grant awarded to the owners' management company would be 80% of €36,900 which equals €29,520. In this case, the Owners' Management Company will be required to provide proof (a letter from Revenue dated in 2022 stating that they do not have VAT recovery) that they are not entitled to recover VAT.
2. If the Owners' Management Company **is** entitled to recover VAT on purchases, SEAI does not need to support this as part of the eligible costs. In this example, the grant awarded to the Owners' Management Company would be 80% of €30,000 which equals €24,000.

Scenario 1 is more likely to apply to Owners' Management Companies and Local Authorities or Approved Housing Bodies, while scenario 2 is more likely to apply to Build-To-Rent company developments.

You will be required to declare whether you wish to include VAT in your eligible costs or whether you are entitled to recover VAT and therefore do not need to include VAT in your eligible costs.

Ineligible Costs

The following costs are not eligible to claim for any applicant type:

- Any costs that predate the formal letter of offer.
- Costs associated with the upgrade and/or installation of the nearby ESB Networks substations or transformer. It is understood that these costs are already covered under ESB Connection Costs as outlined in Table 3 and should therefore not be included in the application as a separate cost.
- Distribution use of System Standing (DUoS) charges.
- Public Service Obligation levy.
- Ongoing operating costs such as management or maintenance fees.
- Any civil works costs that are not deemed necessary for the installation of cables and/or other infrastructure components.
- Any other costs related to the operational elements of the EV charging infrastructure such as electricity, insurance, fees etc.
- The cost of measures completed which have formerly received an SEAI grant from another programme.

Evaluation Process

Applications must meet the minimum criteria as set out below. Funding will be awarded based on when applications are submitted until such time as the available budget has been fully allocated. Applications will be assessed and, if successful based on the minimum criteria, will be put forward for approval. The minimum set of qualifying criteria are as follows:

1. All items listed under Terms and Conditions must be met as outlined in section 5 of this guide. These will be assessed as pass/fail criteria in the evaluation stage. Failure to meet any of the terms and conditions may result in your application being rejected. If your application is rejected, we will explain why.
2. A set of minimum quality assurance and technical implementation standards must be met as outlined in table 4 below.
3. An assessment of costs will be made and any items included which are not deemed relevant to the delivery of the EV charging network may result in the entire application being rejected. We will assess the proposed eligible costs and decide whether the proposal represents value for money or contains inflated or unjustified costs. Proposals considered to represent poor value for money with excessive costs will be rejected. Evidence of more than one quote for the proposed work from separate charger point operators will be requested. If evidence of additional quotes is not provided then the applicant will be asked to explain why only one quote was presented. This is intended to encourage competition amongst providers and seek value for money where government funding is supplied.

The following quality assurance and technical implementation standards must be met.

Table 4: Quality assurance and technical implementation standards

Title	Description
Dynamic load management	All existing and new charger network installations used to power EVs must be fitted with dynamic load management capabilities.
EV charger standards	All EV chargers installed must meet the required level of technical standards. These are listed in the terms and conditions section of this guide.

Worked Example of Project Costs and Calculation of Grant Award Calculated

Example for an Approved Housing Body application with resulting evaluation and grant award:

Example key details as submitted on Application Form:

- Number of Dwellings: 14 units
- Will this project have VAT recovery? No
- Total Cost (exVAT) = €215,000
- 90% of Total Cost (exVAT) = €193,500
- Total Cost (incVAT) = €244,025
 - Here we assume VAT at 13.5%
 - wherein cases where individual VAT varies from materials to labour, the overall VAT rate for the collective contract may be set to one or the other according to the "2/3rd rule" – see Revenue or contact your supplier for more details on VAT calculation
- **90% of Total Cost (incVAT) = €219,622**

SEAI assessment of Application:

- Total Approved Eligible Cost (exVAT) = €205,000
 - Assuming the application had civil costs which exceeded allowance for civil works euro/m as outlined in Table 3
- VAT is not recoverable for this applicant so VAT to be included in the calculation of grant award
- Total Approved Eligible Cost (incVAT) = €232,675
- Initial estimate of grant award using 90% grant support rate for this applicant type = €209,408
- Max grant available using grant cap for 14 dwellings = 14 x €5,000 = €70,000
 - €100,000 is the maximum value that could ever be used here
- Apply grant cap as the lower of €70,000 or €100,000 = €70,000
- Is initial estimate of grant award €209,408 higher than cap of €70,000 = Yes => then apply limit
- **Final recommended Grant Award = €70,000**

Project milestones

Depending on the duration, size and cost of a project, SEAI may allow the inclusion of project milestones and provide partial grant payments in accordance with a set of agreed and measurable deliverables that would be specified clearly in the terms of any grant award. It may not be practical to include milestones for smaller shorter duration projects which typically take between one and six weeks from commencement of the work.

You may request milestone payments and such requests will be assessed during the evaluation stage. You should indicate what deliverables/evidence of work you will provide in support of a milestone claim. If your application is successful, SEAI will determine the appropriate milestone and include it in the final grant letter of offer.

When assessing whether to allow inclusion of a milestone payment, SEAI typically uses the following criteria:

- Time between milestones should not be less than one month.
- Milestones should only be considered where the total grant award for the project exceeds €30,000 (ex-VAT).
- The value of the payment must exceed 25% of the total grant award.
- A maximum of two milestone payments, plus the final payment, will be allowed.

Please note that milestone payments for 50% of the grant value or more will be subject to desktop audits which will be outlined a later section.

2. Application process

Before applying

The application must be made in collaboration with a charge point operator who will run the charging infrastructure on your behalf once it has been installed. The charge point operator will also be able to advise on the full costs of the application and other important matters that you need to consider. In order to participate in the scheme, each charge point operator must be registered with SEAI. A full list of registered charge point operators is available on the grant section of SEAI's website.

When a charge point operator is first registered with SEAI, we check that they have sufficient experience, that they offer a customer support and a billing system and that they hold appropriate insurances and tax clearance at that time. Before you choose to engage a charge point operator, we advise that you check that the charge point operator's insurance is in date and still valid for the duration of the works.

Application process overview

- 1) You must request quotes where possible from three independent charge point operators
- 2) Select your preferred charge point operator and get their assistance with completion of any of the application form details
- 3) Submit your application through SEAI's website (go to EV Apartment Charger Grant section to access the [application form](#)). The following key details will be needed to complete the form:
 - a. **Development details** – number of dwellings, number of parking spaces, number of assigned parking spaces
 - b. **Charger installation details** – Charge point operator selected, length of civil works, length of electrical cable runs, number of spaces made EV ready (i.e. number of spaces which could connect to the electrical cable) and number of charge points to be physically installed. Also include a figure of the estimated annual cost which will a residential user of the scheme will pay.
 - c. **Charger layout diagram** –Submit a schematic of the car park showing the proposed trenching (if applicable) and cable layout. Indicate the cable length for each cable and what type of containment it will have (i.e. ducted in a trench, cable tray, trunking, other). Indicate any pre-existing cable and chargers in a different colour. Show the number and location of each charger to be installed with this application. This will help SEAI to quickly understand what you are proposing and will accelerate the application process.
 - d. Include milestones if required for interim payments.
- 4) Sign the form electronically and press submit.

Letter of Offer

If approved, a letter of offer will be issued that is valid for 12 months. The grant offer will only become valid when a copy of the grant agreement, signed by you (the beneficiary) or the representative agent (if one has been named), has been returned to SEAI within 14 days of date of issue. Should SEAI propose to support projects at a lower percentage than that requested in the application, the project contact will be notified in advance of receiving a letter of offer.

If it becomes apparent that works will not be completed within the contracted date, the applicant must inform SEAI immediately. It may be possible to apply for a one-off extension, but this is fully at the discretion of SEAI.

Multiple applications associated with the same multi-unit development are possible but no two applications from the same applicant can be live at the same time. An application stops being live after

- all required work has been completed;
- any required inspections are conducted;
- SEAI has transferred the grant; and
- SEAI has confirmed the application is complete.

The value of each separate application will be aggregated and the maximum grant will be limited using the grant cap of €5,000 per dwelling up to a maximum of €100,000 as outlined in section 1 earlier.

Please note that no works should commence before the application is approved by SEAI. **All costs must be incurred and paid for within the 12-month period of the offer and all payment request forms and associated evidence must be submitted to SEAI and be in order before the expiry date on the letter of offer.** This is a critical requirement for all SEAI grant programmes.

Infrastructure registration only

For multi-unit developments where there is an existing EV charging infrastructure solution outside of the SEAI grant, a dedicated form will be made available for registration purposes. In the meantime, contact SEAI directly for further enquires. Registering the infrastructure with SEAI will allow residents of the development to apply and receive grants under the Home Charger Grant. Multi-unit developments that are not registered will not be able to avail of the Home Charger Grant.

3. Payment procedure

Payment procedure

Grant payments will be made to the beneficiary in accordance with the grant agreement. It will not be possible to make any payment related changes once the contract is signed.

The level of grant payment will be strictly proportional to documented and verified eligible payments made to suppliers and contractors connected to the project. Invoices must be dated after the start date of letter of offer and before the expiry date of the offer and must be addressed to the beneficiaries named on the grant agreement letter of offer.

Once the reports, financial documents and inspections are deemed satisfactory, SEAI will transfer the funds electronically to the beneficiary's bank account and issue an accompanying letter notifying the main point of contact listed on the application form.

Final payments are conditional upon satisfactory receipt by SEAI of the items below. Milestone payments will also contain some of these elements as appropriate, but all of these elements must be addressed when the final payment is assessed by SEAI:

- a) Fully completed payment request form.
- b) Invoices for all itemised eligible costs.
- c) Proof of payment of invoices in the form of a copy of the beneficiary's bank statement which shows the payment(s). Where multiple invoices are being paid using a single electronic fund transfer (EFT) or cheque (batch payments), a breakdown of all amounts in that payment will be required.
- d) Photographs of all trenches and ducts before they were backfilled, other cable trays or cable runs, and all hardware items listed under eligible costs.
- e) For each charge point installation, please provide:
 - a. A scanned copy of certificate 1 or certificate 3 (as appropriate)
 - b. Copies of the labels installed on all chargers
 - c. Clear photograph(s) of the charge point so that the label location and isolator is visible
 - d. Clear photograph(s) of the marked parking space associated with that charge point
- f) Tax clearance information: Your tax clearance access number and tax reference number must be verified.
- g) VAT status verification: If you are applying for a VAT inclusive grant from SEAI, you should include a letter(s) from the auditor, dated the present year, confirming your VAT status. Alternatively, two directors can sign a document to confirm same.
- h) A signed copy of the contract between the applicant and the charge point operator to manage and operate the charge point network at the development once installation is completed. The contract must represent a reasonable, transparent and fair levying of costs to the charge point users and outline as a minimum the key items listed under contract details below. As SEAI and the applicant are fully paying for the capital element of the project, the charge point operator must not include any capital element (other than provision for repair and maintenance) in the list of costs.
- i) Technical drawings/schematics detailing layout of the final installation including cable lengths, civil work types (soil, concrete, tarmac, etc), ducting and cabling cross-section, identifying number and location of parking spaces which will be EV ready and number of parking spaces which will have chargers installed.
- j) Scope changes must be advised as soon as they become reasonably apparent. They will only be accepted if approved in writing by SEAI in advance of the payment request. Such changes must be reflected on as-built drawings submitted at payment stage.
- k) Other information as becomes evident in the development and implementation of the project.

Charge point operator contract details must include at a minimum:

1. A template of costs (which will be provided in the payment request form) to capture the costs to residents for joining and using the charging network. This allows SEAI to compare costs with standard domestic customers who use their own electrical supply to charge their EV.
2. All costs detailed to the users of the charge points.
3. The duration of the agreement.
4. Penalty terms.
5. The services provided including maintenance and warranties.
6. Arrangements for emergency, customer account and repair service queries.
7. Any financial arrangements between the charge point operator and the applicant.
8. Given that SEAI will be paying for a significant portion of the cost of this infrastructure with no capital investment expected from the charge point operator, any unreasonable costs or arrangements in the charge point service agreement will be challenged to ensure that the residents receive the best financial terms. An estimate of these costs must be presented in the application form, and these will be checked against those outlined in the final contract agreement presented at payment stage for any significant or unjustifiable deviations.

Payment procedure – project cancelled

If the project is cancelled for any reason, you must not proceed with any capital works. Contact SEAI for any clarifications immediately. Submit a report summarising the findings with evidence as to why the decision is taken to cancel the project. Only technical design fees, survey fees, drawing fees etc will be considered up to a maximum value of €3,000 applied at exVAT or incVAT level depending on VAT recovery status. No support for capital costs incurred will be provided.

4. During the project

Regular Payment Assessment Checks and Site Visits

Where payment requests are submitted at milestone or final payment stage, SEAI will check for evidence of completeness. We may arrange site visits before or after payment to investigate the quality of the work, the operational performance of system, the billing systems and residents' satisfaction.

Inspection process

In addition to this, SEAI performs a series of independent checks across all of SEAI's grant programmes. If your project is selected for desktop audit or site inspection either at interim milestone payment phase or final payment phase, the following section outlines what to expect and what assistance and responses will be required from you.

Desktop audit

A desktop audit is the review of uploaded documents, certificates and photographic evidence that work has been completed. It is important that you gather this information and upload it to an SEAI SharePoint folder (access details will be provided in advance) prior to confirming the project is complete.

Desktop audits help SEAI determine if grants can be validly paid. Projects may be selected at random or based on any other risk-based criteria. Desktop audits may also be selected in circumstances where it is not possible to complete a physical inspection.

Desktop audits do not include a physical inspection of the works, however, a physical inspection may take place as a result of the findings of a desktop audit.

Inspection process

Projects will be selected for visual inspection using a risk-based approach. You must provide access to SEAI inspectors within seven days of being contacted to arrange an inspection.

Inspections will be undertaken during normal working hours. You will be required to provide the inspector(s) with a safe working environment and suitable access to the project area. You or your representative should have all necessary documentation and technical knowledge of the project to hand. You may also be asked to retrieve equipment in areas that are difficult to access, in order to verify compliance with quality and safety standards.

Inspection Results:

Following the inspection, the inspector will send a written report detailing the results.

Where works have been installed in accordance with the agreed scope, relevant standards and all relevant sign-off documentation is available, the inspection will be recorded as a "Pass" and the project will proceed to financial and payment checks.

Re-works

Where non-compliant works are identified, SEAI will require that re-works are carried out. A declaration of re-works must be submitted within 14 days of the date of the inspection report and evidence of completion should be submitted with these including photos, reports and certificates.

If satisfactory evidence of quality and safety standards is not available, SEAI may, at its discretion, reduce the grant amount proportionally.

Poor inspection results may result in additional inspections being conducted and re-inspection of remedial works for non-compliance. Excessive additional inspections arising from persistent poor quality may be chargeable.

Where evidence is found that works were completed after the project completion deadline these works will be deemed ineligible for grant funding.

Payments between 50% and 70% of the total grant award must be supported by inspection results with a low level of non-compliances. Final payments will only be made when all inspections have been completed and all outstanding re-works addressed and documentation received.

Appeals to Inspection Results

Inspection results may be appealed by emailing the re-works appeal form to appeals@seai.ie.

Appeals must be received in writing within 14 days of the date of your inspection results notification. Your appeal must include any evidence to dispute the inspection findings and any mitigating factors that may have affected the outcome of the inspection. It is essential that your appeal is supported by appropriate documentation such as photos, certification and other relevant information.

Further details on inspections can be found in the Guide to Inspections, available on the SEAI website.

5. Terms and Conditions

The EV Apartment Charging Scheme (the “Scheme”) is funded by SEAI through the Department of Transport. The funding for the Scheme is limited and all applications are subject to the following conditions:

1. The Terms and Conditions are those published on the SEAI website on the date of issue of the Letter of Offer. However, SEAI may, if required by law or otherwise and without incurring any liability, vary, revise or supplement the Terms and Conditions of the Scheme after the Applicant’s submission of an application and these revised or supplemented Terms and Conditions (as published on the SEAI website) will apply to the application unless the Applicant chooses to withdraw its application or withdraw from the contract. The Applicant must monitor SEAI’s website in order to learn of any such changes to the Terms and Conditions.
2. Qualifying Multi-Unit Developments (MUD) include developments with 2 or more units that share facilities, amenities, and services and where shared or private parking is available, but which do not have dedicated private off-street parking provided within the curtilage of the individual properties. This includes developments formed of apartments, houses, or a mixture of both.
3. Excluded developments: New Build or Buildings undergoing Major Renovations as defined by regulation “S.I. No. 393/2021 - European Union (Energy Performance of Buildings) Regulations 2021”. Note it is now mandatory for such residential buildings with 10 or more parking spaces to include EV infrastructure elements for all spaces therefore they are not entitled to apply for support under this scheme.
4. The eligible list of applicants includes: Owners’ Management Companies (OMCs), Local Authorities, Approved Housing Bodies, Private Landlords and Build to Rent Companies. Applicants who do not fall under this category but still meet the required criteria of a Multi-Unit Development (MUD) property as defined above can make a submission to EVChargers@seai.ie with a request to be considered.
5. **Funding for this project will be rejected should eligible expenditure be incurred prior to grant approval or following grant expiry.**
6. Applications will only be accepted from eligible applicants via the EV Apartment Charging Application Form.
7. The applicant must only use a charge point operator (CPO) listed on SEAI’s list of registered charge point operators and available on SEAI’s website when submitting an Application Form.
8. The applicant must ensure that they have full permissions and rights to carry out the works required by this installation.
9. The Applicant acknowledges that the timing of payment to approved grantees is subject to the funding allocated by the Government to the programme in a particular calendar year in accordance with public financial procedures. **Where fund is exhausted in a particular calendar year, payment to remaining applicants will be deferred until such time as further funds become available.** Deferred payments will receive priority, if and when those funds become available.
10. VAT is not an eligible project cost unless the Applicant can provide a letter from Revenue stating that they do not have VAT recovery in relation to the project.
11. The Applicant and SEAI are of the view that there is no supply of goods or services between them and therefore there is no VAT chargeable to SEAI by the Applicant in relation to payment of the grant. In the event that the Revenue Commissioners determine that, in their view, VAT is chargeable then the grant payment shall be regarded as inclusive of any VAT charge.
12. Eligible costs are determined from an assessment of the costs submitted in the application form which are then limited with reference to the maximum amounts defined in the Application Guide. The total eligible installation costs which will be used as the basis for the calculation of grant aid will either exclude or include the value of Value Added Tax. If the applicant can provide evidence from the Revenue Commissioners that are not permitted to recover VAT then the eligible costs value will include the VAT amount. Otherwise eligible costs and subsequent grant payments will be made with VAT costs excluded.
13. Grant aid is available for up to 90% of the total approved eligible installation costs for Approved Housing Bodies or Local Authority applicants. Grant aid is available for up to 80% of the total approved eligible installation costs for Owners’ Management Companies and up to 60% for Build to Rent. The grant aid value is set at the lesser of this value or the maximum grant level available. The maximum grant level available is set at the lesser of €5,000 per dwelling unit or €100,000. In any case, the total grant award for any development shall not exceed a value of €100,000. In addition to this, the grant aid provided to any EV Charging Units individually will be limited to the lesser of 100% of the cost of the unit or €600 per unit applied with respect to the approved eligible cost for the Charging Unit.
14. Grant aid is available for any of the following items: electrical infrastructure, cabling, labour, construction, electrical connection, project management, design and installation of chargers.
15. All charge points must comply with the following technical standards and directives:
 - 93/465/EEC – CE Mark

- I.S. EN IEC 62196 – Plugs, Socket-outlets, Vehicle Connectors and Vehicle Inlets - Conductive Charging Of Electric Vehicles
 - I.S. EN IEC 61439 – Low-voltage switchgear and control gear assemblies
 - I.S. EN IEC 61851 - Conductive Charging
 - Directive 2014/30/EU – Electromagnetic Compatibility (EMC) Directive
 - Directive 2012/19/EU – Waste Electrical and Electronic Equipment (WEEE)
 - Directive 2011/65/EU – Hazardous substances in electrical and electronic equipment
16. Public Bodies must install equipment which complies with the Triple E Register. In addition, the installation and configuration of the EV charging network and associated components must comply with the following:
 - a. Planning and Development Act, 2000, as amended and associated regulations
 - b. ESB Distribution Code Version 2.0 October 2007 or later.
 - c. The latest National Rules for Electrical Installations (currently SI 10101: 2020).
 - d. A dynamic load management capability must be installed for every ESB Metered Connection used to charge EVs
 - e. All applicable Health & Safety Regulations
 17. Additional Standards will be notified as the Scheme develops
 18. A dedicated clearly marked parking space must be associated with each parking spaced serviced (or intended to be serviced at some later date) by the local charging network cable. In the case of a shared charging point, adequate EV markings must be provided at that parking space.
 19. Each Charge Point must be accessible and operational 24 hours per day for resident users of the charging network and contact details must be provided to the user in case assistance is required.
 20. Ensure that each Charge Point and associated control and electrical equipment is fitted and operating with electrical demand management capabilities.
 21. The applicant must provide information to the residents on how to join the EV charging network and present clear and transparent information on fees and costs associated with using the charging network.
 22. All details regarding payment arrangements between the applicant and the charge point operator must be shared with SEAI. These include details around electricity unit costs, levies, operating costs and any other types of fee. At the time of application review, SEAI reserves the right to challenge what appears to SEAI to be unreasonable costs or arrangements in this service agreement. At application stage, an estimate of the annual operating cost likely to be paid by a residential user of the network must be presented. The value presented will form part of SEAI's assessment of the application. This indicated fee may be checked later against the final contracted price agreed between the applicant and charge point operator and must be consistent with the submission at application stage.
 23. Claim for payment must be made on an official Payment Request Form as attached with the Letter of Offer pack. This Form must be fully completed and returned to SEAI with all of the applicable support documents as outlined on the Payment Request Form.
 24. Payments are only made by electronic fund transfer into the Irish bank account nominated on the Payment Request Form.
 25. SEAI or its agents reserves the right to conduct audits on any grants or conduct site inspections to installations in receipt of an EV Apartment Charging grant to satisfy itself that the grant can be validly paid in line with these terms and conditions either prior to making a payment in respect of any claim or following a payment in respect of any claim. Failure to accommodate such visits will result in either complete revocation of the Grant or clawback of the Grant.
 26. All works must be completed and a valid claim for payment received by SEAI within **12 months** of the date of the Letter of Offer.
 27. Full responsibility for the design and information presented in the application form and supporting documentation submitted rests with the applicant concerned. SEAI or their agents shall not accept any responsibility for errors or omissions contained in applications for grant aid or any required supporting documentation.
 28. It is the responsibility of the Applicant to familiarise themselves with the scheme Terms and Conditions, the specifications, and any amendments thereof and the consequences for breaches of the scheme.
 29. SEAI has the right to revoke funds where there are issues with project delivery e.g. quality, safety, timelines, completion and incorrect products.
 30. All electrical work must be undertaken by a fully qualified and authorised electrician who is registered with Safe Electric Ireland.
 31. Upon completion of an installation, a Safe Electric Ireland Certificate Number 1 or 3 as appropriate complete with Test Certificate must be provided for each installation. This information will be transmitted to Safe Electric for validation. Failure to meet Safe Electric's requirements for validation will result in the complete revocation of the Grant and clawback of any Grant payments already made.

32. SEAI accepts no liability or responsibility, whether for breach of contract, negligence or otherwise, in respect of any direct or indirect loss, expense, dispute, claim, proceedings or cause of action arising out of, or in relation to, any product (or its suitability), any materials (or their suitability), equipment (or its suitability), work, system, service, specification, standard, installation or the qualification or performance of the Contractor in respect of which a Grant Offer has issued, or grant approval or payment was given by SEAI. No undertaking, guarantee, assurance or other warranty, express or implied, is given by SEAI, or any of its agents or servants, in respect of the design, cost, quality, efficiency and /or benefit of any work, equipment, materials, product, service or installation provided under the Scheme.
33. In the event of any breach of the Scheme Terms and Conditions, the specifications and any amendments thereof by the Applicant, and where the Applicant has received payment pursuant to the Scheme, SEAI shall, amongst its remedies against the Applicant, be entitled to demand the complete repayment of and fully clawback the Grant. The Applicant agrees to comply with any such demand within one month of the date of the letter from SEAI containing such demand.
34. The Applicant shall follow the SEAI complaints procedure in relation to any disputes between the Applicant and SEAI concerning any matter in connection with the Scheme.
35. Any false, fictitious or fraudulent statements or claims knowingly made on grant applications, or supporting documentation, submitted in respect of previous grant applications / claims or otherwise made to SEAI, its authorised officers, or Inspector, or any breach of these Terms and Conditions of the Scheme may result in current and future applications being deemed ineligible by SEAI. In respect of applications where the Applicant has already received payment pursuant to the Scheme, Clause 30 shall also apply.
36. The Applicant acknowledges that SEAI is subject to the requirements of the Freedom of Information Act 2014, as amended ("FOIA"). SEAI undertakes to use its best endeavours to hold confidential any information provided by the applicant subject to its obligations under law, including the FOIA. Should the applicant wish that any of the information supplied by him/ her should not be disclosed because of its sensitivity, he/ she should, when providing the information, identify the same and specify the reasons for its sensitivity. SEAI will consult with the applicant about such information before making a decision on any Freedom of Information request received.
37. Any personal information which an Applicant volunteers to SEAI will be treated with the highest standards of security and confidentiality, strictly in accordance with the Data Protection Acts, 1988 to 2018, as re-enacted, amended or replaced from time to time, and pursuant to the General Data Protection Regulation (meaning Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC) and any related legislation. SEAI, as data controller, and its agents, will store such information on its database and fully respect the confidentiality of the data provided. The information provided by applicants will be used for evaluation purposes and to facilitate the administration of the Grant process. This may require that data be supplied to and discussed, in confidence, with any person or organisation appointed by SEAI to assist in assessing or monitoring this application. These persons will be subject to the same requirements for data protection and confidentiality. The Applicant's signature on the Application Form is treated as confirmation that SEAI and its agents may use the information thus supplied for the aforementioned purposes
38. The Applicant understands that all of the data collected in the administration of the Scheme will be aggregated by SEAI as a means of analysing the overall Scheme effectiveness e.g. in terms of cumulative achievements, market trends, and/ or environmental impacts. The disclosure of this data will not involve the release of any personal data.
39. The general location and charge point power data may be used by SEAI or its agents to assess the impact of multiple EVs charging in the given area on the local electricity system and the development of future methods. SEAI may assess this data directly or share this data with third parties for analysis purposes.
40. SEAI may contact the Applicant occasionally to gather opinions on grant scheme, electric vehicles, pricing, siting, usage or charging infrastructure related matters.
41. The contract between the applicant and the charge point operator must include clauses which will allow SEAI to collect ad-hoc data about charging use for statistical analysis purposes and to improve the grant programme. In particular, diversity and utilisation factors linked to the number of EVs on a given scheme will be of interest.

Version Control

Version	Date	Author	Comments
01	21/07/2022	Graham Brennan	Final

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