

# The Support Scheme for Renewable Heat

## Grant Scheme Operating Rules and Guidelines

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# Grant Scheme Operating Rules and Guidelines

## Support Scheme for Renewable Heat

### 1. What is the Support Scheme for Renewable Heat?

1.1 The Support Scheme for Renewable Heat is a Government-funded initiative designed to increase the energy generated from renewable sources in the heat sector, thereby reducing greenhouse gas emissions and contributing to meeting Ireland's 2020 renewable energy targets. The Scheme aims to:

1.1.1 bridge the gap between the installation and operating costs of renewable heating systems and the conventional fossil fuel alternatives; and

1.1.2 incentivise the development and supply of renewable heat.

1.2 The Scheme will support renewable heat in the following two ways:

#### 1.2.1 a grant

A grant to support investment in renewable heating systems that use the following technologies:

1.2.1.1 air source heat pumps;

1.2.1.2 ground source heat pumps; and

1.2.1.3 water source heat pumps.

The Grant will provide funding of up to 40% of eligible costs of the renewable heating systems, to successful applicants. The support rate (% grant) will be linked to the design efficiency of the heat pump heating system as measured by the Seasonal Coefficient of Performance (SCOP) for buildings or the Coefficient of Performance (COP) for industry, up to a maximum of 40%.

In addition, grant aid is available for approved energy efficiency support measures up to a maximum of 30%.

#### 1.2.2 on-going operational support (a tariff)

On-going operational support (a tariff) based on useable heat output in renewable heating systems in new installations or installations that currently use a fossil fuel heating system and convert to using the following technologies:

1.2.2.1 biomass boiler or biomass HE CHP heating systems; and

1.2.2.2 biogas (anaerobic digestion) boiler or biogas HE CHP heating systems.

The Tariff will be made available to successful applicants for a period of up to 15 years.

It is anticipated that the ongoing operational support component of the Scheme will open for applications in late 2018 / early 2019. The launch of the ongoing operational support side of the Scheme is subject to State Aid approval from the European Commission.

**Please note:** these Grant Scheme Operating Rules and Guidelines relate solely to the grant component of the Scheme. A separate set of operating rules and guidelines will apply to the tariff. The operating rules and guidelines in respect of the tariff are published on the SEAI website.

### 2. SEAI

2.1 The Sustainable Energy Authority of Ireland has been appointed by the Department as the administrator of the Support Scheme for Renewable Heat.

2.2 SEAI has developed a number of documents to allow applicants to understand how the Grant Scheme will operate. A list of these documents, which are available on the SEAI website, is contained in the table below:

Grant Scheme Document	Description of Document
<b>Grant Scheme Operating Rules and Guidelines</b>	This document sets out the grant process, the eligibility criteria for participating in the Grant Scheme and the operating rules in respect of the Grant Scheme.
<b>Online Application Form</b>	The application form for the Grant Scheme is on-line on the SEAI website. Applicants will need to complete the on-line application form and submit it via the online portal on the SEAI website in order to commence the application process. A duly completed online application, <b>at a minimum</b> , should include the application form, suitable declarations, and the Design Report
<b>Guide to Completing the Application Form</b>	This document is a guide to assist applicants to complete the Application Form. It also provides a list of documentation/information that each applicant will need to have to hand in order to complete the Application Form
<b>Design report (produced by the design engineer)</b>	The Application process requires each applicant to submit a Design Report as an attachment to the on-line application form prepared by a competent person and containing technical information in respect of their Project.
<b>Design Report Guidance (Grant scheme)</b>	This document is a guide to assist competent persons to complete the Design Report and it outlines the requirements for an acceptable Design Report.
<b>Completion Report and Declaration of Completion by the Design Engineer</b>	The Completion Report is required when the approved project is installed, tested and commissioned. It forms part of the Declaration of Completion by the design engineer which is a prerequisite to the Governance Review and Inspection Stage.
<b>Declaration of Completion by the installer</b>	This document is designed to certify to SEAI that works have been completed, to collect data and to aid the applicant during the period of installation, commissioning, start-up and completion, of equipment for which an application has been approved and a Letter of Offer has been issued. The declaration needs to be completed including meter labels and first meter readings, all to be signed and verified by the installer.
<b>Terms and Conditions</b>	This terms and conditions set out the terms and conditions by which each applicant agrees to be bound. The current set of terms and conditions for the Grant Scheme is contained in Annex 1 of these Grant Scheme Operating Rules and Guidelines
<b>Privacy Policy</b>	This document discloses the ways SEAI gathers, uses, discloses, and manages applicant's and Nominated Project Contact's personal data

### 3. Terms of Reference

Capitalised words used in these Grant Scheme Operating Rules and Guidelines shall have the meaning given to them in the Annex 2 to this document, unless the context otherwise admits.

### 4. Grant Scheme Overview

4.1 There are a number of different stages in the grant process, a high-level overview of each step is contained below:

#### 4.2 Application Stage – submission of application

4.2.1 The first stage of the grant process commences when an applicant submits their duly completed Application Form and the required documentation, via the online portal, to SEAI. SEAI will review the Application Form and the associated documents for each project to determine if a project is an Eligible Project.

4.2.2 The Application Form and a guide to completing the Application Form are contained in the SSRH page on SEAI website.

4.2.3 Further detail in respect of the Application Stage is contained below in section 18.

4.2.4 Nominated Project Contact

An applicant may appoint an external Nominated Project Contact to co-ordinate their project and deal with SEAI on their behalf in the Application Form, by ticking the box on the Application Form, nominating the Nominated Project Contact and providing their contact details. Applicants may choose to appoint an engineer/project manager to be their Nominated Project Contact, if they require professional assistance completing the Online Application Form. The Nominated Project Contact will be copied on all correspondence up to the Offer Stage. A Nominated Project Contact may be removed by notice in writing or by emailing [ssrh@seai.ie](mailto:ssrh@seai.ie).

#### 4.3 Evaluation Stage

At this stage, SEAI will evaluate the Online Application submitted by or for and on behalf of the applicant. SEAI will issue a letter to ineligible applicants setting out the basis on which their application is being rejected. SEAI will not identify whether or not a project is eligible to receive grant funding until the Offer Stage.

#### 4.4 Offer Stage

4.4.1 If SEAI is satisfied that a project is eligible to receive grant funding under the Grant Scheme, SEAI will issue a Letter of Offer to the applicant. Each applicant shall have 14 working days to accept the Letter of Offer. Acceptance of the Letter of Offer is given by signing the Letter of Offer and returning it to SEAI.

4.4.2 Payment of the grant to an Eligible Applicant will be subject to the terms and conditions set out in the Letter of Offer.

#### 4.5 Payment Request Stage

When the applicant has completed their project and the Heating System has been commissioned, the applicant will submit its request for payment of the grant to SEAI together with the documentation required by SEAI at the Payment Stage.

#### 4.6 Inspection Stage

4.6.1 Once SEAI has received a request for payment of a grant and received all of the required documentation, SEAI will arrange for projects to be inspected. An inspection can take the form of a desktop inspection, where the documentation submitted is reviewed, or a site inspection, which comprises of a site inspection and a desktop inspection. Projects will be selected for site inspection on a risk-based approach, in advance of payment of the grant.

4.6.2 Applicants that pass the inspection stage will proceed to the Payment Stage.

4.6.3 If a project does not pass inspection, SEAI may require that the applicant arrange for re-works to be carried out and/or refuse to pay the grant to an applicant.

4.6.4 SEAI may also re-inspect, to determine if re-works have been carried out. Failure to pass a post-payment inspection, may result in clawback of all or part of the grant paid by SEAI.

## 4.7 Payment Stage

- 4.7.1 Applicants will only progress to the Payment Stage if they have fully complied with these Grant Scheme Operating Rules and Guidelines, the Terms and Conditions, the Letter of Offer and their project has passed inspection.

## 4.8 Post-Payment

- 4.8.1 Each applicant will have ongoing obligations to SEAI, following commissioning of the heat pump and the payment of the Grant, which may be subject to inspection.

- 4.8.2 There are two steps involved in the Post-Payment Stage of the Grant Scheme:

### 4.8.2.1 Measurement and Reporting Obligations

SEAI will monitor the performance of the Heating System for a period of five years from the date of payment of the grant, to monitor the performance of the Grant Scheme. SEAI will require that applicants measure (1) the electricity being used by the heat pump to generate heat, (2) the Eligible Heat being generated by the heat pump and (3) the heat generated by the heat pump returning to the heat pump after a heating cycle (to determine the heat used in a heating cycle).

### 4.8.2.2 Post-Payment Inspections

SEAI will carry out post-payment desk and/or site inspections to satisfy itself that selected projects have been carried out in accordance with the Grant Scheme Rules. Eligible Projects may be selected for inspection on a random or targeted basis.

## 5. Grant – Eligibility Criteria

- 5.1 In order to be eligible to receive the Grant, an applicant must satisfy SEAI that:

- 5.1.1 the applicant is an **Eligible Applicant** (see section 6);
- 5.1.2 the installation is an **Eligible Installation** (see section 7);
- 5.1.3 the Eligible Installation is installed in line with **Installation Standards** (see section 8);
- 5.1.4 the Eligible Installation will be affixed with **Appropriate Metering Equipment** (see section 9);
- 5.1.5 the Eligible Heat is used in an **Eligible Building** (see section 10) for heating **Eligible Space(s)** (see section 11);
- 5.1.6 the heat produced is **Eligible Heat** (see section 12); and
- 5.1.7 the Eligible Installation and the Heat System passes the **Energy Efficiency Evaluation** (see section 13).

- 5.2 Each of the eligibility criterion are expanded on further in these Grant Scheme Operating Rules and Guidelines. Failure to fully satisfy any of the eligibility criteria will result in an application being rejected by SEAI.

## 6. Eligible Applicant

- 6.1 In order to be an **Eligible Applicant**, an applicant must:

- 6.1.1 be the owner of the heat pump at the date of payment of the Grant by SEAI; **AND**
- 6.1.2 be solvent at the Application Stage and the Payment Stage; **AND**
- 6.1.3 be tax compliant at the Payment Stage; **AND**
- 6.1.4 be a national of an EU Member State or a state belonging to the European Economic Area; **OR**
- 6.1.5 be a body corporate/undertaking established under and subject to the law of a Member State or a state belonging to the European Economic Area and having its principal place of business in a Member State or a state belonging to the European Economic Area; **AND**

- 6.1.6 have an Establishment or Branch in the State at the time that the Application is submitted and at the time of payment of the Grant; **AND**
  - 6.1.7 not be in receipt of grant funding in respect of their project from any other source; **AND**
  - 6.1.8 not be participating in the REFIT Scheme or have received funding under the REFIT Scheme.
- 6.2 If an applicant ceases to be an Eligible Applicant prior to the payment of the Grant, SEAI may refuse to pay the Grant to the applicant or seek to recover some or all of the Grant from the applicant.

## 6.1 Ownership of Heat Pump

The applicant must be the legal and beneficial owner of the heat pump at the time that the Grant is paid to the applicant. The Letter of Offer issued to successful applicants will stipulate that applicants must own and operate the heat pump for a period of 5 years from the date of payment of the Grant.

## 6.2 Solvency

- 6.2.1 State Aid rules prohibit a grant being advanced to an 'undertaking in difficulty' within the meaning of Article 2(18) of GBER<sup>1</sup>. The current definition of 'undertaking in difficulty' for State Aid purposes is contained at footnote 1. In addition to the State Aid requirements, SEAI requires that all applicants are solvent at the Application Stage and at the Payment Stage.
- 6.2.2 In order to be eligible for the grant, each applicant will be required to submit a duly completed declaration of solvency to SEAI with the Online Application, to confirm that they are solvent.

## 6.3 Tax Compliance

Each applicant must be tax compliant at the Payment Stage. At the Payment Request Stage, each applicant will submit a tax reference number to SEAI. SEAI will check each applicant's tax status with the Irish Revenue Commissioners prior to processing payment. Only applicants that are tax compliant at the Payment Stage will receive payment of the grant.

## 6.4 Incentive Effect

- 6.4.1 Large Enterprises have to satisfy SEAI that their Project satisfies the incentive effect requirement under State Aid rules (GBER).
- 6.4.2 In order to be eligible for the grant, Large Enterprises will be required to submit a duly completed Declaration of Incentive Effect, which requires each Large Enterprise to demonstrate to the satisfaction of SEAI that there is:
  - 6.4.2.1 a material increase in the scope of the project/activity due to the aid;
  - 6.4.2.2 a material increase in the total amount spent by the beneficiary on the project/activity due to the aid; or
  - 6.4.2.3 a material increase in the speed of completion of the project/activity concerned;
- 6.4.3 The explanation offered by each applicant will be reviewed by SEAI to determine if the Large Enterprise has satisfied the incentive effect criteria for Large Enterprises set out in GBER.

## 6.5 Establishment of Applicant

- 6.4.1 To be eligible to participate in the Scheme, each applicant is required to be:

<sup>1</sup> 'undertaking in difficulty' means an undertaking in respect of which at least one of the following circumstances occurs:

(a) In the case of a limited liability company (other than an SME that has been in existence for less than three years or, for the purposes of eligibility for risk finance aid, an SME within 7 years from its first commercial sale that qualifies for risk finance investments following due diligence by the selected financial intermediary), where more than half of its subscribed share capital has disappeared as a result of accumulated losses. This is the case when deduction of accumulated losses from reserves (and all other elements generally considered as part of the own funds of the company) leads to a negative cumulative amount that exceeds half of the subscribed share capital. For the purposes of this provision, 'limited liability company' refers in particular to the types of company mentioned in Annex I of Directive 2013/34/EU (4) and 'share capital' includes, where relevant, any share premium.

(b) In the case of a company where at least some members have unlimited liability for the debt of the company (other than an SME that has been in existence for less than three years or, for the purposes of eligibility for risk finance aid, an SME within 7 years from its first commercial sale that qualifies for risk finance investments following due diligence by the selected financial intermediary), where more than half of its capital as shown in the company accounts has disappeared as a result of accumulated losses. For the purposes of this provision, 'a company where at least some members have unlimited liability for the debt of the company' refers in particular to the types of company mentioned in Annex II of Directive 2013/34/EU.

(c) Where the undertaking is subject to collective insolvency proceedings or fulfils the criteria under its domestic law for being placed in collective insolvency proceedings at the request of its creditors.

(d) Where the undertaking has received rescue aid and has not yet reimbursed the loan or terminated the guarantee, or has received restructuring aid and is still subject to a restructuring plan.

(e) In the case of an undertaking that is not an SME, where, for the past two years:

- (1) the undertaking's book debt to equity ratio has been greater than 7,5 and
- (2) the undertaking's EBITDA interest coverage ratio has been below 1,0.

6.4.1.1 a national of an EU Member State or a state belonging to the European Economic Area; or

6.4.1.2 a body corporate/undertaking established under and subject to the law of a Member State or a state belonging to the European Economic Area and having its principal place of business in a Member State or a state belonging to the European Economic Area,

having an Establishment or Branch in the State at the time the Application is made and at the time of payment of the grant.

6.4.2 Each non-national applicant will be required to submit a declaration to SEAI confirming the establishment of the applicant, that the applicant has a Branch/ Establishment in the State at the Application Stage and at the Payment Stage.

6.4.3 Each applicant must have an Irish bank account, in order for payment of the Grant to be processed.

## 6.5 No Other Sources of Funding

6.5.1 In order to be eligible to participate in the Grant Scheme, an applicant must not be in receipt of funding from any national, international or EU funding source in respect of the heat pump, its installation and associated costs, maintenance of the heat pump and/or the heat output from the heat pump.

6.5.2 Each applicant will be required to submit a Declaration of Funding in the form prescribed by SEAI to explain how the applicant is funding the proposed project and to confirm that the applicant has not and will not receive any grant funding in respect of the project, other than under the Grant Scheme.

6.5.3 This requirement does not prohibit an applicant from obtaining bank funding or other non-grant related sources of funding in respect of a project.

## 6.6 Refit/RESS Scheme

In the event that an applicant is participating in, or has received funding under, any of the REFIT/RESS Schemes run by the Department for the Eligible Installation, he/she/it shall not be eligible to participate in the Scheme.

## 7. Eligible installation

7.1 Heat pumps and Related Ancillary Equipment, and Related Energy Efficiency Measures that meet the criteria set out in this section will qualify as an Eligible Installation for the purpose of the Scheme.

7.2 **"Related Ancillary Equipment"** means equipment that is ancillary to the heat pump and a necessary extra investment cost, required for the purpose of installing the heat pump and for the purpose of running the Heating System, in the context of the Project.

7.3 **"Related Energy Efficiency Measures"** means building or process energy efficiency measures (such as building fabric, heat recovery, ventilation and airtightness) that are proposed to be installed with the heat pump to ensure its efficient operation. Such measures must reduce heat demand downstream of the heat pump, or be required to ensure that the heat pump can be appropriately integrated into the building or facility for optimum efficient operation.

7.4 Every heat pump and each component of the Related Ancillary Equipment and , and Related Energy Efficiency Measures must:

7.4.1 be a brand-new piece of equipment;

7.4.2 be purchased and installed after the applicant has received a Letter of Offer from SEAI;

7.4.3 represent value for money in the market at the time the installation in purchased,

7.4.4 Related Energy Efficiency Measures must be designed and certified in accordance with [SEAI's Design Standards and Certification for Non Domestic Measures 2022](#) (or most recent version) . Applicants may propose such measures in the Design Report. SEAI will have sole discretion in determining the eligibility of such measures and will seek independent external evaluation to make this determination where SEAI deems this necessary.

AND each heat pump:

- 7.4.5 must be affixed with Appropriate Metering Equipment;
  - 7.4.6 must have obtained a CE Marking, in accordance with the Eco-Design Regulations for Space Heaters and Combined Heaters (where applicable);
  - 7.4.7 must not use air as a transfer medium for heat;
  - 7.4.8 with a heat output of under 45kWth, must comply with MIS 3005, which provides guidance for sizing heat pumps;
  - 7.4.9 with a heat output in excess of 45kWth, must comply with CIBSE Guide B and BISRA Building Applications Guide BG 7/2009, which provides guidance for sizing heat pumps; and
  - 7.4.10 in the case of a heat pump that heats water, the heat pump must be capable of supplying hot water at 55°C and the supplementary hot water heater shall provide stored hot water at 60°C and prevent the growth of legionella, in order to qualify as an Eligible Installation.
- 7.5 Heat pumps which extract heat from exhaust air, may be considered eligible where the design can demonstrate best use of the available waste stream.
- 7.6 More detail in terms of eligibility of heat pump and the points listed above is contained below.

## 7.7 Heat Output

7.7.1 The heat measuring equipment should measure:

- 7.7.1.1 the electricity used by the heat pump to generate heat;
- 7.7.1.2 the heat input from the heat pump to the Heating System;
- 7.7.1.3 the Eligible Heat used in the Heating System;

7.7.2 If heat is coming from a separate source into the heating system, it will be necessary to meter the heat input from that source and the heat used in the heating system from that energy source separately to ensure that only Eligible Heat is measured. It may be necessary to install a number of heat and electricity meters to ensure that the heat pump is appropriately metered.

## 7.8 CE Marking

Each heat pump and the manufactured components of the Heating System must have obtained a CE Marking.

## 7.9 SCOP/COP

The grant support rate will be linked to the heat pump seasonal co-efficient of performance (see table below) for buildings or co-efficient of performance for industry, calculated in accordance with European Standard EN 14825 (2016) where applicable, or equivalent. The SCOP/COP will be the design SCOP/COP for the system, considering the normal expected service requirements, and must be measurable in the transfer medium of the system.

SCOP (buildings), COP (industry)	Maximum grant rate (percentage)		
	"Low temperature". Including space/water heating in buildings. <95° C.	Medium temperature industry. 95-120° C	High temperature. >120°
1	0	10	20
1.5	10	20	25
2	20	25	30
2.5	25	30	35
3	30	35	40
3.5	35	40	40
4	40	40	40
6	0	0	0

If an applicant is installing Related Energy Efficiency Measures, SEAI will fund up to 30% of the cost of these measures. 1.1 Such



measures must reduce heat demand downstream of the heat pump, or be required to ensure that the heat pump can be appropriately integrated into the building or facility for optimum efficient operation. Applicants may propose such measures in the Design Report. SEAI will have sole discretion in determining the eligibility of such measures and will seek independent external evaluation to make this determination where SEAI deems this necessary.

### 7.10 Transfer Medium

A heat pump may utilise energy stored in the form of outdoor air, beneath the ground or in surface water, **provided** the heat is subsequently transferred by liquid. Heat pumps that use air as a transfer medium from energy stored in the form of outdoor air, beneath the ground or in surface water will not be eligible.

### 7.11 Hydro Flouora Carbons (HFCs)

SEAI recommend that, to the extent possible, HFCs are avoided in heat pumps. The HFC Regulation instigates the phasing out of HFCs. If HFCs are used, all refrigerant handling operations on heat pump equipment containing HFC refrigerants must be carried out by suitably trained technicians holding an F-Gas handling certificate and working for an F-Gas certificated company. In addition, applicants with heat pumps using HFCs, must comply with the service and maintenance requirements, including mandatory leak checks on all heat pump equipment above certain size thresholds, in accordance with Article 4 of the HFC Regulation.

## 8. Installation Standards

8.1 In order to meet installation standards required by SEAI, each applicant must procure that, at a minimum:

- 8.1.1 the applicant has engaged a Qualified Contractor to, at all times, supervise and carry out the installation of the Eligible Installation;
  - 8.1.2 all works carried out in connection with the installation of the Eligible Installation are carried out in accordance with the manufacturer's specifications relating to installation and use;
  - 8.1.3 all works carried out in connection with the installation of the Eligible Installation are carried out in accordance with the relevant regulations and all applicable laws;
  - 8.1.4 each heat pump, external fan and heat pump compressor is located in a Suitable Location;
  - 8.1.5 a Registered Electrical Contractor signs off on the electrical installation of the heat pump and provides a Completion Certificate in respect of the Heating System;
  - 8.1.6 in the case of bespoke heat pumps or bespoke heating systems, all works carried out in connection with the installation of the Eligible Installation be signed-off on by a Competent Design Engineer in the form of Design Declaration prescribed by SEAI;
  - 8.1.7 the location of external fans and heat pump compressors are compliant with relevant planning regulations, chosen to avoid nuisance to sleeping areas and neighbours and as per manufacturer's guidance;
  - 8.1.8 the heat pump, external fans and the heat pump compressors are located in a place or places that allow the system to be safely maintained. Measures must be taken to minimise the transmission of vibrations in accordance with the manufacturer's installation instructions;
  - 8.1.9 each application shall procure that they obtain a warranty for a minimum period of two years from (1) the manufacturer of the Heat Pump; and/or (2) in the case of a bespoke Heating System, from a Competent Design Engineer; and
  - 8.1.10 any code of practice SEAI may publish setting out installation standards for the Grant Scheme.
- 8.2 An F-Gas Installer is required to carry out and certify heat pump systems installations involving refrigerant pipework and charging as per F-Gas Regulations.
- 8.3 In the event of a conflict arising between any of the items listed above, the applicant must ensure that they take all necessary technical advice from appropriately qualified personnel to come up with a solution to the conflict. The conflict and the proposed solution must be notified in writing to SEAI promptly and in advance of the applicant carrying out any works. The notification must explain the issue and the proposed solution with sufficient detail to allow SEAI to understand (1) the conflict (2) the proposed solution and (3) any consequences and risks arising from the proposed solution. SEAI may request further information from any such applicant or their advisers. SEAI may impose additional eligibility criteria or require additional documentation to be produced by the applicant, in advance of any payment being made.

### 8.4 Qualified Contractor

8.4.1 The term **Qualified Contractor** means a person holding one of the following qualifications:

- 8.4.1.1 Fetac/QOI level 6 Advance Craft in Plumbing, including a module on minor electrical works; and
- 8.4.1.2 certificate of competence from the specific manufacturer of the heat pumps installed, based on an adequate training programme; or
- 8.4.1.3 Fetac/QOI Level 6 Heat Pumps Systems (Course Code C30263) and, where relevant, Domestic Heat Pump Installation (Code 700606).

## 8.5 Manufacturer Specifications

8.5.1 All Eligible Installations must be installed in accordance with the specifications, regulations and requirements identified by the manufacturer in respect of the Eligible Installation.

8.5.2 Applicants should ensure that measures are taken to minimise the transmission of vibrations in accordance with the manufacturer's installation instructions.

## 8.6 Applicable Regulations

8.6.1 All Eligible Installations and Related Ancillary Equipment must be installed in accordance with the applicable laws, including but not limited to planning and building laws and regulations.

8.6.2 All licences, authorisations, approvals, consents, permits and permissions required by law in connection with the installation of the Heating System, must be obtained by the applicant.

8.6.3 Applicants should ensure that measures are taken to minimise the transmission of vibrations in accordance with manufacturer's installation instructions.

## 8.7 Suitable Location

8.7.1 Each heat pump, external fans and heat pump compressor must be located in a Suitable Location. For the purpose of this document, "**Suitable Location**" means a location that:

- 8.7.1.1 is compliant with relevant planning regulations;
- 8.7.1.2 is chosen to avoid nuisance to sleeping areas and neighbours;
- 8.7.1.3 accords with manufacturer's guidance; and
- 8.7.1.4 allows the Heating System to be safely maintained.

## 8.8 Registered Electrical Contractor

The term **Registered Electrical Contractor** means a person who is registered on the Register of Electrical Contractors of Ireland and who, at the time of carrying out and completing the works is Fully Insured. A list of registered electrical contractors is contained at <https://safeelectric.ie/>.

## 8.6 Bespoke Installations

8.6.1 Bespoke heating pumps and/or bespoke Heating Systems will be assessed by SEAI on a case by case basis. SEAI will require bespoke heating pumps and/or bespoke Heating Systems to:

- 8.6.1.1 comply with any installation standards prescribed by SEAI in respect of any such installation; and
- 8.6.1.2 the design, installation and commissioning of such bespoke heat pump or heating system to be supervised, inspected and signed-off on by a Competent Design Engineer in a Design Declaration, the form of which will be prescribed by SEAI.

8.6.2 The term **Competent Design Engineer** means a person holding one of the following qualifications: M&E (Mechanical and Electrical) Engineer or Building Services Engineer, and who is at the time of carrying out and completing the works holds a level 8 degree, is Fully Insured and is registered with a Reputed Engineering Body.

8.6.3 The term **Reputed Engineering Body** means Engineers Ireland, the Chartered Institution of Building Services Engineers

(CIBSE) or an equivalent organisation or body recognised by SEAI.

8.6.4 The Competent Design Engineer will need to complete and submit a Design Declaration in the form prescribed by SEAI, prior to SEAI processing an applicant's payment request, in the case of a bespoke heat pump design or a bespoke heating system.

## 8.7. F Gas Installer

8.7.1 An F-Gas Installer is required to carry out and certify heat pump installations involving refrigerant pipework and charging as per F-Gas Regulations.

8.7.2 The term **F-Gas Installer** means a person who has obtained an F-Gas Certificate from an EU Member State issued by the relevant certification body appointed by that Member State pursuant to the F-Gas Regulations, who, at the time of carrying out the works and completing the works, is Fully Insured.

8.7.3 The Department of Environment, Heritage and Local Government have designated F-Gas Registration Ltd as the entity that can issue stationary equipment qualification company certificates in the Republic of Ireland.

8.7.4 A list of registered F-Gas certified and F-Gas registered installers is available at <https://www.fgasregistration.ie/>.

## 8.8 Manufacturer / Competent Design Engineer Warranty

Each applicant shall procure that they obtain, at a minimum, a warranty from (1) the manufacturer of the Heat Pump; and (2) in the case of a bespoke Heating System, the Competent Design Engineer, warranting that the heat pump and/or Heating System (as the case may be) will continue to be fit for purpose for a period of two years from the Commissioning Date of the heat pump and/or Heating System (as the case may be) on market terms. Such warranty must include an undertaking to repair and replace the Heat Pump or Heating System in the event of the warranty being breached, on market terms.

## 8.9 Code of Practice

All applicants will be required to ensure that any Eligible Installation is installed in accordance with any code of practice published by SEAI in respect Grant Scheme, heat pumps or Heating systems related to heat pumps.

## 9. Appropriate Metering Equipment

9.1 Appropriate Metering Equipment must be installed to measure the output of the Heat Pump and the Eligible Heat used in the Heating System.

9.2 "Appropriate Metering Equipment" means metering equipment that:

9.2.1 is permanent, fixed and tamper-proof;

9.2.2 measures heat output from the Heat Pump;

9.2.3 measures the electricity used by the Heat Pump to generate heat;

9.2.4 measures Eligible Heat use in Heating System;

9.2.5 complies with Measuring Instrument Legislation and is certified to accuracy Class 2; and

9.2.6 has been correctly installed, commissioned, calibrated and maintained by the applicant,

in order to measure and monitor Eligible Heat use.

9.3 Where a separate heat source (such as a fossil-fuel backed heat source) is present or connected to the Heat System, it will need to be metered separately and must not contribute towards the heat generation meter readings attributable to Eligible Heat.

9.4 It may be necessary to install multiple meters in order to satisfy the requirement that Appropriate Metering Equipment is in place.

9.5 As part of the Technical Assessment, SEAI will review if the metering approach and associated equipment proposed by the applicant qualifies as Appropriate Metering Equipment. SEAI will assess whether or not the Appropriate Metering Equipment criteria have been satisfied on a case by case basis.

- 9.6 Eligible Applicants must ensure that documentation demonstrating ongoing compliance with the Appropriate Metering Requirement (including maintenance and calibration records and meter readings) is maintained and available for inspection by SEAI.
- 9.7 Compliance with the Appropriate Metering Equipment requirement will be reviewed as part of the SEAI's inspection process. SEAI will access and use the relevant meter data to evaluate ongoing performance of the Grant Scheme and to monitor compliance with the Grant Scheme Rules.

## 9.8 Heat Meters

SEAI will publish a guidance note with a list of recommended measurement devices. Heat will be measured in kilowatt hours of thermal equivalent. SEAI will set a minimum reporting interval requirement in the guidance note on metering for the Grant Scheme.

## 9.9 Electricity Meters

SEAI will publish a guidance note with a list of recommended measurement devices. Electrical input into the heat pump will be measured in kilowatt hours. SEAI will set a minimum reporting interval requirement in the guidance note on metering for the Grant Scheme.

# 10. Eligible Building

10.1 In order to qualify as an Eligible Building, the building or structure in question must be:

- 10.1.1 a Building (as described below);
- 10.1.2 located in the State on a permanent basis; and
- 10.1.3 must contain an Eligible Space (described below).

10.2 Some buildings or projects may not be eligible to receive funding even though they meet the criteria set out above and expanded on below. A list of Ineligible Buildings are contained below.

## 10.3 Building

10.3.1 The term "**Building**" means, "**any permanent or long-lasting building or structure** of whatever kind and whether fixed or moveable which, except for doors and windows, is **wholly enclosed** on all sides with a roof or ceiling and walls".

10.3.2 The definition has two main components:

### 10.3.2.1 "Permanent or long-lasting building or structure"

SEAI consider that tents, polytunnels and similar structures which are erected on a temporary basis are not eligible because they do not meet the "permanent or long-lasting building or structure" test. However, moveable buildings or structures which are constructed with a view to having a long period of use such as portacabins, static caravans, greenhouses and shipping containers could be regarded as 'permanent or long-lasting' provided they are capable of and expected to remain in the same location for a sufficiently long period of time.

### 10.3.2.2 "wholly enclosed"

SEAI will take a practical view as to whether or not a building is "wholly enclosed on all sides with a roof or ceiling and walls" or not. The existence of openings in walls, ceilings or roofs such as vents, flues, air intakes, shall not result in a building ceasing to be "wholly enclosed", provided that the number of openings are small in size and number relative to the area of the wall, ceiling or roof.

A structure erected outdoors that is itself 'wholly enclosed on all sides with a roof or ceiling and walls' such as distillation columns and silos would be eligible.

Open structures such as uncovered tanks, reservoirs and channels are excluded from the definition of 'Building'. Structures with open sides (such as barns, smoking areas, covered terraces etc.) and with retractable roofs are ineligible.

## 10.4 Energy Efficiency of Buildings

- 10.4.1 Buildings which achieve the 2008 U-values<sup>1</sup> offer a level of consumer protection and assurance that the heat demand can be met by the heat pump, and the running costs will not be excessive. Therefore, an application where the building is aligned with the 2008 TGD Part L Building Regulations for New Buildings in terms of major elemental U-values, will be deemed optimum in terms of heat pump design.
- 10.4.2 SEAI recommends that all buildings, at a minimum, comply with the minimum U-values for buildings set out in Part L of the 2008 Building Regulations for the optimum installation of heat pump systems. The Non-Domestic Energy Assessment Procedure (NEAP) is the methodology for demonstrating compliance with specific aspects of Part L of the Building Regulations, including calculating the Renewable Energy Ratio for the actual building and reporting the result on the compliance output report for comparison against a minimum required value.
- 10.4.3 Applicants demonstrating eligibility based on U-values, for buildings not built according to the 2008 TGD part L standards or higher, are required to provide SEAI with a BER Certificate and Advisory Report in respect of each Building that they are claiming is an Eligible Building for the purposes of the Scheme, following submission of their application. The BER Certificate and Advisory Report should be accompanied with a table outlining the elemental U-values for the building.
- 10.4.4 As a minimum, the design of heat pumps for buildings must demonstrate a Balanced Cost Design where the balance of the capital cost and practicality of the fabric upgrade versus the running costs of the heat pump is considered if the building does not meet the 2008 TGD Part L building regs average U-value for New Buildings or if the baseline heat energy use exceeds suitable benchmarks.
- 10.4.5 To demonstrate a Balanced Cost Design each applicant must outline the investment costs and operating costs of a full upgrade to 2008 U-values, versus the investment cost and operating costs of the proposed design within the Design Report. This is to ensure that applicants demonstrate an understanding of the investments and operating costs of both a “fabric first” retrofit versus the proposed solution.
- 10.4.6 **Exception to Minimum U-value Requirement or Balanced Cost Design**

The requirement for BER certification to demonstrate compliance with the minimum U-values required above or a Balanced Cost Design may be waived by SEAI where SEAI are satisfied that the proposed design is technically viable and suitable for the needs of the building or process. This could include in circumstances where applicants demonstrate the following to the satisfaction of SEAI

- process heating where fabric or make-up of the Building does not have an impact on the heat use in the relevant Heating System;

**AND**

- the heat use is in line with industry specific benchmarks. More information on what SEAI will regard as an acceptable benchmark is contained in the section 13.3 of these Grant Scheme Operating Rules and Guidelines.

**OR**

- specific projects utilising high temperature heat pumps or bivalent heat pump systems where the building envelope does not impact the effective performance of the heating system.

**OR**

- Applicants that have received EXEED Certification may not be required to satisfy this minimum U-values requirement, if they can demonstrate that the building has been built to a higher specification than the 2008 Building Regulations.

## 10.5 Ineligible Buildings

- 10.5.1 The following types of buildings will **not** qualify as Eligible Buildings under the Scheme:

- 10.5.1.1 existing buildings/structures which require the Eligible Installation and/or Related Ancillary Equipment in order to comply with the requirements set out in the Building Regulations; and

<sup>1</sup> This refers to the Maximum Area Weighted Average Elemental U-Values in **TGD Part L: Conservation of Fuel and Energy - Buildings Other Than Dwellings (2008)**

- 10.5.1.2 new buildings/structures which require the Eligible Installation and/or Related Ancillary Equipment in order to comply with the requirements set out in the Current Building Regulations.
- 10.4.2 Renewable heat generated in order to meet the minimum renewable energy compliance levels required, such as obligations under the Building Regulations, will not be eligible for grant support. However, useful heat produced over and above the regulatory requirement may be eligible for support.
- 10.4.3 Applicants should ensure that their building or structure meets all of the criteria set out under heading Eligible Buildings in this document.

**Please note:** The final decision as to whether or not a /structure building qualifies as an Eligible Building rests with SEAI.

## 11. Eligible Space

11.1 In order to qualify as an Eligible Space, a space must not be a single domestic residence; and must be one of the following categories of space (as defined within the Building Regulations):

- 11.1.1 institutional residential (group 2a);
- 11.1.2 other residential (group 2b);
- 11.1.3 offices (group 3);
- 11.1.4 shops (group 4a);
- 11.1.5 shopping centres (group 4b);
- 11.1.6 some assembly and recreation buildings (group 5);
- 11.1.7 industrial buildings (group 6); and
- 11.1.8 storage buildings (group 7a).

11.2 A number of domestic residences, which form part of a District Heating Scheme, may qualify as an Eligible Space.

11.3 The term **District Heating Scheme** means a system consisting of a central heat source with an Eligible Heat capacity of 70kW or higher and a network of at least two different final users operating with heat consumption meters at each point of delivery or the heat exchanger. The heating system must distribute thermal energy in the form of steam, hot water or other liquid heat medium, from a central source of production through a network to multiple buildings or sites, for the use of space, water or process heating. All users must have a commercial (consumption based payment) contract with the heat producer.

11.4 **Please note:** SEAI will assess each District Heating Scheme on a case by case basis. SEAI may impose additional requirements to those set out in the Grant Scheme Rules on District Heating Scheme projects and require further information from applicants applying in respect of a District Heating Scheme project.

## 12. Eligible Heat

12.1 To qualify as Eligible Heat for the purpose of the Grant Scheme, heat must be **Useful Heat** that is used for an **Eligible Purpose**.

### 12.2 Useful Heat

12.2.1 In order to qualify as Useful Heat, heat must:

- 12.2.1.1 be generated by an Eligible Installation owned by an Eligible Applicant;
- 12.2.1.2 be used for heating an Eligible Space or Eligible Spaces in an Eligible Building or Eligible Buildings; and
- 12.2.1.3 meet an Economically Justifiable Heat Demand.

12.3 **Economically Justifiable Heat Demand** means heat demand that would need to be supplied by other fossil fuel heat sources under market conditions, if not for the provision of the Grant.

### 12.4 Eligible Purpose(s)

12.4.1 In order for Useful Heat to be used for an Eligible Purpose. One or a combination of the heat sources listed below will qualify as an Eligible Purpose(s).

- 12.4.2 Given that the motivation for the Scheme is to promote renewable heat, SEAI encourages each applicant to ensure that if they are installing a heat pump, the heat pump is used for as many eligible processes as possible.

#### 12.4.2.1 Heating Space

Space heating is the energy needed to meet the energy demand associated with a typical use of the building calculated using the NEAP methodology (NEAP: Non-domestic Energy Assessment Procedure, published by SEAI). In order to be regarded as 'heating space' for the purposes of the Scheme, the activity in each space or zone in the building must be selected from the list of activities as defined in the NEAP Activity Database, available at <https://www.seai.ie/energy-in-business/ber-assessor-support/neaap/>.

#### 12.4.2 Heating Water

Heating water will qualify as an eligible purpose if the water being heated is used within a commercial, agricultural, public sector or industrial building or district heating scheme in an Eligible Building.

#### 12.4.3 Process Heat

Process heat in the form of hot water for processes such as industrial cooking, pasteurisation, chemical manufacture and agriculture in an Eligible Building will qualify as an eligible purpose.

### 12.5 Ineligible Purpose(s)

- 12.5.1 The following purposes will not be eligible under the Scheme:

- 12.5.1.1 heating for the use of single domestic dwellings whether associated with another commercial heat use or not (e.g. single domestic dwellings connected to an office, shop, farm or other heat use are not eligible);
- 12.5.1.2 direct heating of external surfaces;
- 12.5.1.3 heating of open or partially open external spaces, e.g. recreational facility, partially enclosed work area or swimming pools;
- 12.5.1.4 swimming pools in single domestic dwellings;
- 12.5.1.5 drying digestate from an AD plant;
- 12.5.1.6 wood fuel drying;
- 12.5.1.7 the generation of electricity;
- 12.5.1.8 pasteurisation purposes in AD plants; or
- 12.5.1.9 other purposes determined by SEAI to be ineligible on the basis of the ethos of the Grant Scheme. For instance any purpose, which does not promote renewable heat or uses excessive or unnecessary amounts of heat may not be regarded as an Eligible Purpose, despite the fact they have not been included in this list.

- 12.5.2 SEAI will have the final say as regards whether or not a purpose is an Eligible Purpose for the purpose of the Grant Scheme.

## 13. Energy Efficiency Criteria

- 13.1 One of the main aims behind the Scheme is to incentivise the use of renewable heat. Each project will be evaluated on its merits, to determine if the project meets the energy efficiency criteria expected by SEAI.

- 13.2 Each applicant must satisfy SEAI that:

- 13.2.1 the proposed Heat Pump and Related Ancillary Equipment has been sized and designed correctly;
- 13.2.2 the Heating System will be installed and commissioned correctly; and
- 13.2.3 the Heating System will be operated correctly.

The Design Report must demonstrate the energy efficiency of each Project, under the three headings detailed further below; (i) Anticipated Heat Energy requirement and Profile and (ii) Energy Management and (iii) Energy Efficiency Evaluation.

### 13.3 Anticipated Heat Energy requirement and profile

- 13.3.1 The applicant must demonstrate to SEAI's satisfaction the anticipated Eligible heat output required in the Eligible Heating System. For replacement heat sources, this will be based on previous heat use. For new heating systems, the energy performance will be calculated based on the anticipated output required in the heating system.
- 13.3.2 The purpose of the Energy Profile is to ascertain:
- 13.3.2.1 the applicant's entire fuel consumption;
  - 13.3.2.2 the efficiency of the current/proposed equipment;
  - 13.3.2.3 the applicant's total heat energy consumption in MWh per year; and
  - 13.3.2.4 the applicant's Eligible Heat consumption in MWh per year.
- 13.3.3 As outlined above, SEAI will monitor the performance of each Heating System using Appropriate Metering Equipment.

### 13.4 Energy Management

- 13.4.1 Each applicant must demonstrate that they will implement an appropriate heat energy management plan, which details the following in respect of their proposed project:
- 13.4.1.1 Metering plan; and
  - 13.4.1.2 ongoing energy efficiency monitoring and, where applicable, improvement targets.
- 13.4.2 Each heat energy measurement plan will be assessed by SEAI on a case by case basis. Each applicant must satisfy the SEAI that an appropriate heat energy management process will be put in place.

### 13.5 Energy Efficiency Evaluation

- 13.5.1 Under the heading energy efficiency, SEAI asks a number of questions in order to obtain the following information from each applicant:
- 13.5.1.1 **an energy balance study** for the proposed project, giving all electrical input and heat output values
  - 13.5.1.2 **for an industry specific benchmark for heat use in their sector.** If there is no industry specific Benchmark available, each applicant will have to prove that their heat use is reasonable by reference to the closest equivalent Benchmark, supported by heat-energy calculations and all in the context of economic need and energy efficiency. If a suitable Benchmark is not available in respect of Space Heating, SEAI may, at its discretion, determine that a Benchmark is not required.

## 14. Level of grant funding that can be applied for

The level of grant funding that an applicant can claim will depend on the design efficiency of the eligible heating system measured by SCOP/ COP, as per section 7.9. SEAI may only award grant funding in accordance with State Aid rules.

### 14.1 Replacement Installation for a Pre-Existing Heat Demand

- 14.1.1 If an applicant is installing a heat pump to replace an existing and operational fossil-fuel heat source, SEAI will fund up to 40% of the cost of the heat pump and the Related Ancillary Equipment as outlined in section 15 (Eligible Costs) below.
- 14.1.2 If an applicant is installing Related Energy Efficiency Measures, SEAI will fund up to 30% of the cost of these measures.
- 14.1.3 The level of grant funding that an applicant can claim in respect of Ancillary Related Equipment will depend on how the type of heating system is being installed. Only equipment that is ancillary to and required to ensure the proper functioning of the heat pump will be eligible for grant funding.
- 14.1.4 By way of example, if an existing fossil-fuel heat source is being replaced with a heat pump costing €30,000 and a new set



of radiators are also being installed to accompany the heat pump, the radiators would only be eligible for grant funding if the existing radiators could not be retained and used as part of the Heating System.

14.2 The level of grant funding that an applicant can claim in respect of Related Energy Efficiency Measures will depend on if the applicant has demonstrated if such measures will reduce heat demand downstream of the heat pump, or are required to ensure that the heat pump can be appropriately integrated into the building or facility for optimum efficient operation. Applicants may propose such measures in the Design Report. SEAI will have sole discretion in determining the eligibility of such measures and will seek independent external evaluation to make this determination where SEAI deems this necessary.

### 14.3 New Heat Demand

- 14.3.1 If an applicant is installing a heat pump to meet a new heat demand, SEAI will only fund up to 40% of the difference between a Non-Renewable Alternative (i.e. a fossil-fuel heat source of equivalent heat output capacity) and the heat pump and Related Ancillary Equipment.
- 14.3.2 Each applicant installing a heat pump to meet a new heat demand should obtain and retain on a file a quote for a Non-Renewable Alternative. This will allow the applicant to show the difference in cost between the Non-Renewable Alternative and the heat pump. SEAI may seek a copy of this quote from the applicant at any stage of the grant process. The cost of the Non-Renewable Alternative, based on the quote, must be inserted in the Online Application.
- 14.3.3 The level of grant funding that an applicant can claim for Related Ancillary Equipment in the case of a new heat source, will again depend on the type of equipment required. Only equipment that is ancillary to and required to ensure the proper functioning of the heat pump over the cost of the equipment that would be required for a non-renewable alternative will be eligible for grant funding.

## 15. Eligible Costs

15.1 In order to qualify as an Eligible Cost, the cost in question must:

- 15.1.1 have been **incurred after the date of the Letter of Offer** has been issued to the applicant by SEAI;
  - 15.1.2 be **directly linked to the investment in or the installation of the heat pump** and the Related Ancillary Works under the Scheme;
  - 15.1.3 be **the extra investment costs** necessary to install the heat pump and the heating system (including Related Ancillary Equipment and Related Energy Efficiency Measures);
  - 15.1.4 be attributable to **equipment, external labour or project management costs**, as described below;
  - 15.1.5 **not be incurred for satisfying any existing statutory or regulatory obligation** independent of the project;
  - 15.1.6 **not be incurred in connection with a separate or distinct project**; and
  - 15.1.7 **achieve value for money** in the market at the time the goods and services are obtained; and
  - 15.1.8 **incentivise the applicant** to install the heat pump (i.e. the availability of the Grant must be the reason the Eligible Installation is being installed), in order to show incentive effect for the purposes of State Aid and demonstrate that the costs incurred achieve value for money in the market place.
- 15.2 **Please note:** SEAI will assess costings provided by each applicant to determine the extra investment costs necessary to carry out the project and only portion of the costs over and above the base cost of the Non-Renewable Alternative will be eligible for funding.

### 15.2 Categories of Eligible Costs

15.2.1 The Grant Scheme will fund three categories of costs, provided they satisfy the criteria laid out above in section 15.1:

#### 15.2.2.1 Equipment

Detail on the amount of funding that an applicant may be awarded in grant funding under this heading is detailed in section 14 above. Examples of equipment that may be eligible for funding include the heat pump, ground loop (where required), heat emitters (where required), piping (where required), fitting and fixtures (where required).

Related Energy Efficiency Measures equipment may include insulation measures, glazing, airtightness measures,

heat recovery or other measures to ensure optimum operation of the heat pump. Such measures must reduce heat demand downstream of the heat pump, or be required to ensure that the heat pump can be appropriately integrated into the building or facility for optimum efficient operation. Applicants may propose such measures in the Design Report. SEAI will have sole discretion in determining the eligibility of such measures and will seek independent external evaluation to make this determination where SEAI deems this necessary.

#### 15.2.2.2 External Labour

This refers to the cost of external labour incurred by the applicant in installing the heat pump and the Related Ancillary Works. Only labour costs incurred by a third party will be considered by SEAI, under this category. The applicant's internal labour costs will not be eligible.

#### 15.2.2.3 External Project Management

External project management costs of up to 7% of the actual equipment and external labour costs incurred by the applicant up to but not exceeding the total amount awarded for equipment and external labour costs in the Letter of Offer may be eligible for funding under the Grant Scheme.

15.2.3 The amount of the External Project Management fee will be reduced on a pro-rata basis if the actual costs incurred and claimed that qualify as Eligible Costs are reduced.

15.2.4 **Please note:** if the equipment and/or external labour costs awarded or claimed are less than those requested or eligible, the amount payable to an applicant will reduce proportionately. For instance, if a grant applicant applied for €10,000 for the equipment and external labour costs and the percentage of external management fee eligible for grant funding in the Letter of Offer was 6% and the applicant actually incurred Eligible Costs of €8,000, the project management fee would be reduced proportionately. The applicant would receive 6% of €8,000, rather than 6% of €10,000 as originally envisaged.

15.2.5 To allow for an applicant to submit other types of costs to SEAI for their consideration the Application Form contains a category entitled 'Other'. An applicant may include other costs here, for SEAI's consideration. However, the likelihood is that, if costs do not fall within the three headings listed above, they will not qualify as eligible costs.

15.2.6 **Please note:** each category of Eligible Costs is distinct and separate. In the event that there is an overspend on one category of Eligible Costs and an underspend on one of the other categories of Eligible Costs one cannot be off-set against the other. By way of example, if SEAI offers to grant fund €10,000 each for equipment and external labour costs and the applicant actually incurs equipment costs of €12,000 and external labour costs of €8,000, the total Eligible Costs payable shall be €18,000.

### 15.3 Is VAT an Eligible Cost?

VAT will only be deemed to be an eligible cost in circumstances where it cannot be reclaimed. Where an applicant is seeking to include VAT as an eligible cost, the applicant will need to produce a letter from the Revenue Commissioners stating that the applicant is not entitled to recover VAT on each type of cost the applicant is seeking to recover VAT on. The letter from the Revenue Commissioners in this regard must be produced at the Payment Request Stage of the grant and must be dated within six months of the date of the application for payment.

### 15.4 Ineligible costs

Costs other than those outlined above will not be Eligible Costs. The table below shows a list of costs that will not qualify as Eligible Costs. The list is not exhaustive.

Type of cost	Description
Unrelated costs	Any costs not directly related to the investment in or the installation of the heat pump and the Related Ancillary Works, or related energy efficiency measures, under the Scheme.
Pre-project costs	Any costs that pre-date Letter of Offer will not be grant funded. This includes the pre-application BER Certificate and Advisory Report required to be submitted as part of the application and any pre-Letter of Offer design costs.
Application costs Internal staff costs	The cost of preparing and submitting an application is not eligible for payment Internal staff costs are not eligible for payment.

<b>Ongoing monitoring costs</b>	Ongoing monitoring costs, except those required for the annual M&V report, are not eligible for payment.
<b>Crossover Baseline costs</b>	The cost of any measures that have previously received any type of grant funding. The cost of bringing an Eligible Building and/or an Eligible Space up to the standards required by legislation for such a facility are not eligible for payment.
<b>Corrections</b>	The cost of remedying defective works and installations undertaken previously by others (e.g. geothermal remedial works, solar remedial works) are not eligible for payment.
<b>Unexpected un-commissioned equipment /costs</b>	Any costs that have not been included in the Application Form or that are incurred in respect of project that is not completed, will be considered ineligible for grant support.
<b>Unfinished works</b>	Work that has not been completed or is not 'fit for use' by the programme deadline will not be eligible for any or part grant support.
<b>Domestic works</b>	Any works carried out a domestic building, other than in connection with a District Heating Scheme.
<b>Servicing</b>	Any works carried out in connection with servicing the heat pump and/or the heating system post-commissioning of the heat pump will not be eligible.
<b>Maintenance</b>	Any works carried out in connection with maintaining the heat pump and/or the heating system will not be eligible.

## 15.5 SEAI shall determine what qualifies as an Eligible Cost

- 15.5.1 The final decision with regard to whether a cost qualifies as an Eligible Cost or not rests with SEAI. The maximum amount of Eligible Costs that SEAI is willing to fund, subject to the terms and conditions of the Letter of Offer, will be set out in the Letter of Offer.
- 15.5.2 **Please note:** while SEAI will make the final decision with regard to what qualifies as an Eligible Cost, it does not have discretion to permit provide grant funding for all costs. The rules around Eligible Costs set out in this section are driven by State Aid rules and SEAI's requirements as a funding body. For this reason, SEAI strongly recommends that if an applicant is not sure whether a cost qualifies as an Eligible Cost, the applicant should engage directly with SEAI, in advance of incurring the cost. The Letter of Offer will contain a list of Eligible Costs approved by SEAI.

## 15.6 Value for Money – Tender / Quotes

- 15.6.1 While the main purpose of this Grant Scheme is to promote renewable heat sources, SEAI is obliged to ensure that any grant funds paid to an applicant achieves value for money. SEAI may employ benchmark costs for various measures, or external independent reports to validate that the project is value for money in terms of the investment aid provided by SEAI.
- 15.6.2 SEAI will not advance grant funding to purchase the most expensive/high-spec heat pump or related measures on the market, if a cheaper, equally functional alternative is available. SEAI will query any costs claimed that do not match market prices at the time. If an applicant is seeking grant funding for a higher specification of heat pump than appears to SEAI to be required, it will need to satisfy SEAI that there is a justifiable reason for doing so.
- 15.6.3 Public bodies must comply with public procurement rules. SEAI also require that all private sector and charitable applicants adhere to procurement rules to demonstrate that they have followed competitive tendering process.
- 15.6.4 SEAI reserves the right to seek evidence from an application to demonstrate that a competitive process has been carried out. This will include seeking evidence that three quotes have been obtained in respect of each cost, or evidence that a tender process has been complied with. Applicants conducting tenders should ensure that an open and transparent tender process has been engaged by the applicant.
- 15.6.5 An applicant will not proceed to the Letter of Offer Stage until SEAI is satisfied that the appropriate market rates have been achieved.
- 15.6.6 **Please note:** while every effort will be made to issue contracts on a timely basis, SEAI takes no responsibility for any delays which may arise due to delays in finalising specifications or costs with the grantee. The time within which the applicant is required to complete the project and claim payment from SEAI will not be extended in such circumstances.

## 15.7 Important Notes

- 15.7.1 All information provided in respect of Eligible Costs must be clear, specific and contemporary.
- 15.7.1.1 three quotes or evidence that an applicant has undergone a tender process in respect of Eligible Costs may be requested by SEAI at any stage.
  - 15.7.1.2 where SEAI has specified eligibility criteria, these criteria are minimum standards required for the purpose of the Grant and determining what costs qualify as Eligible Costs in line with State Aid rules. Each applicant should satisfy themselves that all appropriate and applicable advices have been sought and all appropriate standards and specifications have been satisfied.
  - 15.7.1.3 VAT can be considered as an Eligible Costs for grant application only where it cannot be reclaimed. A letter from the Revenue Commissioners will be required at the Payment Stage to confirm the VAT position of the applicant. The letter must state that the applicant is not registered for VAT and/or does not have VAT recovery status on the specific expenditure being claimed, and cannot reclaim any VAT incurred on the project costs.

## 16. Limited Grant Funding

The payment of grant funding to eligible applicants is subject to the funding allocated by Government to the Grant Scheme in a particular calendar year, in accordance with public financial procedures. Where all other conditions are met, payment will be made on a first come, first served basis. Where funding is exhausted in a particular calendar year, payment to remaining applicants will be deferred until such time as further funds may become available. Deferred payments will receive priority if and when those funds become available.

## 17. Application stage – application

- 17.1 As mentioned above, the Application Stage is the first stage in the grant process. Links to the Application Form and the Guide to completing the Application Form can be found on the SSRH webpage on the SEAI website.
- 17.2 Once the Application Form has been submitted to SEAI, each application will receive an automated e-mail acknowledging that the form has been submitted. The e-mail will also request that certain documentation be submitted to SEAI within 10 working days of the submission of the application.
- 17.3 A list of the documentation that SEAI will require is listed below:

No.	Document name	Document description
1	<b>Declaration of Solvency</b>	Each applicant will be required to complete and deliver a declaration of solvency in the form prescribed by SEAI to SEAI. The Declaration of Solvency should be signed by the applicant or CFO (chief financial officer) of the applicant.
2	<b>Declaration of Funding</b>	Each applicant complete and deliver a declaration of funding in the form prescribed by SEAI to SEAI. The Declaration of Funding should be signed by the applicant or the CFO (chief financial officer) of the applicant.
3	<b>Declaration of Establishment</b>	Each applicant complete and deliver a declaration to confirm that it has an establishment or branch in the State, in the form prescribed by SEAI to SEAI. This Declaration of Establishment should be signed by the applicant or CFO (chief financial officer) of the applicant.
4	<b>Eligible Building Declaration</b>	Each applicant must submit a declaration to SEAI to confirm that the Eligible Building and is not used for domestic purposes. This Declaration should be completed by the applicant or CFO (chief financial officer) of the applicant.
5	<b>Letter of Authorisation</b>	This letter is required if a nominated contact, rather than the applicant himself/herself/itself, is submitting the Technical Assessment. In this letter the applicant will need to authorise the nominated contact to submit the application

6	<b>Labelled Block Diagram with basic flow directions</b>	Each applicant must submit a labelled diagram of their Heating System or proposed Heating System. The diagram should identify (1) each heat source connected to the heating system, (2) the heat pump and Related Ancillary Equipment for which grant funding is sought, (3) each Eligible Building and Eligible Space (4) the metering equipment; and (5) any other information required to give a full understanding of the Eligible installation and heat use.
7	<b>BER Certificate and Advisory Report</b>	<p>Each applicant must submit a BER Certificate and Advisory Report for each Eligible Building.</p> <p>Alternatively, an applicant must satisfy SEAI that the Building has been built in accordance with the 2008 Building Regulations or a more recent iteration of the Building Regulations.</p> <p>Similarly, a BER Certificate and Advisory Report will not be required if an applicant can satisfy SEAI that it falls within the U-values exemption referenced in section 6 of these Grant Scheme Operating Rules and Guidelines.</p>
8	<b>Declaration of Incentive Effect</b>	This Declaration is only required from Large Enterprises. Notwithstanding this, each applicant must satisfy SEAI of the incentive effect of their Project.

17.4 SEAI will contact each applicant or their Nominated Project Contact) within eight working days of the submission of the Application Form. SEAI will advise the applicant if the Application Form is (1) considered to be a bona fide application, (2) If SEAI has further queries, (3) if the applicant is required to re-submit their Application Form or (4) if the project described is not an Eligible Project.

17.5 **Please note** the following:

- 17.5.1 the Application Form available on the website can be saved and need not be completed in one sitting. However the application is not complete until all essential information and attachments are provided by the applicant and the on-line application is successfully submitted;
- 17.5.2 the costs detailed in the Application Form by the applicant must be based on quotes obtained by the applicant in respect of each cost or be the outcome of a tender process. SEAI reserves the right to require the applicant to produce a quote for each eligible costs claimed / produce evidence that it has complied with a tender process;
- 17.5.3 in advance of submitting their Online Application , SEAI requires that each applicant has read and understood the:
  - 17.5.3.1 these Grant Scheme Operating Rules and Guidelines (including Terms and Conditions).
  - 17.5.3.2 Guide to Completing the Application Form;
  - 17.5.3.3 Online Application Form;
  - 17.5.3.4 Privacy Policy.
- 17.5.4 SEAI recommends that each applicant engages such experts 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;
- 17.5.5 SEAI recommends that each applicant reads and understands what qualifies as Eligible Costs in advance of submitting their Application Form. Details on what qualifies as Eligible Costs can be found in these Grant Scheme Operating Rules and Guidelines;
- 17.5.6 the information provided in the Application Form will be verified by the supporting documentation to be submitted to SEAI and at the Technical Assessment Stage;
- 17.5.7 if any information in respect of the project and contained in the Application Form changes, it may be necessary for the applicant to re-submit their application to SEAI;

17.5.8 SEAI will not determine if an applicant is eligible to participate in the Scheme until the Contract Stage, when a Letter of Offer is issued to an Eligible Applicant. Any works that are carried out by an applicant in advance of SEAI issuing a Letter of Offer will not be eligible for grant funding.

## 18. Application Stage – Submission of application

18.1 As mentioned above, the Application Stage is the first stage in the Grant Scheme process. Links to the Application Form and the Guide to Completing the Application Form can be found on the SEAI website.

18.2 Once the Application Form has been submitted to SEAI, each applicant will receive an automated email acknowledging that the Application Form has been submitted.

18.3 SEAI will contact each applicant within ten working days of receipt of the Application Form. SEAI will advise the applicant:

- (1) if the Application Form is considered to be a bona fide application; or
- (2) if SEAI has further queries; or
- (3) if the applicant is required to re-submit their Application Form; or
- (4) if, based on the Application Form, the Project described is not an Eligible Project and therefore the application cannot be offered support under the Grant Scheme.

18.4 The Online Application must be completed and returned to SEAI together with the rest of the documentation requested by SEAI at the Application Stage.

18.4.1 in advance of submitting the Application Form, SEAI requires each applicant to have read and understood:

18.4.1.1 the Terms and Conditions;

18.4.1.2 the Grant Scheme Operating Rules and Guidelines;

18.4.1.3 the Application Form;

18.4.1.4 the Guide to Completing the Online Application Form;

18.4.1.5 the Design Report;

18.4.1.6 the Completion report and;

18.4.1.7 the Privacy Policy.

18.5 SEAI recommends that each applicant engages such Competent Persons as may be necessary for the Project in advance of submitting the Application Form to SEAI. This will assist each applicant in completing the Application Form. The selection of Competent Persons is the choice of the applicant. SEAI will have no involvement in this process and will not be responsible for the payment of any Competent Persons engaged by the applicant.

18.6 As detailed above, SEAI will evaluate the energy efficiency of the project at the Technical Assessment Stage to determine if the project makes sense from an energy efficiency perspective. SEAI evaluates the energy efficiency of the project under the headings (i) Baseline Energy Performance, (ii) Energy Performance Improvement Actions, (iii) Energy Management and (iv) Energy Efficiency. Further details in respect of the evaluation carried out as part of the Technical Assessment is contained in the Technical Assessment Guidelines, which are available on the SEAI website.

18.7 SEAI may raise further queries with applicants at the Technical Assessment Stage.

18.8 The Technical Assessment will not be reviewed by SEAI until such time as all of the required documentation has been submitted to SEAI.

18.9 **Please note:** if the project identified in the Application Form submitted by an applicant does not match the project described in their Technical Assessment, SEAI may reject the application.

## 19. Evaluation Stage

19.1 SEAI will evaluate the Application and all supporting documentation and will endeavour to revert to an applicant within one calendar month of the date of receipt of the completed application and any necessary clarifications with a decision. Depending on the size and complexity of the Project, the time period for review of the Application Form may be extended by SEAI beyond one calendar month, and SEAI will notify the applicant accordingly. Notwithstanding, SEAI will inform the applicant of the status of an application if requested by the applicant.

19.2 SEAI may refuse applications on any one of the following basis:

- 19.2.1 if an application received by SEAI is not deemed to be a bona fide application by SEAI;
- 19.2.2 if SEAI has not been provided with sufficient information in the Online Application Form, to allow it to assess whether an applicant is eligible or not;
- 19.2.3 if any of the Eligibility Criteria set out in the Grant Scheme Operating Rules and Guidelines have not been met and/or complied with;
- 19.2.4 the applicant has provided incorrect, incomplete or misleading information to SEAI as part of the application process;
- 19.2.5 any term of the Terms and Conditions have been breached;
- 19.2.6 the application submitted by or on behalf of the applicant was not accompanied with duly completed copies of the required documentation within the timeline prescribed in the Grant Scheme Operating Rules and Guidelines;
- 19.2.7 the applicant and/or the nominated contact have not responded (or meaningfully responded) to a written communication from SEAI within 7 working days of such written correspondence being sent;
- 19.2.8 SEAI does not have sufficient funds available to fund the Grant sought in the application, based on existing commitments;
- 19.2.9 the content of the technical assessment and the application form submitted by or on behalf of the applicant are incongruent;
- 19.2.10 the applicant has failed to comply with any of the grant scheme rules or an SEAI grant agreement in the past; and/or
- 19.2.11 the applicant does not pass the Technical Assessment.

19.3 SEAI will write to the unsuccessful applicants and advise them of the basis on which they are refusing to fund their application.

19.4 SEAI will send each successful applicant a Letter of Offer to advise them that SEAI are willing to offer a grant to them on the terms set out in the Letter of Offer.

## 20. Offer stage

20.1 If an application progresses to the Offer Stage, SEAI will issue a Letter of Offer to an Eligible Applicant. The Letter of Offer will set out the terms and conditions on which the SEAI are offering the grant to the applicant. The applicant shall have 14 days to accept the Letter of Offer by it and returning it to SEAI.

20.2 Applicants will be given up to a maximum period of one calendar year from the date of the Letter of the Offer to install the installation in accordance the Grant Scheme Rules and commission the installation.

20.3 Payment of the grant to an Eligible Applicant will be subject to the terms and conditions set out in the Letter of Offer.

20.4 While the majority of inspections will take place at the Post-Payment Stage, SEAI will carry out a portion of their inspections in respect of the Grant Scheme following the acceptance of the Letter of Offer by the grantee and in advance of the Payment Stage. Projects will be selected for pre-Payment Stage inspections by SEAI on a risk-based approach.

20.5 **Please note:** until such time as the Letter of Offer is issued by SEAI, a project will not be an Eligible Project.



## 21. Payment Request Stage

21.1 After the date of commissioning of the Eligible Installation, when all of the works are complete, tested and commissioned and all necessary supporting certification is available, the grantee will notify SEAI in writing that the works have been completed and submit the following documentation to SEAI, after the date of commissioning of the Eligible Installation (“**Payment Documentation**”) to request payment of the grant:

No.	Document name	Document description
1	<b>Grant Scheme Payment Request Form</b>	The Grant Scheme Payment Request Form will be available on the SEAI website. This form will be completed and submitted post-project commissioning.
2	<b>Commissioning Certificate</b>	The commissioning certificate will be available on the SEAI website. The commissioning certificate will need to be signed by a Qualified Contractor.
3	<b>Completion Report</b>	<p>The Design Engineer will produce a Completion Report in support of the Declaration of Completion by the Design Engineer. The Design Engineer will review the completed installation in line with the Design Report submitted at the application stage.</p> <p>In preparing the Completion Report, the Design Engineer may rely on the professional opinion of others, having performed any necessary due diligence and satisfied themselves as to the accuracy of the basis of the opinion offered.</p> <p>The completion report will include:</p> <ol style="list-style-type: none"> <li>1. As built drawings and a piping and instrumentation diagram (P&amp;ID) of the heating system. A piping and instrumentation diagram is a detailed diagram which shows the piping and process equipment together with the instrumentation and control devices, including HM locations and set point testing for legionella(water only).</li> <li>2. <b>Declaration by the Design Engineer</b>, signed, and dated (see Declaration by the Designer section on the Completion Report Guidance) and</li> </ol> <p><b>Declaration of Completion by the Installer</b></p>
4	<b>Applicant’s Irish bank account details</b>	The applicant must submit their bank account details to SEAI together with documentary evidence showing their bank account details are correct. The bank account provided must be within the State.
5	<b>Letter from Revenue Commissioners regarding VAT status</b>	If applicants cannot reclaim VAT on a particular activity, they will need to produce a letter from the Irish Revenue Commissioners confirming that VAT is not reclaimable on that activity, in order for VAT to be considered by SEAI as part of the Eligible Costs
6	<b>Invoices, receipts and bank statements showing payment for each invoice</b>	Each applicant must produce an invoice, supplier receipt and their bank statement to demonstrate that they have paid for each Eligible Costs that they are claiming.
7	<b>Design Declaration</b>	Means a declaration from a Competent Design Engineer confirming that any bespoke installation is fit for purpose.
8	<b>Declaration of Solvency</b>	A declaration confirming the solvency of applicant should be provided at the Payment Request Stage.



9	<b>Declaration of Establishment</b>	A declaration confirming that the applicant is established in the State must be provided at the Payment Request Stage.
10	<b>Completion Certificate</b>	A completion certificate completed in accordance with RECI specifications is required at the Payment Request Stage. We recommend that the Registered Electrical Contractor takes into account Annex 63B where applicable, and that the MPRN is included in the completion certificate.
11	<b>F Gas Certification</b>	Proof of F Gas Certification by an F Gas Installer must be produced at the Payment Request Stage.
12	<b>Declaration of Conformity / CE stamps</b>	A declaration of conformity in respect of Eco-Design Regulations (where applicable) for Space Heaters and Combined Heaters and CE Stamps details.
13	<b>Photographic evidence of the works (jpeg format and geo-tagged)</b>	Photographic evidence of the works that are in JPEG format and geo-tagged is required at the Payment Request Stage.
14	<b>Evidence of health and safety file being handed over to the applicant</b>	Evidence that the health and safety file for the project has been handed over the applicant is required at the Payment Request Stage.
15	<b>Ground and Water collector design and installation documentation</b>	Documentation in respect of ground water design and installation is required at the Payment Request Stage.
16	<b>F-Gas Certificate</b>	F-Gas Certification is required if a heat pump has an F Gas component.
17	<b>User and Installation Manuals</b>	All user and installation manuals must be furnished to SEAI at the Payment Request Stage
18	<b>DHW and Heat Distribution Design Specifications</b>	Domestic hot water and heat distribution specifications (including detail on heat emitters and underfloor sizing is required at the Payment Request Stage.
19	<b>Tax Reference Number</b>	Each applicant must provide SEAI with its tax reference number at the Payment Request Stage.

21.2 As mentioned above, applicants will have a maximum of one calendar year from the date of the letter offer to complete their project and submit their duly completed Payment Documentation to SEAI, unless the Letter of Offer specifies otherwise.

## 22. Inspection Stage

22.1 As the administrator, SEAI is responsible for monitoring the performance of the Grant Scheme and ensuring that it operates in accordance with the Grant Scheme Rules. SEAI conducts pre-payment (and post-payment) audits and inspections to monitor the performance of all of its grant schemes.

22.2 Once the Payment Documentation has been submitted to SEAI and SEAI are satisfied that the paperwork submitted is in order, SEAI will arrange for desktop audits or site inspections to take place.

22.3 SEAI's inspection is intended to satisfy SEAI that the project has been carried out in accordance with the Grant Scheme Rules only, and that grants can be validly paid. SEAI gives no warranty, express or implied, and makes no representation in relation to the state of any Eligible Space(s), Eligible Building(s), Eligible Installation, Related Ancillary Work(s) and/or and the accuracy of any metering equipment.

22.4 An inspection report does not infer any warranty or approval by SEAI of the quality or suitability of the works undertaken by or on behalf of the applicant. The inspection report does not relieve the applicant of its obligations under the Grant Scheme nor of its contractual obligations to third parties with regards to any defects identified at the time of inspection, not identified at the time of inspection or that may arise after the inspection. SEAI accepts no liability or responsibility, whether for breach of

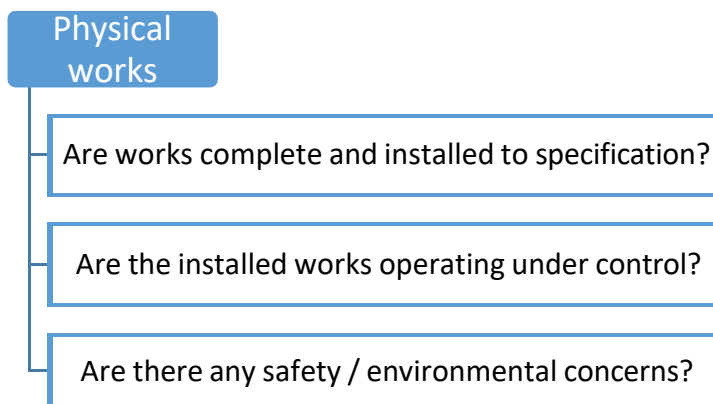
contract, negligence or otherwise, in respect of any claim or cause of action arising out of, or in relation to, any equipment, product, work, system or installation in respect of which grant approval was given by SEAI and which was inspected by SEAI.

## 22.5 Desktop audits

- 22.5.1 The purpose of the desktop audit is to undertake a remote quality assurance review in respect of selected Eligible Projects to ensure that works have been carried out in accordance with the eligibility criteria, the Grant Scheme Rules and the relevant technical standards as set out in the Grant Scheme Rules.
- 22.5.2 Documentation provided at Payment Request Stage must match the heat pump (make and model) and the Eligible Building(s) detailed in the Application Form
- 22.5.3 As part of the desktop audit process, SEAI may request additional documentation, particularly with regard to bespoke installations. The applicant shall provide all such documentation as may be reasonably requested by SEAI within seven working days of a written request sent to the applicant and/or the Nominated Project Contact from SEAI.
- 22.5.4 In cases where the documentation is not consistent with the proposed design and / or not compliant with the Grant Scheme Rules, updated documentation may be requested. Such documentation must be provided within seven working days.
- 22.5.5 The applicant is responsible for quality assurance on the project. SEAI may seek evidence of the internal quality assurance process undertaken by the applicant.
- 22.5.6 In cases where the desktop audit is a 'Pass', the application will either be moved to payment or a site inspection may be required.
- 22.5.7 In cases where the desktop review has unresolved 'non-compliances', the application will be reviewed. Where possible and reasonable, consideration will be given to re-assessing the application and potentially re-calculating the grant amount. In such cases of review, the final decision rests with SEAI. Otherwise, the application may be rejected and the grant amount not paid.

## 22.6 Site inspections

- 22.6.1 Site Inspections will be carried out on the Grant Scheme. Eligible projects will be selected by SEAI using a risk-based approach.
- 22.6.2 Site inspections are comprised of:
  - 22.6.2.1 **A physical works at site inspection** with regards physical works the inspector checks against three broad categories, listed below:



- 22.2.2.1 A desktop inspection as described above.

## 22.7 Inspections process

- 22.7.1 As soon as an inspector has been assigned to the project, they will make contact with the applicant and/or their Nominated Contact to ensure the inspections process is understood.
- 22.7.2 Applicants and/or their nominated representatives must ensure SEAI can access sites for inspection within seven business days of contact being made by the SEAI inspector.
- 22.7.3 The applicant or their nominated representative must accompany the SEAI inspector on site. Site inspections will be undertaken during normal working hours. During the inspection, the applicant or their nominated representative will be required to provide the inspector with a safe working environment and suitable access to the project area and works installed. The applicant and/or their representative must notify the inspector of site-specific potential hazards.
- 22.7.4 The applicant and/or their nominated representative may be asked to retrieve equipment in areas which are difficult to access, to verify compliance with quality and safety standards.
- 22.7.5 The applicant or their nominated representative (depending on who is present at the inspection) should:
  - 22.7.5.1 produce original versions of certification and provide full, legible copies of all such documentation to the inspector;
  - 22.7.5.2 possess a sound technical knowledge of the project; and
  - 22.7.5.3 be in a position to answer questions posed by the inspector in respect of the project.
- 22.7.6 It is not essential that the applicant is present for the inspection, but the person meeting the SEAI inspector must:
  - 22.7.6.1 be familiar with the layout of the site;
  - 22.7.6.2 notify the Inspector of any potential hazards;
  - 22.7.6.3 be familiar with details of the upgrade works;
  - 22.7.6.4 have all necessary documentation to hand e.g. certificates, specifications, commissioning certificates and CE documentation where applicable; and
  - 22.7.6.5 provide evidence of operational and maintenance documentation, where applicable.
- 22.7.7 Inspection results will be emailed to the applicant and/or their Nominated Contact within seven working days of the inspection, provided all supporting certification and documentation is available.

## 22.8 Re-works

- 22.8.1 Where works have not been installed in accordance with relevant standards, SEAI will either identify remedial works (re-works) or, in the case of significant non-compliance, seek to clawback the grant. Re-works will be assigned different severity ratings, Severity 1, Severity 2 and Severity 3.
- 22.8.2 Severity 1 is the most serious.
- 22.8.3 Further severity ratings are classified as follows:

Severity Rating	Severity 1	Severity 2	Severity 3
<b>Classification</b>	Possible health and safety risk or highly non-compliant	Potential to compromise the effectiveness of the installation	Minor issue, not best practice

<b>Rework Requirement</b>	Re-work required	Re-work required	Re-work required
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- 22.8.4 Evidence of re-works having been addressed by the applicant should then be submitted to the inspector, together with a declaration signed by the applicant or their representative, confirming that the re-works have been completed.
- 22.8.5 Where required, re-works must be completed within two weeks of the notification of the results from the first inspection, with evidence of their completion and a declaration of re-works completed submitted to the following SEAI e-mail address: [ssrhinspections@seai.ie](mailto:ssrhinspections@seai.ie).
- 22.8.6 Inspection results will be issued within seven working days of inspection. Inspection results will inform payment decisions.

## 22.9 Re-inspections

22.6.1 Where significant re-works are required, re-inspection of remedial works may be undertaken. The scheduling and arrangement of re-inspections will follow the logic outlined below.

### 22.6.2 Additional inspections

- 22.6.2.1 In unusual cases, for example in cases of a complaint or where significant non-compliances are identified towards the end of a series of related sites, post-payment inspections may take place.
- 22.6.2.2 In such cases, the inspections process identified above will apply. If the grant has already been paid and non-compliances are identified, these non-compliances will have to be rectified as outlined above.
- 22.6.2.3 If non-compliances are not rectified as outlined above, a grant refund may be sought by SEAI.
- 22.6.2.4 Excessive additional inspections arising from persistent poor quality may be chargeable.
- 22.6.2.5 If satisfactory evidence of quality and safety standards is not available, SEAI may, at its discretion, either refuse to pay the grant or clawback a proportion of the grant or the entire grant. Clawback would only take place where we have already paid and perform post works desktop audits / inspections.

### 22.6.3 Appeals

- 22.6.3.1 Inspection results can be appealed through a formal appeals process. Appeals must be received in writing within 14 days of your Inspection Results notification.
- 22.6.3.2 Inspection results and severity ratings will inform payment decisions. Poor inspection results may result in additional inspections being conducted and/or re-inspection of remedial works. SEAI may seek evidence of the quality assurance process undertaken by the applicant.

## 23. Payment Stage

Once a project has been commissioned, the Payment Documentation submitted, the applicant has passed inspection, SEAI are satisfied that the project in question complied with the Grant Scheme Rules and that the terms of the Letter of Offer have been complied with, SEAI will process payment.

## 24. Post-Payment Stage

### 24.1 Measurement and Monitoring obligations

SEAI will measure the performance of the Heating System for a period of five years from the date of payment of the grant, to monitor the performance of the Grant Scheme. SEAI will require that applicants measure (1) the electricity being used by the heat pump to generate the heat, (2) the heat being generated by the heat pump and (3) the heat returning to the heat pump after a heating cycle.

## 24.2 Post-payment inspections

SEAI will carry out post-payment desk and/or site inspections to satisfy itself that selected projects have been carried out in accordance with the Grant Scheme Rules. Eligible projects may be selected for inspection on a random or targeted basis.

## 25. SEAI / Applicant Relationship

25.1 The relationship between the SEAI and the applicant is that of grantor and grantee only.

25.2 The criteria for grant eligibility set out in the Grant Scheme Operating Rules and Guidelines are minimum requirements set by SEAI to determine whether or not it will grant fund a project. Any inspections carried out by SEAI are carried out by SEAI for its own purposes in accordance with the Grant Scheme Rules. SEAI gives no confirmation, warranty, express or implied, and/or representation in relation to the project by virtue of the Grant Scheme process, a project passing our inspection process and/or making any payment to the applicant under the Grant Scheme.

25.3 It is the responsibility of each applicant to procure that:

- 25.3.1 appropriately qualified personnel are engaged to install all appliances and undertake all works in connection with a project;
- 25.3.2 all works in connection with a project are undertaken, completed and maintained in accordance with all applicable standards and legislation;
- 25.3.3 all necessary licences, authorisations, permits, clearances and consents are obtained in respect of a project;
- 25.3.4 he/she/it enters into a contract with each contractor and/or person engaged in connection with the project, secures such warranty cover in respect of the Heating System and such certifications in respect of the project as it requires;
- 25.3.5 any personnel or entities carrying out the works have at all times valid and sufficient insurance covers; and
- 25.3.6 the Heating System is insured by the applicant.

## 26. Ongoing obligations

26.1 The Terms and Conditions and the Letter of Offer will set out further detail in respect of each applicants' ongoing obligations in respect of the Grant Scheme. As outlined above, SEAI require each applicant to read all of the Grant Scheme documentation.

26.2 For the purpose of this document, SEAI would like to draw your attention to the following ongoing obligations for those agreeing to participate in the Grant Scheme:

- 26.2.1 in the event of a breach of the Grant Scheme Rules or if an applicant or a Project fails to satisfy any of the Eligibility Criteria, SEAI may seek to recover some or all of the Grant from the Applicant;
- 26.2.2 each applicant must grant full access to SEAI and its agents to inspect and review the project within seven days of request for access, save in exceptional circumstances demonstrated to the satisfaction of SEAI. Failure to satisfy this full access requirement will be considered a breach of these Terms and Conditions;
- 26.2.3 SEAI may request documentation or explanations in addition to the documentation/information contained in the prescribed forms or identified in the Grant Scheme Rules from the Applicant and/or its Nominated Contact. Applicant shall furnish such documentation as is requested by SEAI within seven days of a written request sent to the Applicant or its Nominated Contact, provided such request is reasonable in the circumstances;
- 26.2.4 each Eligible Installation must continue to be in operation for a period of five calendar years from the date of payment of the Grant;
- 26.2.5 each applicant has an obligation, pursuant to State Aid rules, to retain records and invoices in respect of the Grant Scheme for a period of 10 years from the date of payment of the Grant;

26.2.6 each applicant is responsible for that they obtain all necessary consents, permissions and authorities prescribed by law in respect of their project. It is recommended that each application take all such necessary professional and/or technical advice as may be required or necessary.

26.3 Reading this section of the Grant Scheme Operating Rules and Guidelines document is not a substitute for reading the Terms and Conditions.

## 27. Grant clawback

SEAI shall, amongst its remedies against an applicant who has breached the Grant Scheme Rules, be entitled to demand the partial or complete repayment of the Grant from the applicant and fully claw back the Grant. Each applicant participating in the Scheme agrees to comply with any such demand for repayment within one calendar month of the date of a letter from SEAI containing such demand.

## 28. Alternative Ownership Structures

28.1 SEAI is conscious that there certain entities or persons in the renewable energy market that are interested in availing of the Grant Scheme to encourage the use of renewable heat sources, using alternative ownership or delivery structures.

28.2 For instance, SEAI appreciates that it anticipated that ESCOs may seek to avail of the grant or that installers and/or heat pump manufacturers may seek to put in place hire purchase arrangements.

28.3 Each alternative ownership structure will be evaluated by SEAI on a case by case basis. SEAI may look for further information and assurances from such applicants.

## 29. Publication of Grant Scheme Information and Transparency

29.1 In accordance with State Aid guidelines, SEAI will publish the following Grant Scheme information for individual aid awards equal to or greater than €500,000 (five hundred thousand euro):

29.1.1 the identity of the applicant;

29.1.2 the form and amount of aid granted;

29.1.3 the date of granting;

29.1.4 the type of undertaking (SME/large company);

29.1.5 the region in which the beneficiary is located (Border, Midland and Western or Southern and Eastern); and

29.1.6 the principal economic sector in which the beneficiary has its activities.

29.2 This information will be published after the decision to award aid has been taken.

29.3 The information will be maintained for at least 10 years and will be available to the general public without restriction.

## 30. Compliance with Law, Permissions and Approvals

Each applicant shall be responsible for procuring that he/she/it obtains all necessary permits, consent, permissions, approvals and licences required to undertake and complete the Project.

## 31. Privacy Policy/GDPR

Please refer to the SEAI Privacy Policy in respect of the Grant Scheme available on the SEAI website.

### 33. Energy Credits

Where energy efficiency improvements have been made in connection with the Grant Scheme, energy credits may be claimed under the Energy Efficiency Obligation Scheme, subject to the rules and regulations set out in the Energy Efficiency Obligation Scheme.

### 34. Complaints and Appeals

34.1 Complaints and appeals should be dealt with in line with the Customer Charter, available on the SEAI website.

34.2 Each applicant applying to participate in the Scheme agrees to adhere to the SEAI complaint and appeals procedure as set out in the customer charter section of the SEAI website (<https://www.seai.ie/customer-charter/>) and as may be updated by SEAI from time to time.

### 35. Customer Feedback

Applicants may be asked to respond to questionnaires seeking feedback on the Scheme and the grant process, if they opt-in to receiving further communications from SEAI on the Application Form.

### 36. Terms and Conditions

36.1 All applicants must adhere to the Terms and Conditions in respect of the Grant Scheme.

36.2 If you are considering applying for the Grant, SEAI strongly recommend that you read and understand the content of the Terms and Conditions, in advance of submitting your application form.

### 37. Amendment to Grant Scheme Documentation

37.1 SEAI may update and amend the Grant Scheme documentation from time to time. The Scheme is subject to an annual review and may be amended by SEAI following such review.

## ANNEX 1

### Terms and Conditions

#### Terms of reference

Capitalised terms used in these terms and conditions shall have the meaning attributed to them in the Grant Scheme Operating Rules and Guidelines.

#### Grant Scheme Documentation

1. The Grant Scheme Operating Rules and Guidelines and these Terms and Conditions set out the basis on which the grant component of the Support Scheme for Renewable Heat will operate.
2. To assist applicants to complete the Application Form and Technical Assessment, SEAI has also published on its website a Guide to Completing the Application Form
3. SEAI may and reserves the right to vary, revise or supplement the Grant Scheme Operating Rules and Guidelines, these Terms and Conditions any other documentation published on the SEAI website in respect of the Scheme from time to time, without incurring any liability.
4. Any amendment or variation to the Grant Scheme Operating Rules Guidelines and the Terms and Conditions published on the SEAI website will apply to every applicant that has not yet accepted a letter of offer from SEAI from the date of publication of the amendment Grant Scheme Operating Rules and Guidelines and/or Terms and Conditions (as the case may be) on the SEAI website, unless an applicant withdraws their application to participate in the Grant Scheme. Applicants should monitor the SEAI website in order to learn of any changes to the grant scheme documentation.
5. SEAI will issue a letter of offer to Eligible Applicants. The applicant's agreement with SEAI in the event of a Grant Offer being accepted by the applicant will comprise the Letter of Offer, these Terms and Conditions of the Grant Scheme, the Grant Scheme Operating Rules and Guidelines, and the Application Form. Each applicant having, on accepting the grant offer agrees to comply with and agree to be bound by the provisions of these documents. In the event of any conflict arising between these documents the order of precedence shall be (the "**Grant Scheme Documentation**"):
  - a. the Letter of Offer;
  - b. the Grant Scheme Operating Rules and Guidelines (including these terms and conditions); and
  - c. the Application Form.
6. In order for applicants to accept a grant offer issued by SEAI to the applicant, applicants must sign and return the grant offer to SEAI within 14 days of date of issue of the grant offer.

#### Application

1. The Application process involves an applicant submitting a duly complete Online Application Form together with other required documentation to SEAI within 10 business days of submitting the application form to SEAI. Failure to submit documentation may result in SEAI refusing to evaluate an application and/or an application being rejected by SEAI.
2. Application Forms must be submitted via the online application portal for the Grant Scheme available on the SEAI website. Application Forms submitted by e-mail or in hard copy will not be accepted.



**Grant Scheme Eligibility**

7. Only Eligible Applicants and Eligible Projects may participate in the Grant Scheme. The eligibility criteria for the Grant Scheme are contained in the Grant Scheme Operating Rules and Guidelines. In order to participate in the Grant Scheme and be eligible to receive grant funding, applicants must be and remain eligible to participate in the Grant Scheme at all stages of the grant process.
8. To be eligible for a grant, the applicant must satisfy the Eligibility Criteria set out in the Grant Scheme Operating Rules and Guidelines, namely that:
  - a. the applicant is an Eligible Applicant;
  - b. the installation is an Eligible Installation;
  - c. the Eligible Installation will be affixed with Appropriate Metering Equipment;
  - d. the Eligible Installation is installed in line with Installation Standards;
  - e. the heat produced is Eligible Heat;
  - f. the Eligible Heat is used in an Eligible Building for heating Eligible Space(s); and
  - g. the Eligible Installation and the Heat System passes the Energy Evaluation.
9. SEAI may reject applications on any one or more of the following basis:
  - a. if an application received by SEAI is not deemed to be a bona fide application by SEAI;
  - b. if SEAI has not been provided with sufficient information in the Technical Assessment, to allow it to assess whether an applicant is eligible or not;
  - c. if any of the Eligibility Criteria set out in the Scheme Guidelines have not been met and/or complied with;
  - d. the applicant has provided incorrect, incomplete or misleading information to SEAI as part of the application process;
  - e. any term of the Terms and Conditions have been breached;
  - f. the application submitted by or on behalf of the applicant was not accompanied with duly completed copies of the required documentation within the timeline prescribed in the Grant Scheme Operating Rules and Guidelines;
  - g. the applicant and/or the nominated contact have not responded (or meaningfully responded) to a written communication from SEAI within 7 working days of such written correspondence being sent;
  - h. SEAI does not have sufficient funds available to fund the Grant sought in the application, based on existing commitments;
  - i. the content of the technical assessment and the application form submitted by or on behalf of the applicant are incongruent;
  - j. the applicant has failed to comply with any grant scheme rules or an SEAI Grant Agreement in the past; and/or
  - k. the applicant does not pass the Technical Assessment.
10. Applicants who have received any kind of EU or State funding from any source in respect of the project for which grant funding is being sought, will not be eligible to participate in the Grant Scheme.

**Eligible Costs**

11. Each applicant must ensure grant approval has been received, in the form of a Letter of Offer from SEAI, before proceeding with any orders, purchases or commencing works.
12. Costs incurred prior to the date of issue of the Letter of Offer will not be eligible for grant funding.
13. Orders placed or invoices dated prior to the date of the Letter of Offer will not be eligible for grant support.
14. SEAI's prior written consent is required to approve any changes to the itemised Eligible Costs contained in the Letter of Offer. For the avoidance of doubt, SEAI reserves the right to refuse such consent at its absolute discretion.
15. The total amount of the grant offered by SEAI to an applicant will not be increased under any circumstances, once approved. SEAI shall not be liable for any expenditure in excess of the Grant amount.
16. Project Management Costs of up to 7% of eligible costs categorised by SEAI as equipment costs and external labour costs, may be payable. Project management costs may be adjusted downwards by reference to the actual equipment and external labour costs incurred by an applicant and regarded as eligible costs by SEAI.
17. Only costs that satisfy the Eligible Costs criteria set out in the Grant Scheme Operating Rules and Guidelines will be eligible to receive grant funding.

**New Heat Source**

18. In the event that a new heat source is being installed, the applicant shall only be entitled to grant funding of up to 40% of the eligible costs that make up the difference between the heat source and a non-renewable equivalent heat source. Each application should obtain a quote for a non-renewable equivalent heat source and be in a position to furnish this quote to SEAI.

**Replacing Existing Heat Source**

19. In the event that a heat source is being installed for the purpose of replacing an existing fossil fuel heating source, the applicant shall only be entitled to grant funding of up to 40% of the eligible costs of the replacement heat pump.
20. Applicants seeking to replace an existing renewable heat source will not be eligible to participate in the Grant Scheme.

**Value for Money**

21. Each of the costs must achieve value for money in the market in order for the relevant cost to be considered as an eligible costs. Applicants should be able to demonstrate that each cost achieves value for money to SEAI. Applicants should obtain at least three fee quotes for each cost and be in a position to demonstrate to SEAI that the each cost claimed is justifiable in the circumstances. SEAI shall determine what qualifies as an eligible cost in each case.

**Project**

22. The grant, once approved, is only payable in respect of the project identified in the Online Application Form and referenced in the Grant Agreement.
23. SEAI may at its discretion, attach additional special conditions to ensure the Grant is used for the purpose intended.
24. The project, in respect of which the grant application is made, must be located in the Republic of Ireland.
25. Only new products may be installed for the purposes of the project in respect of which the grant application is made.

26. An applicant is under no direct or indirect obligation to undertake and/or complete its project. Rather, it is up to an applicant whether or not it wishes to undertake and complete its project.
27. An applicant must notify SEAI immediately if it decides not to undertake and/or complete its project. If a successful applicant decides not to undertake and/or complete its project, SEAI will not pay it the grant and instead may (but is not obliged to) allocate some or all of the funds provisionally allocated to that applicant to a different applicant.
28. The applicant must procure that he/she/it has obtained all necessary statutory consents and approvals, licences and permissions necessary to implement the project. The applicant shall procure that it has the necessary authority(ies) to implement the project.

#### **Compliance with Law**

29. The applicant must obtain all necessary consents, permits and statutory approvals necessary to implement the project.
30. The applicant shall procure that the project complies with all applicable laws. The applicant must procure that compliance is achieved with all applicable laws, including with regard to the spending of this funding and, where applicable, the laws and guidelines concerning State Aid and public procurement.

#### **Inspection / Access / Information**

31. The applicant must participate in the inspections process set out in the Grant Scheme Operating Rules and Guidelines, prior to payment of Grant. Applicants must be prepared to participate in site visit(s) and desktop audits. Each applicant undertakes to fully co-operate with the SEAI inspections process.
32. The applicant must grant full access to SEAI and its agents to inspect and review the project within 7 days of request for access, save in exceptional circumstances demonstrated to the satisfaction of SEAI. Failure to satisfy this full access requirement will be considered a breach of these Terms and Conditions.

#### **Limited Funding**

33. The timing of payment to approved applicants is subject to the funding allocated by government to the Grant Scheme in a particular calendar year, in accordance with public financial procedures. Where all other conditions are met, payment will be made on a "first come, first served" basis. Where funding is exhausted in a particular calendar year, payment to remaining applicants will be deferred until such time as further funds may become available. Deferred payments will receive priority, if and when those funds become available.

#### **No Liability**

34. 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 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 cost, quality, efficiency and/or benefit of any work, equipment, materials, product, service or installation provided under the Grant Scheme.

#### **Qualified Contractor**

35. The requirements set out in the Grant Scheme Operating Rules and Guidelines are minimum requirements with regard to eligibility. It is the responsibility of each applicant to procure that adequately qualified professionals are engaged by the applicant to advise in connection with the design, install, test, commission and maintain the heat pump in accordance with all applicable and appropriate standards and specifications.

**Manufacturer / Contractor Warranty**

36. It shall be the responsibility of each applicant to procure that they obtain appropriate warranty and contractual protection from the relevant professionals, manufacturers and/or contractors responsible for designing, installing, test, commissioning and maintaining the heat pump and the related heating system.
37. Each applicant shall procure that they obtain, as a minimum, 2 years full warranty cover in respect of the heat pump and any ancillary works carried out in accordance with the project. Each applicant should produce documentary evidence of warranty cover having been obtained within 7 working days of receipt of a written request for same being received from SEAI and/or as part of the inspection process.

**Breach**

38. In the event of any breach of these Terms and Conditions or any other Grant Scheme Rules by the applicant, SEAI shall, amongst its remedies against the applicant, be entitled to refuse to pay the Grant or demand the complete repayment of and fully claw back 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.
39. Any false, fictitious or fraudulent statements or claims knowingly made on grant applications, the technical assessment or supporting documentation, submitted in respect of previous grant applications / requests for payment or otherwise made to SEAI, its authorised officers, or an SEAI Inspector, or any breach of these Terms and Conditions 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 Grant Scheme, clause 36 will apply.

**Complaints**

40. 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 Grant Scheme.

**Confidentiality / Freedom of Information**

41. SEAI undertakes to use its best endeavours to hold confidential, any information provided by the applicant **subject to** its obligations under law, including the Freedom of Information Act 2014 (as amended). 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.

**Data Protection**

42. 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 & 2008, 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 protection of confidentiality. The provisions of the SSRH Privacy Policy, which is published on the application portal and SSRH webpage, will apply to the processing of personal data under this application and any future grant.

**VAT**

43. The parties 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 grantee in relation to the 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.
44. VAT will not qualify as an Eligible Cost unless the applicant produces a letter from Revenue dated within 6 months of the application for payment confirming that VAT cannot be reclaimed on a particular Project or part of the project.

#### **Freedom of Information**

45. The applicant acknowledges that SEAI is subject to the requirements of the Freedom of Information Act 2014 ("FOIA"). Applicants must assist and co-operate with SEAI (at the the applicant's expense) to enable SEAI to comply with their information disclosure requirements. SEAI will consult with the applicant to about such information before making a decision on any freedom of information request received. Should the applicant wish that any of the information supplied by him/her/it to SEAI should not be disclosed because of its sensitivity, this should be identified to SEAI at the time of providing the information together with the reason(s) for such classification. To the extent SEAI is authorised to do so in accordance with law, SEAI will endeavour to hold information identified to SEAI as confidential or sensitive as such.

#### **Nominated Contact**

46. By nominating a contact on the application form, you authorise SEAI to deal with the nominated contact in respect of your Project, on your behalf, and to rely on information provided to SEAI by that nominated contact. Applicants may remove a nominated contact by notice in writing to SEAI.

## ANNEX 2

# TERMS REFERENCED IN GRANT SCHEME OPERATING RULES AND GUIDELINES

Term	Meaning
AD	Anaerobic digestion
Application Form	means the application form to be completed by applicants and submitted to SEAI in order to apply to participate in the Grant Scheme, available on the SEAI Website
Appropriate Metering Equipment	has the meaning given to it in section 9 of these Grant Scheme Operating Rules and Guidelines
BISRA Building Applications Guide BG 7/2009	BSRIA Limited's Building Applications Guide BG 7/2009
Building	Has the meaning given to it in section 6 of these Grant Scheme Operating Rules and Guidelines
Building Regulations (2008)	means Building Regulations (Part L Amendment) Regulations 2008
Building Regulations	means any applicable provisions of the building control acts, the building regulations and the building control acts
Branch	means a branch registered with the Irish Companies Registration Office
CIBSE Guide B	Guide B, published by the Chartered Institution of Building Service Engineers
Competent Design Engineer	has the meaning given to it in these Grant Scheme Operating Rules and Guidelines
Completion Certificate	means a completion certificate issued by an Registered Electrical Installation in accordance with RECI requirements
Declaration of Completion	<p>this document is designed to certify to SEAI that works have been completed, to collect data and to aid the applicant during the period of installation, commissioning, start-up and completion, of equipment for which an application has been approved and a Letter of Offer has been issued.</p> <p>The completion form is available in two formats:</p> <ol style="list-style-type: none"> <li>1. A preferred digital excel version that is available on the SEAI website that should be downloaded and populated by the applicant; or</li> </ol> <p>A printable version to be completed by hand including meter labels and first meter readings, all to be signed and verified by the installer.</p>
Design Declaration by the design engineer	means a declaration from a Competent Design Engineer confirming that the Eligible Installation is fit for purpose and demonstrating the efficiency of the Eligible Installation. Where the property is new, the design certification to be submitted to SEAI will be that required under the Building Control (Amendment) Regulations 2014. The Design Engineer should include a clear, summary description of the final scope of works and basis of design of the Project.
Design Report	A report prepared by a Competent Person that includes the thermal demand profile and heat source sizing/capacity along with the thermal design criteria and associated assumptions made in relation to the Eligible Installation. This report should also include a quarterly consumption breakdown using the best estimates of a Competent Person.
Guide to Completing the Application Form	means the guide to completing the Application Form, available on the SEAI Website
Department	means the Department for Environment, Climate Action & Communications
Eco-Design Regulations for Space Heaters and Combined Heaters	means Commission Regulation (EU) No 813/2013 of 2 August 2013 implementing Directive 2009/125/EC of the European Parliament and of the Council with regard to eco-design requirements for space heaters and combination heaters
Eligible Applicant	means an applicant that satisfies SEAI that he/she/it is an eligible applicant as described in section 6 of these Grant Scheme Operating Rules and Guidelines
Eligible Building	has the meaning given to it in section 10 of these Grant Scheme Operating Rules and Guidelines

<b>Eligibility Criteria</b>	means the eligibility criteria set out in these Grant Scheme Operating Rules and Guidelines
<b>Eligible Heat</b>	has the meaning given to it in section 12 of these Grant Scheme Operating Rules and Guidelines
<b>Eligible Installation</b>	has the meaning given to it in section 7 of these Grant Scheme Operating Rules and Guidelines
<b>Eligible Space(s)</b>	has the meaning given to it in section 11 of these Grant Scheme Operating Rules and Guidelines
<b>Eligible Project</b>	means a project described in an Application Form and a Online Application Form that meets the Eligibility Criteria and in respect of which a Letter of Offer issues to an Eligible Applicant that continues to be eligible, at all stages of the Grant process, to receive the Grant up to the Payment Stage.
<b>Energy Efficiency Evaluation</b>	has the meaning given to it in section 13 of these Grant Scheme Operating Rules and Guidelines

<b>Establishment</b>	means a fixed place of business in the State, from which the business of the applicant is carried on, being a location from where at least one full time employee permanently works from
<b>BREF</b>	means the best available techniques reference documents, developed in accordance with Directive 2008/1/EC of the European Parliament and of the Council of 15 January 2008 concerning integrated pollution prevention and control and Directive 2010/75/EU of the European Parliament and Of the Council of 24 November 2010.
<b>European Economic Area</b>	means the EU Member States and Iceland, Liechtenstein, and Norway
<b>EU Member State</b>	means a state that is a member of the European Union
<b>European Standard EN 14825 (2016)</b>	European Standard EN 14825 (2016) in respect of air conditioners, liquid chilling packages and heat pumps, with electrically driven compressors, for space heating and cooling - Testing and rating at part load conditions and calculation of seasonal performance
<b>F Gas Regulations</b>	means Regulation (EU) No 517/2014 of the European Parliament and of the Council of 16 April 2014 on fluorinated greenhouse gases and repealing Regulation (EC) No 842/2006 Text with EEA relevance
<b>F Gas Installer</b>	has the meaning given to it in section 8.7.2 of these Grant Scheme Operating Rules and Guidelines
<b>Fully Insured</b>	means that an undertaking, entity or person that has fully complied with the conditions of its insurance policy, for which the premium is current and paid up to date. Such policy to include (1) an indemnity limit of not less than €6,500,000 for any one event for Public Liability (2) an indemnity limit not less than €6,500,000 in the aggregate for Products Liability (3) an indemnity limit of not less than €13,000,000 for any one event for Employee Liability.
<b>GBER</b>	means Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty Text with EEA relevance
<b>Grant</b>	means the monetary grant payable in accordance with the Scheme Rules
<b>Grant Scheme</b>	means the grant component of the Support Scheme for Renewable Heat
<b>Grant Scheme Rules</b>	means the rules specified in the Letter of Offer, the Grant Scheme Operating Rules and Guidelines and the Terms and Conditions
<b>Guide to Completing the Application Form</b>	means the Guide to Completing the Application Form, available on the SEAI website
<b>Guide to Completing the Technical Assessment Form</b>	means the Guide to Completing the Technical Assessment, available on the SEAI website
<b>Heating System</b>	means the heating system connected to the heat pump and affixed with Appropriate Metering Equipment, which receives Eligible Heat
<b>HFC Regulation</b>	Regulation (EU) No 517/2014 of the European Parliament and of the Council of 16 April 2014 on fluorinated greenhouse gases and repealing Regulation (EC) No 842/2006
<b>Installation Standards</b>	has the meaning given to it in section 8 of these Grant Scheme Operating Rules and Guidelines
<b>Large Enterprise</b>	means any undertaking that is not an SME
<b>Measurement Instrument Legislation</b>	means the following legislation (1) Directive 2014/32/EU of the European Parliament and of the Council of 26 February 2014 on the harmonisation of the laws of the Member States relating to the making available on the market of measuring instruments (2) Legal Metrology (European Conformity Assessment of Measuring Instruments) Regulations 2018 (S.I. No. 2 of 2018)
<b>MIS 3005</b>	Microgeneration Installation Standard: MIS 3005
<b>Nominated Project Contact</b>	means the person nominated by the applicant to assist the applicant in the Application Form
<b>Project</b>	means the project described by an applicant in the Application Form and the Technical Assessment
<b>Related Ancillary Equipment</b>	means equipment that is ancillary to the heat pump and a necessary investment cost, required for the purpose of installing the heat pump and for the purpose of running the Heating System, the cost of which qualifies as an Eligible Cost
<b>REFIT Scheme</b>	means REFIT (Renewable Energy Feed-in Tariff) schemes



<b>Registered Electrical Contractor</b>	has the meaning given to it in Section 8.8 of these Grant Scheme Operating Rules and Guidelines
<b>SEAI</b>	means the Sustainable Energy Authority of Ireland
<b>Scheme / SSRH</b>	means the Support Scheme for Renewable Heat
<b>SME / Small and Medium Enterprise</b>	means an undertaking which is a micro, small and medium-sized, which is an autonomous enterprise or an enterprise made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding €50 million, and/or an annual balance sheet total not exceeding €43 million. For the purpose of determining whether an enterprise is an autonomous enterprise or not, SEAI will have regard to Annex 1 of Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty (Text with EEA relevance)
<b>Suitable Location</b>	has the meaning given to it in section 8.7 of these Grant Scheme Operating Rules and Guidelines
<b>Terms and Conditions</b>	means the terms and conditions contained in this annex 1 to the Grant Scheme Operating Rules and Scheme Guidelines