



Better Energy Homes Programme

Application Form

Applying For and Claiming Cash Grants

Version 22

Better Energy Homes programme
Sustainable Energy Authority of Ireland
P.O. Box 119
Cahirciveen
Co. Kerry
www.seai.ie/grants/home-energy-grants
info@seai.ie
Tel: 01 8082100



Rialtas na hÉireann
Government of Ireland

Instructions for Completing the Application Form

All fields in the form are **MANDATORY**. Incomplete applications will be returned.
Please complete the Application Form in **BLOCK CAPITALS** with blue or black pen.
Please complete AND sign the following sections:

Section A – MPRN (Meter Point reference Number), E-mail and House Details

Section B – Applicant details

Section C – Measures

Section D – Terms and Conditions and Applicant Declaration

Important Notice

- It is the responsibility of each applicant to the Programme to ensure that they have read, and fully understand, this Application Form (including importantly the **Terms and Conditions of the Programme** as set out in Section D) and the Home Owner Application Guide before submitting a signed application form. Failure to fully adhere to the provisions of this Application Form and the Application Guide may result in application refusal, grant revocation, payment request refusal or grant clawback, depending on the particular status and stage of the grant (the 'Grant')
- Applicants may be selected as part of a sample verification and/or technical inspection process to ensure that grant aided works have been carried out and to the required specification. Where selected, applicants are required to grant access to their home for inspection within a specified period, failure of which may lead to grant refusal or grant clawback.
- 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, materials, product, work, system or installation in respect of which grant approval was given by SEAI. The fact of registration on the Registered Contractors List for the Programme does not infer any warranty or endorsement of that contractor by SEAI.
- This Application Form will be revised periodically. Check the SEAI website or call our contact centre to ensure that you have the latest version.

*Please note the above address will not be used, saved in exceptional circumstances. All correspondence relevant to the grant will be sent to the address associated with the MPRN (see Section A above). Please ensure that the details registered with ESB networks are correct and accurate.

Section C – Measures

- Please indicate below the upgrade measures for which you are applying for a grant.
- You **MUST CHOOSE** a contractor from the SEAI Registered Contractor List at the time of application and enter their details in the box below. However you may change your contractor at a later stage if you so wish. You will be asked to identify the changed contractor at payment request stage.
- In the case of a Heat Pump System application, you **MUST CHOOSE** a Technical Advisor from the SEAI Registered Technical Advisor List at the time of application and enter their details in the box below. Please ensure that you submit your completed Technical Assessment document with this Application Form, in order to received grant approval for a Heat Pump System.

Note: Homeowners must undertake a Building Energy Rating (BER) on their home **after** grant aided works have been completed. A homeowner is entitled to a BER grant of €50 once per home. This will be applied to your grant application automatically provided other qualifying measures are being funded under the scheme and you have never applied previously for a BER grant.

All BER assessments must be performed by a registered BER assessor. To select a BER assessor please see the list of registered assessors at www.seai.ie/ber or call 1890 734237.

Measure Type		Contractor Name	ID Number
Attic Insulation	<input type="checkbox"/> Yes (€400)		-----
Wall Insulation (Select one only)			
Cavity	<input type="checkbox"/> Cavity (€400)		-----
Internal Wall Insulation (Dry Lining)	<input type="checkbox"/> Apartment (any) <u>OR</u> Mid-terraced House (€1,600)		-----
	<input type="checkbox"/> Semi-detached <u>OR</u> End of Terrace (€2,200)		-----
	<input type="checkbox"/> Detached House (€2,400)		-----
External Wall Insulation	<input type="checkbox"/> Apartment (any) <u>OR</u> Mid-terrace House (€2,750)		-----
	<input type="checkbox"/> Semi-detached <u>OR</u> End of Terrace (€4,500)		-----
	<input type="checkbox"/> Detached House (€6,000)		-----
Heating Controls Upgrade	<input type="checkbox"/> Heating Controls Upgrade (€700)		-----
Solar Thermal	<input type="checkbox"/> Solar Thermal (€1,200)		-----
Heat Pump Systems	Select only one: <input type="checkbox"/> Air to Water Heat Pump (€3,500)		-----
	<input type="checkbox"/> Ground Source to Water Heat Pump (€3,500)		-----

	<input type="checkbox"/> Exhaust Air to Water Heat Pump (€3,500)		-----
	<input type="checkbox"/> Water to Water Heat Pump (€3,500)		-----
	<input type="checkbox"/> Air to Air Heat Pump (€600)		-----

Section D – Terms and Conditions and Applicant Declaration (read carefully and sign declaration)

- 1) The Application Guide, Application Form and Terms and Conditions are those published on the SEAI website on the date of submitting the application. However, SEAI may, if required by law or otherwise and without incurring any liability, vary, revise or supplement the Terms and Conditions of the Programme after the applicant's submission of an application and these revised or supplemented Terms and Conditions (as published on the SEAI website) will apply to the application unless the applicant chooses to withdraw its application or withdraw from the contract. The applicant must monitor SEAI's website in order to learn of any such changes to the Terms and Conditions.
- 2) The applicant's agreement with SEAI in the event of a Grant Offer being accepted will comprise the Terms and Conditions, the Application Guide (including its Appendices), and the rest of the Application Form. The applicant, having accepted the Grant Offer and communicated their acceptance of it to SEAI, shall comply with and agree to be bound by the provisions of the Terms and Conditions of the Programme and these documents. In the event of any conflict arising between these documents the order of precedence shall be:
 - a. the Terms and Conditions of the Programme
 - b. the rest of the Application Guide less the Terms and Conditions of the Programme
 - c. the rest of the Application Form less the Terms and Conditions of the Programme
- 3) In the case of an application through an Energy Partner, the applicant's agreement with SEAI in the event of a Grant Offer being accepted will comprise the Terms and Conditions, the Application Guide (including its Appendices) and the Energy Partner's Application Form and Terms and Conditions. Where there is a conflict between SEAI's terms and conditions and those of the Energy Partner, SEAI's terms and conditions will take precedence.
- 4) The applicant must ensure that he/she completes and submits, to the extent applicable, the latest version of the Application Form (see www.seai.ie/grants/home-energy-grants/how-to-apply or call 01 8082100 for the latest version). Neither a Contractor nor an Assessor may apply on your behalf.
- 5) In the case of an application through an Energy Partner, the applicant must ensure that he/she completes and submits, to the extent applicable, the latest version of the Energy Partner's Application Form. The Energy Partner is permitted to apply on your behalf.
- 6) In the case of a heat pump system grant or solar thermal grant, the applicant must be the owner of an existing home built and occupied before 2011, located in the Republic of Ireland. In the case of insulation grants or heating control grants, the applicant must be the owner of an existing home built and occupied before 2006, located in the Republic of Ireland. The Better Energy Home grants are not applicable to mobile homes, caravans, houseboats or other temporary dwellings. Only fixed permanent dwellings are supported.

- 7) The applicant must undertake a measure(s) identified from the measure types supported under the Programme. Grants may only be claimed after the measures are fully completed and the Contractor has been paid by or has entered into a financing agreement with the homeowner.
- 8) The applicant must have a Building Energy Rating (BER) assessment of their home undertaken by a registered BER Assessor following completion of the upgrade works. The applicant must, in conjunction with their chosen BER Assessor, provide SEAI with evidence of this BER by way of the forms provided to them at time of Grant Offer.
- 9) The spirit and objective of the Programme is to assist homeowners in improving the energy efficiency of their homes. The applicant therefore agrees that its application relates to works which are economically and physically practicable and which will secure the optimal energy efficiency improvements to its home. The applicant also agrees that the Grant monies will be coupled with its funds to the extent necessary to achieve this goal. In specifying works to which this application relates, the applicant confirms that its application does not concern works which are inefficient or incomplete in nature so as to render the expenditure of the Grant monies uneconomic.
- 10) The applicant vouches that measures applied for have not already been supported by other government programmes or by SEAI through Better Energy Homes or other programmes.
- 11) The applicant must engage a Contractor listed on the SEAI Registered Contractor list to carry out the supported measure. The Contractor must be active on the SEAI Registered Contractors list at the time of application and when works are being carried out.
- 12) Applicants must ensure that they accept their Grant Offer and the attaching terms and conditions. A grant is accepted by:
 - a. Online: Acceptance is confirmed by selecting the "Accept" option on the "Confirm Offer Acceptance" Screen.
 - b. Offline: The Grant Offer including the Acceptance of Offer form will be issued to your postal address. The Acceptance of Offer form needs to be signed by the applicant and returned in accordance with the timelines prescribed by SEAI. If you do not return your Acceptance of Offer form within these timelines, your Grant Offer will lapse and you have to reapply.
 - c. In the case of an Energy Partner application, the Energy Partner's Acceptance of Offer form needs to be signed by the applicant and returned to the Energy Partner in accordance with the timelines prescribed by the Energy Partner. If you do not return your Acceptance of Offer form within these timelines, your Grant Offer will lapse and you have to reapply.
- 13) The applicant must secure approval from SEAI before assuming he/she will receive the Grant. SEAI reserves the right to reject/approve applications for Grants under the Programme.
- 14) In the case of Energy Partner applications, the applicant must secure approval from their Energy Partner before assuming he/she will receive the Grant. SEAI reserves the right to reject/approve applications for Grants under the Programme.
- 15) The applicant must ensure Grant approval is received before proceeding with any product purchase or installation work. Costs incurred prior to Grant approval are ineligible and may result in the entire grant being withdrawn.
- 16) The Grant, once approved, is only payable in respect of the type of measures identified in the Application and referenced in the Grant Offer.
- 17) In the case of a Heat Pump System grant application;
 - a) The applicant must engage a Technical Assessor listed on the SEAI Registered Technical

- Assessor list to carry out the mandatory technical assessment.
- b) The applicant must upload the technical assessment document in order to receive approval to proceed to the Heat Pump System grant application.
 - c) The applicant must carry out any necessary works, identified in the technical assessment, to achieve the required Heat Loss Indicator, as specified in the Code of Practice.
 - d) The Heat Pump System grant including the contribution to the cost of the technical assessment will only be paid on successful completion of the Heat Pump System grant measure and achievement of the required Heat Loss Indicator.
- 18) A bonus of:
- a. €300 will be payable to the applicant if the applicant undertakes and completes 3 measures using grants provided under the Better Energy Homes Programme; and
 - b. a further €100 will be payable to the applicant if the applicant undertakes and completes a further measure (i.e. 4 in total) using a grant provided under the Better Energy Homes Programme,
 - c. in respect of a single house with the same MPRN number (collectively the "Bonus"), whether the measures are completed under the current application or any other applications accepted by SEAI under the Better Energy Homes Programme. The Bonus is only payable to the applicant provided the relevant measures and related works have all been completed to in full compliance with the Better Energy Homes Programme requirements and the Terms and Conditions governing each of the grants concerned. Bonus amounts payable will be specified at grant payment stage. Neither a Building Energy Rating (BER) nor a Technical Assessment can be counted as a measure for the purposes of the Bonus.
- 19) The 8 month term of the Grant starts on the date the Grant Offer has been made. All work and documentation must be submitted to SEAI before the eight month Grant expiry date, noted on the Grant Offer. Failure to do so will result in your Grant being declined.
 - 20) The timing of fulfilment of the Grant to approved applicants is subject to the funding allocated by government to the Programme 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.
 - 21) Should his/ her property be selected as part of a sample inspection process, the applicant must grant full access to his/ her home for verification and/or technical inspection within 14 days of request for access, save in exceptional circumstances demonstrated to the satisfaction of the inspector. Failure to satisfy this full access requirement will be considered a breach of these Terms and Conditions (see Clause 26 below). In the instance of wall assessments, some of these inspections may result in the undertaking of "invasive" tests, including boroscope probing and thermal imaging. The applicant may also be requested to participate in follow-up research (by telephone call, SMS survey, email or postal questionnaire) as may be commissioned by SEAI or its agents in relation to the inspection process. The applicant acknowledges that SEAI will have to provide certain contact details to third party contractors in relation to these matters.
 - 22) The householder must facilitate any reasonable request made by SEAI or its agents requiring the contractor to return to the house in order to make good any works deemed not to meet the standards of the Programme.
 - 23) The applicant must obtain all necessary consents, permissions and statutory approvals and have

- authority to install the measures in his/her home.
- 24) SEAI accepts no liability or responsibility, whether for breach of contract, negligence or otherwise, in respect of any direct or indirect loss, expense, dispute, claim, proceedings or cause of action arising out of, or in relation to, any product (or its suitability), any materials (or their suitability), equipment (or its suitability), work, system, service, specification, standard, installation or the qualification or performance of the Contractor in respect of which a Grant Offer has issued, or grant approval or payment was given by SEAI. No undertaking, guarantee, assurance or other warranty, express or implied, is given by SEAI, or any of its agents or servants, in respect of the cost, quality, efficiency and/or benefit of any work, equipment, materials, product, service or installation provided under the Programme. The fact of registration on the Registered Contractors List for the Programme does not infer any warranty or endorsement of that contractor by SEAI.
- 25) The information in the documents referred to in Clause 2 and on SEAI's website is not intended to warrant or guarantee the quality of the materials, product and/or the installation chosen by the applicant.
- 26) In the event of any breach of these Terms and Conditions of the Programme or the other documents referred to in Clause 2 and Clause 3 above by the applicant and where the applicant has received payment pursuant to the Programme, SEAI shall, amongst its remedies against the applicant, be entitled to demand the complete repayment of and fully clawback the Grant and the applicant agrees to comply with any such demand within one month of the date of the letter from SEAI containing such demand.
- 27) In the event of any breach of the Terms and Conditions of the Programme or the other documents referred to in Clause 2 and Clause 3 above by the applicant in respect of any grant or measures counted towards the Bonus (whether under this application or a different application under the Better Energy Homes Programme) and where the applicant has received payment of the Bonus pursuant to the Programme, SEAI shall, amongst its remedies against the applicant, be entitled to demand the complete repayment of and fully clawback the Bonus and the applicant agrees to comply with any such demand within one month of the date of the letter from SEAI containing such demand.
- 28) With the exception of Clause 21 above which must be complied with in accordance with the terms of that Clause, 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 Programme.
- 29) The applicant shall have a formal contract in place with each of their chosen registered Contractors before works commence.
- 30) Any false, fictitious or fraudulent statements or claims knowingly made on grant applications, Declaration of Works or supporting documentation, submitted in respect of previous grant applications/claims or otherwise made to SEAI, its authorised officers, or a Better Energy Inspector, or any breach of these Terms and Conditions of the Programme may result in current and future applications being deemed ineligible by SEAI. In respect of applications where the applicant has already received payment pursuant to the Scheme, Clause 26 and 27 shall also apply.
- 31) The Applicant acknowledges that SEAI is subject to the requirements of the Freedom of Information Act 2014 ("FOIA") and shall assist and co-operate with SEAI to enable SEAI to comply with its information disclosure obligations. SEAI undertakes to use its reasonable endeavours to hold confidential any information provided by the Applicant, subject to the SEAI's obligations under law, including the FOIA.
- 32) Data Protection Statement:
- a. SEAI complies with its obligations as a Data Controller and Data Processor under all

applicable data protection law, meaning the Data Protection Acts 1988 and 2003, the European Communities (Electronic Communications Network Services) (Privacy & Electronic Communications) Regulation 2011, and any successor or replacement to these laws, including when it comes into force, the General Data Protection Regulation (Regulation (EU) 2016/679).

- b. 'Personal Data' means any information relating to an identified or identifiable natural person; an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.
 - c. SEAI will process the Personal Data that you provide to us for the purpose of the administration of your application and any grant that may be awarded. It may be necessary for SEAI to disclose your Personal Data to third party service providers who perform services directly related to the administration of the programme and grant-making functions. In every case, SEAI has contracts in place with these third party service providers to ensure that your Personal Data is kept safe and secure and is only used for the purpose for which you provided it to us.
 - d. In order to evaluate the impact of the Better Energy Homes Programme, SEAI may access energy use data for homes supported by a grant. SEAI may access metered electricity and gas usage for periods prior to and after Grant aided works are undertaken for the purpose of evaluating energy use savings achieved by this programme for each type of measure installed. Any data collected for this purpose will only be reported in an aggregated manner. This means that no individual Grantee's data will ever be published in order to respect their privacy and the confidentiality of their energy use.
 - e. SEAI may also process your Personal Data to evaluate the performance of its grant programmes.
 - f. SEAI maintains appropriate security measures in dealing with your Personal Data in order to protect it against unauthorised or accidental access, loss, alteration, disclosure or destruction of such data, in particular where the processing involves the transmission of data over a network, and against all other unlawful forms of processing.
 - g. SEAI takes all reasonable steps to ensure that (i) persons employed by it, and (ii) other persons contracted to provide services related to our programme and grant-making functions, are aware of and comply with this clause 32.
 - h. SEAI will only keep your Personal Data for as long as is necessary for the processing of your Application and the administration of any grant that may be awarded, including any obligations under law or contract.
 - i. For more information on your data protection rights, please refer to the SEAI website. The Legal & Privacy webpages provide information on how to exercise your privacy rights. For more information, please see: www.seai.ie/legal-and-privacy/.
- 33) If you are applying for External or Internal Wall Insulation and you commence works on or after 1st November 2019, you will be impacted by changes to the Building Regulations (Part L). You will be required to comply with the new Building Regulations (Part L) as a condition of your grant payment.

Applicant Declaration

- I confirm that Grant approval, indicated through a Grant Offer, will be in place before any product is purchased or installation work is commenced. I accept that if any purchase has been made or works commenced prior to the Grant approval date this application will be ineligible. I confirm that no such purchases or works have occurred prior to the date of this application.
- I note that verification checks form part of the Programme's inspection regime and that these will be undertaken in a number of homes. I acknowledge that I will be required to grant full access to my home within the specified period referred to in Clause 21 above should my property be selected as part of any inspection process. I acknowledge that my chosen contractor(s) is required to confirm details, including date of completion of measures with a penalty of removal from the List of Registered Contractors for invalid declarations.
- I understand that any false, fictitious or fraudulent statements or claims in any form knowingly made by me to SEAI, its authorised officers or a Better Energy Inspector may result in demand for Grant and Bonus repayment and full clawback of the Grant and Bonus and may result in current and future applications being deemed ineligible by SEAI.
- I agree and consent to SEAI, as data controller, and its agents, storing the information which I provide to SEAI on its database. I note that SEAI agrees that SEAI and its agents shall only process my personal data in accordance with the Data Protection Acts 1988 and 2003. I agree and consent to personal data which I provide being used by SEAI or its agents for the purposes of the Programme including grant approval and payment purposes and to facilitate the administration of the Grant process and the Programme and for the purposes of liaising with contractors and where appropriate inspectors and researchers. This may require my personal data being supplied to and discussed with any other persons or organisations helping to assess and monitor this application including without limitation, SEAI's professional advisers, outsourced service providers and any inspectors and researchers which SEAI might engage. These persons will be required to comply with the Data Protection Acts 1988 and 2003. I understand that I may request SEAI to grant me access to my personal data which SEAI holds.
- I also understand that all of the data collected in the administration of the Programme will be aggregated by SEAI as a means of analysing the overall Programme effectiveness e.g. in terms of cumulative achievements, market trends, and/or environmental impacts. I understand that the disclosure of this aggregated data will not involve the release of any personal data. My signature on this Application (in the case of on-line applications, indicating agreement to the terms and conditions in the application submission) is treated as confirmation that SEAI and its agents may use the data which I have supplied for the aforementioned purposes.
- I hereby consent to my name, address and Grant details (including amount and nature of measures adopted and Grant and Bonus paid) being made available to the public and other authorities by SEAI.
- I understand that SEAI shall use my Meter Point Reference Number (MPRN) for the purposes of identification, validation and verification of my application and I consent to these uses. I acknowledge that the address associated with the MPRN will be the contact address used by SEAI for all postal correspondence and it is my responsibility to ensure that the details registered with ESB networks for this MPRN are correct and accurate.
- I have read in full the Programme Application Guide and Application Form including all appendices.
- I have read and accept the Terms and Conditions of the Programme set out in this Application Form and also the Application Guide. I certify that the information entered on this Application is true, accurate and complete in all respects.

- I have read and accept all of the Terms and Conditions.
- I would like to hear from SEAI about other grants which may interest me, information about energy efficiency and to participate in surveys. I understand that I can opt to stop receiving these communications at any time.

Applicant's Name:
(BLOCK CAPITALS PLEASE)

Applicant's Signature*:

Date:

***To be signed by applicant. Where two people apply together, both must sign the Declaration.**

Please send all completed documentation to:
*Better Energy Homes Programme
 Sustainable Energy Authority of Ireland
 P.O. Box 119
 Cahirciveen
 Co. Kerry*

IMPORTANT NOTES

- Please allow a minimum of **FOURTEEN WORKING DAYS** for processing of your application. Any purchase or installation should not be initiated before receiving a formal Letter of Offer from SEAI. An offer will lapse e.g. no longer exist, if you fail to return a signed acceptance form which is included with the letter of Offer within the required 30 days.
- All of the above information is **MANDATORY**. Incomplete applications will be returned.
- Once approved and a request for payment is made, acceptance of the above Terms and Conditions is a requirement for payment of the Grant.

FOR OFFICE USE ONLY

Staged	Initialed	Date
1. Form checked		
2. Form Input		
3. Input audited		
4. Communication sent to Homeowner		
5. Form scanned		