

# EXEED 2021

## Application form Instructions

**21<sup>th</sup> of December 2020**

Version 1.0

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# 1 Introduction

This document is designed to assist EXEED applicants in completing their application form for grant support. It is recommended that applicants refer to these instructions while completing their application, to ensure that all questions are answered correctly.

Applications which are not completed correctly will not be accepted. The evaluation process will only begin when correctly completed applications are submitted and all required supporting documentation is provided.

The application process entails completing EITHER:

- a **Stage 1 application form**, collecting the information below:
  - Contact details and a high-level overview of the project
  - Company type and size
  - EXEED Asset, including size, location and energy demand
  - Grant amount requested, and breakdown of expected pre-investment costs
  - Project details, timelines and certification type being targeted
  - Supporting documentation upload and applicant declaration including acceptance of terms and conditions

OR

- a **Stage 2 application form**, collecting the information below:
  - Contact details and a high-level overview of the project
  - Company type and size
  - EXEED Asset, including size, location, energy demand and fossil fuel status
  - Eligibility for support, including timelines and grant incentive effect
  - Major renovation details
  - Project details, certification type and timelines
  - Opportunities to be implemented, including energy savings, technical details, costs, counterfactuals and grant amount requested
  - Permissions and licenses
  - Supporting documentation upload and applicant declaration including acceptance of terms and conditions

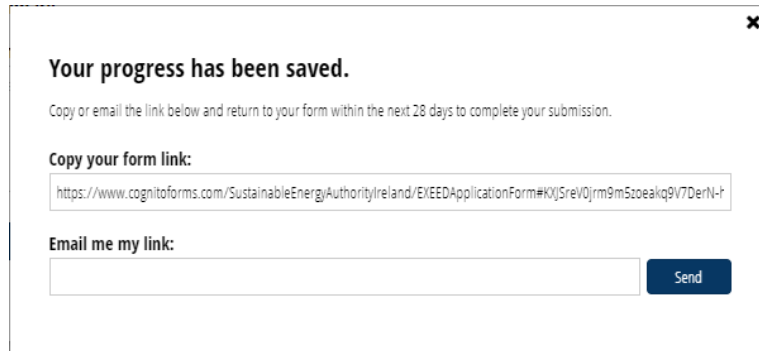
To jump to a specific application form or question, go to the table of contents on page 2 and click on the relevant item while holding down the CTRL key.

## 2 How to complete the application form

This application should be completed by the Applicant, with the assistance of the EED Expert. Please click on the following link to begin your application:  
[Application Form Link will be available here from 11 January 2021]

Save

If you want to save your application and return to it, click on the Save button in the bottom right-hand corner of the page.



**Your progress has been saved.**

Copy or email the link below and return to your form within the next 28 days to complete your submission.

**Copy your form link:**

<https://www.cognitofrms.com/SustainableEnergy/Authority/Ireland/EXEEDApplicationForm#XjSreV0jrm9mSzoeakq9V7DerN-F>

**Email me my link:**

Send

This will bring up a window to enter your email address. It will send you the link to the form with all details saved to date. You will have 28 days to complete and submit the application.

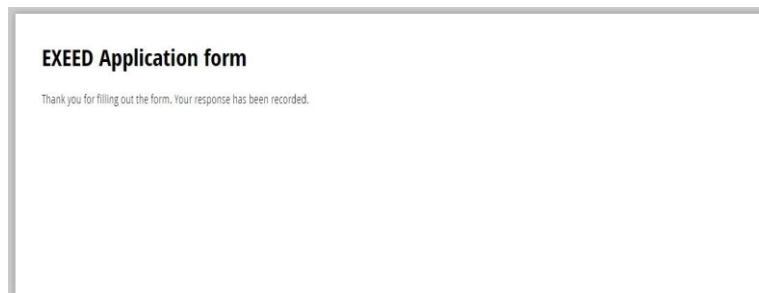
Back

Next

You can navigate between completed pages of the Stage 1 and Stage 2 forms using the Back and Next buttons which will appear in the bottom left hand corner of the page.

Submit

On the last page of each form (Stage 1, Stage 2) a Submit button will be located in the bottom right hand corner of the page. Once an application is submitted it will not be possible to make any changes, so please review the information provided before clicking Submit.



**EXEED Application form**

Thank you for filling out the form. Your response has been recorded.

Upon successfully submitting an application, the above message will appear, and you will receive an email confirming the submission and showing the entry details.

### 3 EXEED Application Form: General

## EXEED Application form

#### 1 General

This section provides guidance on completing the first page of the application form, whether it is for Stage 1 or Stage 2. Once this page is completed, you will proceed to page 2 of the relevant application form. Each section and question on this form is considered below in sequence.

### 3.1 Applicant Details

#### Applicant Details

Application type \*

Applicant Organisation Name \*

Principal Business Activity \*

Project Title (Name) \*

Company No. \*

VAT No. \*

Can VAT be reclaimed? \*

*If the applicant is looking for a VAT inclusive grant from SEAI, a letter from the Revenue Commission dated within 12 months of today's date and confirming the VAT status of the applicant must be uploaded in the Attachments page.*

*The letter must state that the beneficiary 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.*

Applicant Tax Reference No. \*

Tax Clearance Access No. (TCAN) \*

*PPSN / VAT No.*

Please enter the applicant's organisation's details in these fields.

#### 3.1.1 Application Type

Application type \*

- Please select
- Stage 1
- Stage 2

Click on the arrow to show the list of options available and click the relevant option to select it. Select Stage 1 or Stage 2 to show which stage this specific application is for. Stage 1 support is for pre-investment support with professional fees; Stage 2 is for support at the capital investment stage.

### 3.1.2 Did you apply for Stage 1 funding for this asset?

Did you apply for Stage 1 funding for this asset? \*

This pane will appear if Stage 2 application type is selected. Click on the arrow to show the list of options available and click on the relevant option to select it. Select yes if you have applied for Stage 1 funding for this asset previously.

### 3.1.3 Stage 1 Reference

Stage 1 Reference \*

*Reference can be found at the top of your Stage 1 Letter of Offer*

If you select yes in 3.1.2, this pane will appear. Please enter the Stage 1 reference number, this can be found at the top of your Stage 1 letter of offer.

### 3.1.4 Applicant Organisation Name

Applicant Organisation Name \*

Please type in the name of the applicant's organisation. This is the organisation that will achieve the EXEED certification of an asset.

### 3.1.5 Principal Business Activity

Principal Business Activity \*

Please type in the applicant's organisation's principal business activity (e.g. cold storage, food & drink, hotel, local authority).

### 3.1.6 Project Title (Name)

Project Title (Name) \*

Please type in the name of the project.

### 3.1.7 Company No.

Company No. \*

Please type in the applicant's organisation's company number. Note that it must be in the correct format

### 3.1.8 VAT No.

VAT No. \*

Please type in the applicant's organisation's VAT number or Tax Reference Number (PPSN) if not registered for VAT. Note that it must be in the correct format.

### 3.1.9 Can VAT be reclaimed?

**Can VAT be reclaimed? \***

Please select

Please select

Yes

No

Click on the arrow to show the list of options available and select the most relevant option. If the applicant is looking for a VAT inclusive grant from SEAI, a letter from the Revenue Commission dated within 12 months of today's date and confirming the VAT status of the applicant must be uploaded in the Attachments page later on in this form. The letter must state that the beneficiary 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.

### 3.1.10 Applicant Tax Reference No.

**Applicant Tax Reference No. \***

*PPSN / VAT No.*

Please enter the applicant's organisation's tax reference number. Note that it must be in the correct format.

### 3.1.11 Tax Clearance Access No.

**Tax Clearance Access No. (TCAN) \***

Please type in the applicant's organisation's tax clearance access number (TCAN). Note that it must be in the correct format)

## 3.2 Contact Details - Beneficiary

### Contact Details - Beneficiary

**Name \***

Title	First	Last
-------	-------	------

**Address \***

Address Line 1
Address Line 2
City

**County \***

Please select

**Eircode \***

<https://finder.eircode.ie/#/>

**Mobile \***

**Telephone \***

**Email \***

**Website**

**Financial Controller's Name \***

**Financial Controller's Email \***

Please enter the contact details of the beneficiary of the grant. Each step is listed below in sequence.



### 3.2.1 Name

**Name \***

Title	First	Last
-------	-------	------

Please enter the beneficiary's name in these fields. Depending on the applicant's organisation, this could be a company's authorized top management representative, or it could be an individual business owner, etc.

### 3.2.2 Address

**Address \***

**County \***

**Eircode \***

<https://finder.eircode.ie/#/>

Please enter the beneficiary's address in these fields. This would be the company or business registered address.

### 3.2.3 Mobile

**Mobile \***

Please enter the mobile phone number of the beneficiary.

### 3.2.4 Telephone

**Telephone \***

Please enter the landline telephone number of the beneficiary.

### 3.2.5 Email

**Email \***

Please enter the email address of the beneficiary.

### 3.2.6 Website

**Website**

Please enter the website address of the beneficiary.

### 3.2.7 Financial Controllers Name

**Financial Controller's Name \***

Please enter the beneficiary organisation's financial controller's name. If the beneficiary's organisation does not have a designated financial controller, please enter the beneficiary's name here again.

### 3.2.8 Financial Controllers Email

**Financial Controller's Email \***

Please enter the beneficiary organisation's financial controller's email address. If the beneficiary's organisation does not have a designated financial controller, please enter the beneficiary's email address here again.

## 3.3 Project Summary

### 3.3.1 Executive Summary - Brief Overview of the Project

#### **Project Summary**

**Executive Summary - Brief Overview of the Project \***

Please provide a high-level summary encapsulating all aspects of the project.

Please provide a high-level summary encapsulating all aspects of the project. (min. 150 characters)  
For a Stage 1 application, this would be a summary description of the asset, sub-asset, process, or value stream to be certified under EXEED, as well as a summary description of the objectives and the work involved in producing the stage 2 documentation. For a Stage 2 application, this would be a summary description of the asset, sub-asset, process, or value stream to be certified under EXEED, as well as a summary description of the objectives and the individual sub-projects to be implemented which were identified during Stage 1.

Next

Please click the NEXT button to continue to the following page when complete.

## 4.0 EXEED Application Form: Stage 1 - Business Details

### EXEED Application form

- ① General   ② **Stage 1 - Business Details**   ③ Stage 1 - Asset Details   ④ Stage 1 - Project Costs   ⑤ Stage 1 - Project Details  
⑥ Stage 1 - Attachments and Declaration

### 4.1 EXEED Stage 1 - Form B - Project Proposal

No input required.

### 4.2 Contact Details

#### Contact Details

##### EED Owner

###### Name \*

<input type="text" value="First"/>	<input type="text" value="Last"/>
------------------------------------	-----------------------------------

###### Email \*

###### Telephone \*

###### Job Title \*

###### Company Name \*

##### Top Management Representative

###### Name \*

<input type="text" value="First"/>	<input type="text" value="Last"/>
------------------------------------	-----------------------------------

###### Email \*

###### Telephone \*

###### Job Title \*

###### Company Name \*

##### EED Expert

###### Name \*

<input type="text" value="First"/>	<input type="text" value="Last"/>
------------------------------------	-----------------------------------

###### Email \*

###### Telephone \*

###### Job Title \*

###### Company Name \*

###### Add Secondary EED Expert Contact? \*

###### Do you give SEAI permission to contact your EED Expert directly? \*

Please enter the relevant contact details in these fields. Each step will be listed in sequence below.

## 4.2.1 EED Owner

### EED Owner

**Name \***

First	Last
-------	------

**Email \***

**Telephone \***

**Job Title \***

**Company Name \***

Please enter the EED Owner's contact details in this section. EED Owner: Term used to identify the person with ultimate responsibility for the EXEED Project and is normally the EXEED Applicant identified in the General section of the application form. The EED owner shall be responsible for ensuring that energy efficient design is implemented in design projects and shall report directly to top management.

### 4.2.1.1 Name

**Name \***

First	Last
-------	------

Please enter the EED Owner's name in these fields.

### 4.2.1.2 Email

**Email \***

Please enter the EED Owner's email address in this field.

### 4.2.1.3 Telephone

**Telephone \***

Please enter the EED Owner's telephone number in this field.

### 4.2.1.4 Job Title

**Job Title \***

Please enter the EED Owner's job title in this field.

### 4.2.1.5 Company Name

**Company Name \***

Please enter the EED Owner's company name in this field. It should be the same company as the applicant's one indicated in the previous page.

## 4.2.2 Top Management Representative

### Top Management Representative

**Name \***

First	Last
-------	------

**Email \***

**Telephone \***

**Job Title \***

**Company Name \***

Please enter the Top Management Representative's contact details in this section. A critical requirement is the engagement and sponsorship of top management who are accountable for the project design outcome.

#### 4.2.2.1 Name

Name \*

First	Last
-------	------

Please enter the Top Management Representative's name in these fields.

#### 4.2.2.2 Email

Email \*

Please enter the Top Management Representative's email address in this field.

#### 4.2.2.3 Telephone

Telephone \*

Please enter the Top Management Representative's telephone number in this field.

#### 4.2.2.4 Job Title

Job Title \*

Please enter the Top Management Representative's job title in this field.

#### 4.2.2.5 Company Name

Company Name \*

Please enter the Top Management Representative's company name in this field.

#### 4.2.3 EED Expert

EED Expert

Name \*

First	Last
-------	------

Email \*

Telephone \*

Job Title \*

Company Name \*

Please enter the EED Expert's contact details in this section. Energy Efficiency Design Expert (EED): An energy efficiency design expert appointed by the EED Owner and is a mandatory role for each project. The EED expert shall report directly to the EED owner and shall operate independently of the project design team.

#### 4.2.3.1 Name

Name \*

First	Last
-------	------

Please enter the EED Expert's name in these fields.

#### 4.2.3.2 Email

Email \*

Please enter the EED Expert's email address in this field.

#### 4.2.3.3 Telephone

Telephone \*

Please enter the EED Expert's telephone number in this field.

#### 4.2.3.4 Job Title

Job Title \*

Please enter the EED Expert's job title in this field.

#### 4.2.3.5 Company Name

Company Name \*

Please enter the EED Expert's company name in this field.

#### 4.2.4 Add Secondary EED Expert Contact?

Add Secondary EED Expert Contact? \*

Please click the arrow to view the available options, if you need to appoint a secondary EED Expert contact, please select yes and a secondary entry pane with the same fields as "4.2.3 EED Expert" will appear.

#### 4.2.5 Do you give SEAI permission to contact your EED Expert directly?

Do you give SEAI permission to contact your EED Expert directly? \*

Please click the arrow to view the available options and select the desired option.

## 4.3 Business Information

### Business Information

\*Note: Please ensure that you are selecting the right type of business. If you are not sure if you meet the definition of an SME, please refer to the following link:

[User guide to the SME Definition - European Commission](#)

#### Entity type \*

#### Please specify which of the following describes your entity best \*

#### Sector \*

#### Is your organisation a member of SEAI's LIEN? \*

*LIEN - Large Industry Energy Network*

Please complete the following based on the company type that you have selected above:

#### Number of employees \*

#### Annual Turnover \*

#### Annual Balance Sheet \*

#### Company Size

#### Maximum Grant % Available

0%

#### Please upload a copy of your latest Audited\* Accounts \*

 or drag files here.

*\*Organisations which are not subject to a financial audit requirement should supply their latest unaudited accounts.*

Please enter the business information of the beneficiary in this section. Each step will be listed in sequence below.

### 4.3.1 Entity Type

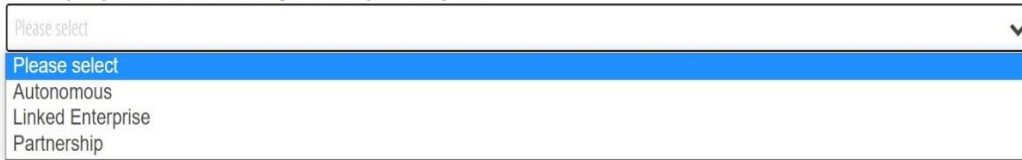
#### Entity type \*

Please click the arrow to view the available options and select the relevant entity type.

### 4.3.2 Please specify which of the following describes your entity best

Please specify which of the following describes your entity best \*



A dropdown menu with a white background and a thin black border. The top part is a header with the text "Please select" and a small downward arrow on the right. Below the header, the menu is open, showing a list of options: "Please select" (highlighted in blue), "Autonomous", "Linked Enterprise", and "Partnership".

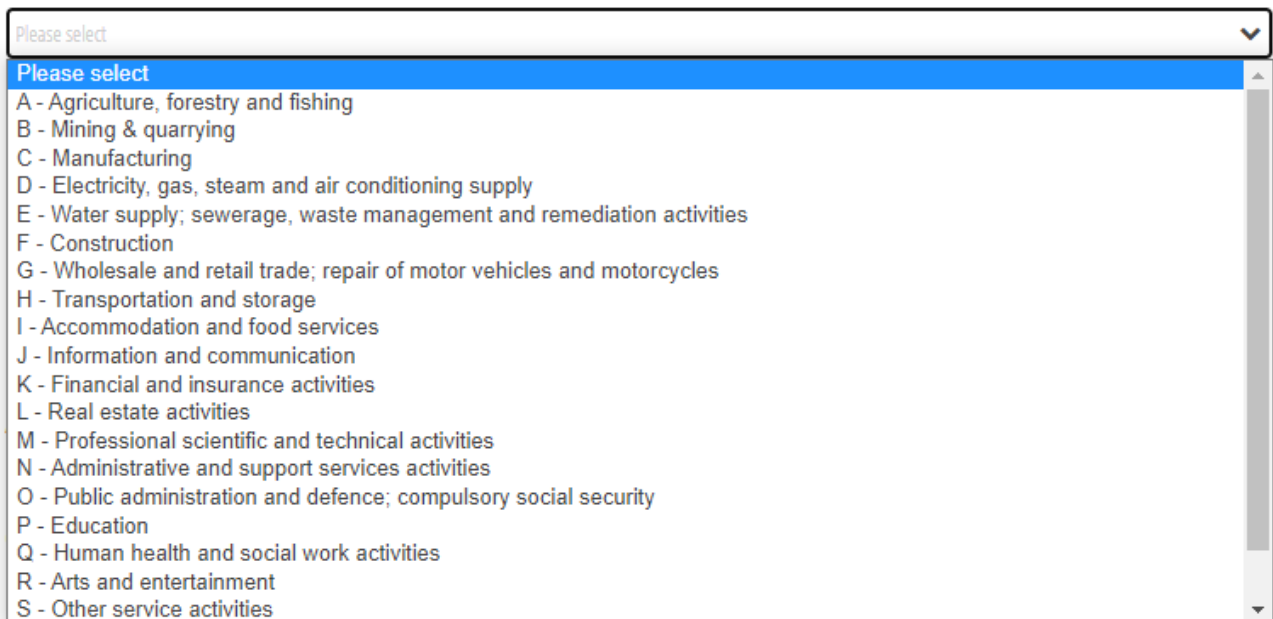
Please click the arrow to view the available options and select the option which describes your entity best. The three categories are:

- Autonomous: if the enterprise is either completely independent or has one or more minority partnerships (each less than 25 %) with other enterprises.
- Partnership: if holdings with other enterprises rise to at least 25 % but no more than 50 %, the relationship is deemed to be between partner enterprises.
- Linked Enterprise: if holdings with other enterprises exceed the 50 % threshold, these are considered linked enterprises.

For further details please refer to the link provided underneath the Business Information heading (User guide to the SME Definition - European Commission<sup>1</sup>).

### 4.3.3 Sector

Sector \*



A dropdown menu with a white background and a thin black border. The top part is a header with the text "Please select" and a small downward arrow on the right. Below the header, the menu is open, showing a list of sectors: "Please select" (highlighted in blue), "A - Agriculture, forestry and fishing", "B - Mining & quarrying", "C - Manufacturing", "D - Electricity, gas, steam and air conditioning supply", "E - Water supply; sewerage, waste management and remediation activities", "F - Construction", "G - Wholesale and retail trade; repair of motor vehicles and motorcycles", "H - Transportation and storage", "I - Accommodation and food services", "J - Information and communication", "K - Financial and insurance activities", "L - Real estate activities", "M - Professional scientific and technical activities", "N - Administrative and support services activities", "O - Public administration and defence; compulsory social security", "P - Education", "Q - Human health and social work activities", "R - Arts and entertainment", and "S - Other service activities".

Please click the arrow to view the available options, and select the sector which describes your entity best.

### 4.3.4 Sub Sector

Sub Sector \*



A dropdown menu with a white background and a thin black border. The top part is a header with the text "Please select" and a small downward arrow on the right. The menu is currently closed.

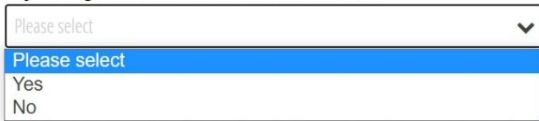
This pane will appear depending on the selected sector. Please click the arrow to view the available options, and select the sub-sector which describes your entity best. In case that there is only one sub sector available for the selected sector, this field will appear automatically filled in.

<sup>1</sup> Available at: [https://ec.europa.eu/regional\\_policy/sources/conferences/state-aid/sme/smedefinitionguide\\_en.pdf](https://ec.europa.eu/regional_policy/sources/conferences/state-aid/sme/smedefinitionguide_en.pdf)



### 4.3.5 Is your organisation a member of SEAI's LIEN?

Is your organisation a member of SEAI's LIEN? \*



Please select

Please select

Yes

No

Please click the arrow to view the available options, and select the relevant option. Details on SEAI's Large Industry Energy Network (LIEN) can be found at the following link: <https://www.seai.ie/business-and-public-sector/large-business/lien/>

### 4.3.6 Number of employees

Number of employees \*



Please select

Please select

Less than 50

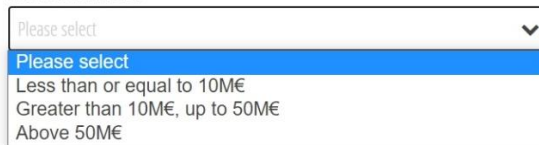
Between 50 and 249

250 or more

Please click the arrow to view the available options, and select the category which your entity falls into. Please note that the selection should be made based on the company type selected above. For instance, in case of a linked enterprise, the number of employees selected here should be the total **all linked businesses** are taken into account, not just the business seeking the Grant.

### 4.3.7 Annual Turnover

Annual Turnover \*



Please select

Please select

Less than or equal to 10M€

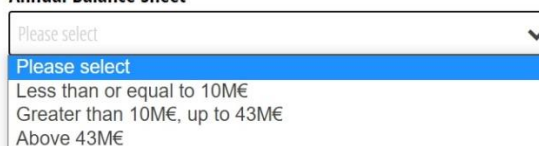
Greater than 10M€, up to 50M€

Above 50M€

Please click the arrow to view the available options, and select the category which your entity falls into. Please note that the selection should be made based on the company type selected above. For instance, in case of a linked enterprise, the annual turnover selected here should be the total **all linked businesses** are taken into account, not just the business seeking the Grant.

### 4.3.8 Annual Balance Sheet

Annual Balance Sheet \*



Please select

Please select

Less than or equal to 10M€

Greater than 10M€, up to 43M€

Above 43M€

Please click the arrow to view the available options, and select the category which your entity falls into. Please note that the selection should be made based on the company type selected above. For instance, in case of a linked enterprise, the annual balance sheet selected here should be the total **all linked businesses** are taken into account, not just the business seeking the Grant.

### 4.3.9 Company Size & Maximum Grant % Available

Company Size

Medium

Maximum Grant % Available

60%

These outputs will auto-populate based on the previous selections. Your entity's SME status will impact the maximum EXEED grant % available.

### 4.3.10 Please upload your Declaration of SME Qualification form

**Please upload your Declaration of SME Qualification form \***

or drag files here.

Download template [here](#)

This button will only appear for Small or Medium companies. Please upload your Declaration of SME qualification form here. A template can be found using the link.

### 4.3.11 Please upload a copy of your latest Audited Accounts

**Please upload a copy of your latest Audited\* Accounts \***

or drag files here.

*\*Organisations which are not subject to a financial audit requirement should supply their latest unaudited accounts.*

Please upload a copy of your latest audited accounts here. This attachment is mandatory for all applicants, regardless of their company size. Organisations which are not subject to a financial audit requirement should supply their latest unaudited accounts.

Please click the NEXT button to continue to the following page when complete.

## 5.0 EXEED Application Form: Stage 1 - Asset Details

### EXEED Application form

- ① General   ② Stage 1 - Business Details   ③ **Stage 1 - Asset Details**   ④ Stage 1 - Project Costs   ⑤ Stage 1 - Project Details  
⑥ Stage 1 - Attachments and Declaration

The purpose of this section is to provide guidance on completing the Stage 1 asset details step of the EXEED application form.

### 5.1 EXEED Asset Description

#### EXEED Asset Description

Asset Name \*

EXEED Asset Boundary \*

EXEED Asset Type \*

Is the asset part of the scope & boundaries of an existing ISO 50001 Energy Management System? \*

Asset Address \*

County \*

Eircode \*

<https://finder.eircode.ie/#/>

Project Category \*

Year of Construction \*

Standard hours of use of the asset per year \*

Energy Sources \*

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Biodiesel                   | <input type="checkbox"/> Biogas                  | <input type="checkbox"/> Biogasoline/Bioethanol        |
| <input type="checkbox"/> CHP - Electricity Generated | <input type="checkbox"/> Coal                    | <input type="checkbox"/> Diesel/Gas Oil/Marked Gas Oil |
| <input type="checkbox"/> Electricity - grid          | <input type="checkbox"/> Geothermal/Ambient heat | <input type="checkbox"/> Heat Recovery Systems         |
| <input type="checkbox"/> Heavy Fuel Oil              | <input type="checkbox"/> Hydro                   | <input type="checkbox"/> Kerosene                      |
| <input type="checkbox"/> Liquid Petroleum Gas (LPG)  | <input type="checkbox"/> Meat and bonemeal       | <input type="checkbox"/> Natural gas                   |
| <input type="checkbox"/> Peat                        | <input type="checkbox"/> Petroleum coke          | <input type="checkbox"/> Pure Plant Oil                |
| <input type="checkbox"/> Solar Photovoltaic (PV)     | <input type="checkbox"/> Solar Thermal           | <input type="checkbox"/> Wind Turbines                 |
| <input type="checkbox"/> Wood Chip                   | <input type="checkbox"/> Wood Logs               | <input type="checkbox"/> Wood Pellets                  |
| <input type="checkbox"/> Wood Waste                  | <input type="checkbox"/> Wood/Biomass            |  |

Please select all that applies

### Energy Users \*

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Electrical appliances           | <input type="checkbox"/> Electrochemical use of energy | <input type="checkbox"/> Energy used for cold production (refrigeration) |
| <input type="checkbox"/> Energy used for heat production | <input type="checkbox"/> Lighting                      | <input type="checkbox"/> Mechanical energy use (engines)                 |
| <input type="checkbox"/> Others                          | <input type="checkbox"/> Space cooling                 | <input type="checkbox"/> Space heating                                   |
| <input type="checkbox"/> Ventilation - mechanical        | <input type="checkbox"/> Ventilation - natural         | <input type="checkbox"/> Water heating                                   |

Please select all that apply

### Asset Annual Energy Consumption (kWh/yr) \*

### Annual Energy Cost (€/yr) \*

Final energy consumption

Please provide details of the EXEED asset in this section, each step will be listed in sequence below. EXEED Asset: The tangible entity identified by the applicant to which the EED methodology is applied.

## 5.1.1 Asset Name

### Asset Name \*

Please enter the name of the asset.

## 5.1.2 EXEED Asset Boundary

### EXEED Asset Boundary \*

Please select ▼

Please select

Individual building

Group of buildings

Process/Value stream

Please click the arrow to view the available options and select the relevant EXEED asset boundary.

## 5.1.3 No. of Buildings

### No. of Buildings \*

This pane will appear if the selected asset boundary is a group of buildings. Please enter the number of buildings within the EXEED asset boundary.

## 5.1.4 EXEED Asset Type

### EXEED Asset Type \*

Please select ▼

Please select

Community, libraries, museums

Data centre

Education (3rd level)

Education (Post Primary)

Education (Primary)

Healthcare, Primary Health Care, Hospitals, Care Homes

Hotel

Industrial

Leisure

Manufacturing facility

Office

Other

Restaurant/ Public House

Retail

Warehouse

Please click the arrow to view the available options and select the relevant EXEED asset type.

### 5.1.5 Is the asset part of the scope & boundaries of an existing ISO 50001 Energy Management System?

Is the asset part of the scope & boundaries of an existing ISO 50001 Energy Management System? \*

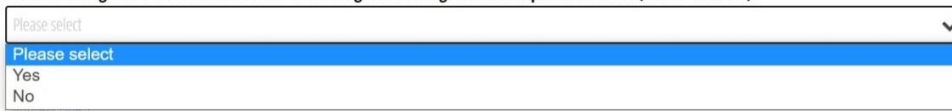


A dropdown menu with a downward arrow on the right. The menu is open, showing the following options: "Please select" (highlighted in blue), "Yes", and "No".

Please click the arrow to view the available options and select the relevant option. More detail on ISO 50001 energy management systems is available on SEAI's website at the following link: <https://www.seai.ie/business-and-public-sector/standards/energy-management-systems-and-iso-50001/>

### 5.1.6 Is the building/s a "Protected Structure" according to Planning and Development Act 200 (No. 30 of 2000)?

Is the building/s a "Protected Structure" according to Planning and Development Act 200 (No. 30 of 2000)? \*



A dropdown menu with a downward arrow on the right. The menu is open, showing the following options: "Please select" (highlighted in blue), "Yes", and "No".

This pane will appear if the selected asset boundary is a building or group of buildings. Please click the arrow to view the available options and select the relevant option.

### 5.1.7 Asset Address

Asset Address \*



Form fields for Asset Address: "Address Line 1", "Address Line 2", "City", "County" (dropdown), and "Eircode" (text input). A small URL <https://finder.eircode.ie/#/> is visible below the Eircode field.

Please enter the address of the asset in these fields.

### 5.1.8 Project Category

Project Category \*



A dropdown menu with a downward arrow on the right. The menu is open, showing the following options: "Please select" (highlighted in blue), "Greenfield", "Brownfield", "Major renovation", and "Major energy upgrade".

Please click the arrow to view the available options, and select the relevant project category.

### 5.1.9 Building Size (sq.m.)

Building Size (sq.m.) \*



A text input field for entering the building size in square meters.

This pane will appear if the selected asset boundary is a building or group of buildings. Please enter the total floor area of the building, or for a group of buildings the combined total floor area.

### 5.1.10 Year of Construction

**Year of Construction \***

Please enter the year of construction.

### 5.1.11 Standard hours of use of the asset per year

**Standard hours of use of the asset per year \***

Please enter the standard hours of use of the asset per year. Example, a factory running 3x shifts, 24hrs per day, 365 days per year, would have 8760hrs per year, an office running 12hrs per day, 251 days per year, would have 3012hrs per year.

### 5.1.12 Energy Sources

**Energy Sources \***

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Biodiesel                   | <input type="checkbox"/> Biogas                  | <input type="checkbox"/> Biogasoline/Bioethanol        |
| <input type="checkbox"/> CHP - Electricity Generated | <input type="checkbox"/> Coal                    | <input type="checkbox"/> Diesel/Gas Oil/Marked Gas Oil |
| <input type="checkbox"/> Electricity - grid          | <input type="checkbox"/> Geothermal/Ambient heat | <input type="checkbox"/> Heat Recovery Systems         |
| <input type="checkbox"/> Heavy Fuel Oil              | <input type="checkbox"/> Hydro                   | <input type="checkbox"/> Kerosene                      |
| <input type="checkbox"/> Liquid Petroleum Gas (LPG)  | <input type="checkbox"/> Meat and bonemeal       | <input type="checkbox"/> Natural gas                   |
| <input type="checkbox"/> Peat                        | <input type="checkbox"/> Petroleum coke          | <input type="checkbox"/> Pure Plant Oil                |
| <input type="checkbox"/> Solar Photovoltaic (PV)     | <input type="checkbox"/> Solar Thermal           | <input type="checkbox"/> Wind Turbines                 |
| <input type="checkbox"/> Wood Chip                   | <input type="checkbox"/> Wood Logs               | <input type="checkbox"/> Wood Pellets                  |
| <input type="checkbox"/> Wood Waste                  | <input type="checkbox"/> Wood/Biomass            |  |

*Please select all that applies*

Please select all energy sources which apply to your EXEED asset. This is where asset energy is currently coming from.

### 5.1.13 Energy Users

**Energy Users \***

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Electrical appliances           | <input type="checkbox"/> Electrochemical use of energy | <input type="checkbox"/> Energy used for cold production (refrigeration) |
| <input type="checkbox"/> Energy used for heat production | <input type="checkbox"/> Lighting                      | <input type="checkbox"/> Mechanical energy use (engines)                 |
| <input type="checkbox"/> Others                          | <input type="checkbox"/> Space cooling                 | <input type="checkbox"/> Space heating                                   |
| <input type="checkbox"/> Ventilation - mechanical        | <input type="checkbox"/> Ventilation - natural         | <input type="checkbox"/> Water heating                                   |

*Please select all that apply*

Please select all energy users which apply to your EXEED asset. This is where asset energy is currently being consumed.

### 5.1.14 Asset Annual Energy Consumption (kWh/yr) & Annual Energy Cost (€/yr)

**Asset Annual Energy Consumption (kWh/yr) \***

**Annual Energy Cost (€/yr) \***

*Final energy consumption*

Please enter the asset annual energy consumption and annual energy cost in these fields. Note, the asset annual energy consumption should be stated in terms of delivered energy, not primary energy etc. The annual energy cost should exclude any standing charges, and if VAT can be reclaimed should also exclude VAT.

### 5.1.15 If you have multiple buildings, please complete and upload the template for multiple buildings with details for all the buildings

**If you have multiple buildings, please complete and upload the template for multiple buildings with details for all the buildings \***

**Upload** or drag files here.

*[Download template here](#)*

This button will appear if you have previously selected Group of Buildings. Please click the upload button to attach a spreadsheet with the details of all buildings. Please note that only .xls or .xlsx file types are allowed. The template is available if you follow the link below the Upload button<sup>2</sup>.

**Next**

Please click the NEXT button to continue to the following page when complete.

---

<sup>2</sup> Available at: [LINK](#)

## 6.0 EXEED Application Form: Stage 1 - Project Costs

### EXEED Application form

- ① General   ② Stage 1 - Business Details   ③ Stage 1 - Asset Details   ④ **Stage 1 - Project Costs**   ⑤ Stage 1 - Project Details  
⑥ Stage 1 - Attachments and Declaration

The purpose of this section is to provide guidance on completing the Stage 1 project costs step of the EXEED application form.

### 6.1 Project Costs

#### Project Costs

Please add below all the planned and/or anticipated professional services for EXEED

**✖ Professional Service 1**

**Pre-Investment Professional Services \***

Please select ▼

**Service Provider Name \***

**No. of Resources assigned to this task \***

**Scope of Work \***

**No. of Days / Quantity \***

**Daily Rate / Rate (€) (Ex. VAT) \***

**Cost (€) (Ex. VAT)**  
€0.00

Please enter the planned/anticipated professional services for EXEED in this section. Each step is listed in sequence below.

#### 6.1.1 Pre-investment Professional Services

**Pre-Investment Professional Services \***

Please select ▼

- Please select
- Additional concept engineering design activities
- Benchmarking studies
- EED Expert
- Energy modelling
- Other
- Specialist consultancy for challenge and analyse process
- Technical feasibility studies



Please click the arrow to view the available options in the drop down menu, and select the relevant professional services category. For further details about the eligible activities for each category, please refer to the EXEED Grant Scheme Guidelines document.

### 6.1.2 If other, please describe

If Other, please describe \*

This pane will appear if other is selected from the drop down menu. Please provide a description of this professional service.

### 6.1.3 Service Provider Name

Service Provider Name \*

Please enter the name of the provider of this professional service.

### 6.1.4 No. of Resources assigned to this task

No. of Resources assigned to this task \*

Please enter the number of resources assigned to this task by this service provider.

### 6.1.5 Scope of work

Scope of Work \*

Please provide a summary of the scope of work to be carried out by this service provider.

### 6.1.6 No. of Days / Quantity

No. of Days / Quantity \*

Please enter the total number of days this professional service requires. A fixed single price can be entered as 1.

### 6.1.7 Daily Rate / Rate (€) (Ex. VAT)

Daily Rate / Rate (€) (Ex. VAT) \*

Please enter the daily rate for this professional service. For a fixed single price, enter the full amount.

### 6.1.8 Cost (€) (Ex. VAT)

Cost (€) (Ex. VAT)  
€0.00

The Ex. VAT cost will auto populate based on the previous entries.

### 6.1.9 VAT (€)

VAT (€) \*

Please enter the applicable VAT for this professional service. This field will only appear if VAT cannot be reclaimed.

### 6.1.10 Cost (€) (Incl. VAT)

Cost (€) (Incl. VAT)

€0.00

The Incl. VAT cost will auto populate based on the previous entries. This field will only appear if VAT cannot be reclaimed.

## 6.2 Add Professional Services

+ Add Professional Service

If additional professional services are required, you can add them by clicking the Add Professional Service button.

## 6.3 Funding Request

### Funding Request

**Total No. of Days / Quantity**

0.00

**Total Cost (€) (Ex. VAT)**

€0.00

**Stage 1 max. grant % allowed for eligible costs**

70%

**Max. Grant Available (€) (Ex. VAT)**

€0.00

The funding request outputs will auto-populate based on the previous details entered. Please note that the third column (VAT inclusive) will only appear if VAT cannot be reclaimed.

## 6.4 Please enter here the requested Stage 1 grant amount

**Please enter here the requested Stage 1 grant amount**

**Grant requested (€) (Ex. VAT) \***

Please enter the requested grant amount in these fields. Ex. VAT on the left, Incl. VAT on the right (in case VAT cannot be reclaimed). These amounts cannot exceed the Max Grant Available amounts above.

Next

Please click the NEXT button to continue to the following page when complete.

## 7.0 EXEED Application Form: Stage 1 - Project Details

### EXEED Application form

- ① General   ② Stage 1 - Business Details   ③ Stage 1 - Asset Details   ④ Stage 1 - Project Costs   ⑤ **Stage 1 - Project Details**   ⑥ Stage 1 - Attachments and Declaration

The purpose of this section is to provide guidance on completing the Stage 1 - Project Details step of the EXEED application form.

#### 7.1 Please describe scope and boundary of the EXEED Asset and how it meets the EXEED Asset definition?

**Please describe scope and boundary of the EXEED Asset and how it meets the EXEED Asset definition \***

*Minimum 150 characters. Maximum 2,000 characters.*

Please provide a summary response. The EXEED asset scope refers to the energy sources and the energy uses. The EXEED asset boundary refers to a physical boundary that fully incorporates the systems(s) fulfilling its purpose. This could be a full asset, a sub-asset, a process, or a value stream (the series of events that take a product or service from order or raw material through to customer delivery).

EXEED Asset: The tangible entity identified by the applicant to which the EED methodology is applied. This asset must meet the following qualifications;

- A physical boundary that fully incorporates the system(s) fulfilling its purpose.
- An energy balance study accounting for and including all energy sources, energy uses and energy demand.
- Encompasses energy services (i.e. desired outcomes that necessitate the consumption of energy) that are identified with application of the Energy Venn Diagram

Please refer to the EXEED Grant Scheme Guidelines document for more detail.

#### 7.2 Attach relevant photos/drawings/maps as applicable to provide further clarity on the asset boundary definition

**Attach relevant photos/drawings/maps as applicable to provide further clarity on the asset boundary definition \***

Upload or drag files here.

*File types allowed: PDF/JPEG/JPG/PNG/GIF/TIFF/DOC/DOCX*

Click the upload button to attach any relevant photos/drawings/maps as applicable to provide further clarity on the asset boundary definition.

### 7.3 Please describe the baseline design of the EXEED Asset (the starting point for the EXEED process)

**Please describe the baseline design of the EXEED Asset (the starting point for the EXEED process) \***

*Minimum 150 characters. Maximum 2,000 characters.*

Please provide a summary response. For a new build/major renovation/repurpose; the current design state is the baseline input into the EXEED process, the baseline can be defined by compliance with standards or building regulations, and baseline energy can be modelled or determined through engineering calculations based on the concept design.

For an existing asset; the baseline in most cases will be the performance of the existing asset, baseline energy can be determined from metering, bills, site survey, engineering calculations.

### 7.4 Please outline the expected schedule/timelines of EXEED project implementation

**Please outline the expected schedule/timelines of EXEED project implementation \***

*Minimum 150 characters. Maximum 2,000 characters.*

Please provide a summary response. Please outline the expected schedule/timelines of the EXEED Stage 1 professional services to deliver the EXEED Stage 2 documentation.

### 7.5 Please outline the outputs of the professional services activities (must relate to EXEED Certified)

**Please outline the outputs of the professional services activities (must relate to EXEED Certified) \***

*Minimum 150 characters. Maximum 2,000 characters.*

Please provide a summary response. E.g. The Energy Balance Study, The Challenge and Analyse, The Energy Savings Register, The Project Execution Plan, Measurement & Verification Plan, etc.

### 7.6 What are your expectations and hopes for the project as a result of EXEED Certified?

**What are your expectations and hopes for the project as a result of EXEED Certified? \***

*Minimum 150 characters. Maximum 2,000 characters.*

Please provide a summary response. Are there any particular energy use or carbon emissions objectives the applicant's organisation intends on achieving through EXEED?

## 7.7 Please outline the business case for EXEED project investment and capital budget considerations

**Please outline the business case for EXEED project investment and capital budget considerations \***

*Minimum 150 characters. Maximum 2,000 characters.*

Please provide a summary response. Why is it important for the applicant's organisation to invest in energy projects? Has a budget been allocated/committed to for EXEED energy upgrades?

## 7.8 Please outline any previous experience completing energy efficient design or energy saving projects

**Please outline any previous experience completing energy efficient design or energy saving projects \***

*Minimum 150 characters. Maximum 2,000 characters.*

Please provide a summary response.

## 7.9 Please outline the expected EXEED project organisation structure, roles and responsibilities

**Please outline the expected EXEED project organisation structure, roles and responsibilities \***

*Minimum 150 characters. Maximum 2,000 characters.*

Please provide a summary response. Include details of potential stakeholders/interested parties during project implementation.

## 7.10 What level of certification are you working towards?

**What level of certification are you working towards? \***

Please select ▼

Please select

EXEED Designed

EXEED Verified

EXEED Managed

Please click the arrow to view the available options in the drop down menu, and select the intended EXEED certification distinction. Please refer to the EXEED Grant Scheme Guidelines for detail regarding EXEED Certification.

Please see below links to documents outlining the requirements for EXEED certification:

- EXEED Designed; <https://www.seai.ie/publications/EXEED-Certified-Design-Distinction-Requirements-2017.pdf>
- EXEED Verified; <https://www.seai.ie/publications/EXEED-Certified-Verified-Distinction-Requirements-2017.pdf>

- EXEED Managed; <https://www.seai.ie/publications/EXEED-Certified-Managed-Distinction-Requirements-2017.pdf>

### 7.11 Why have you decided on this specific EXEED distinction?

**Why have you decided on this specific EXEED distinction? \***

*Minimum 150 characters. Maximum 2,000 characters.*

Please provide a summary response.

### 7.12 Stage 1 Duration - Outline estimated duration for completion of pre-investment EXEED Studies from receipt of Letter of Offer (in months)

**Stage 1 Duration - Outline estimated duration for completion of pre-investment EXEED Studies from receipt of Letter of Offer (in months) \***

Please indicate the expected time frame (in months) to complete the EXEED studies.

### 7.13 If longer than 3 months, please provide reasoning:

**If longer than 3 months, please provide reasoning: \***

Please provide an explanation of why it is expected that the EXEED studies will take longer than 3 months.

Next

Please click the NEXT button to continue to the following page when complete.

## 8.0 EXEED Application Form: Stage 1 - Attachments and Declaration

### EXEED Application form

- ① General   ② Stage 1 - Business Details   ③ Stage 1 - Asset Details   ④ Stage 1 - Project Costs   ⑤ Stage 1 - Project Details  
⑥ **Stage 1 - Attachments and Declaration**

The purpose of this section is to provide guidance on completing the Stage 1 - Attachments and Declaration step of the EXEED application form.

### 8.1 Attachments

#### Attachments

##### Declaration of Solvency \*

or drag files here.

[Download template here](#)

##### Declaration of Finance \*

or drag files here.

[Download template here](#)

##### VAT Letter from Revenue (If VAT cannot be reclaimed) \*

or drag files here.

[Download sample here](#)

##### Other

or drag files here.

Maximum 5 files. File types allowed: PDF/JPEG/JPG/PNG/GIF/TIFF/DOC/DOCX/XLS/XLSX

In this section the required attachments will need to be uploaded. Each step is listed below in sequence.

#### 8.1.1 Declaration of Solvency

##### Declaration of Solvency \*

or drag files here.

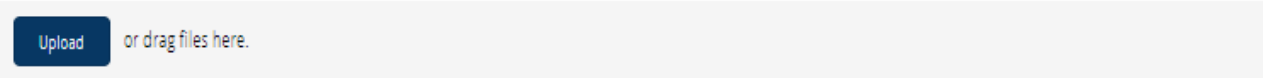
Please click the Upload button to attach the Declaration of Solvency document. A template can be found by following the link located below the Upload button<sup>3</sup>.

---

<sup>3</sup> Available at: [LINK](#)

## 8.1.2 Declaration of Finance

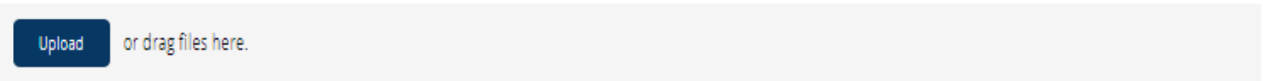
### Declaration of Finance \*

A light gray rectangular box containing a dark blue button with the word "Upload" in white text, followed by the text "or drag files here." in a smaller, gray font.

Please click the Upload button to attach the Declaration of Finance document. A template can be found by following the link located below the Upload button<sup>4</sup>.

## 8.1.3 VAT Letter from Revenue (If VAT cannot be reclaimed)

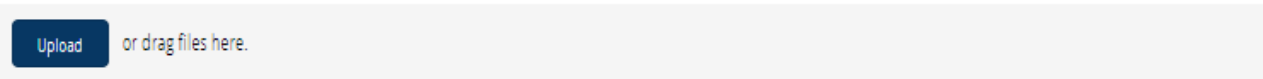
### VAT Letter from Revenue (If VAT cannot be reclaimed) \*

A light gray rectangular box containing a dark blue button with the word "Upload" in white text, followed by the text "or drag files here." in a smaller, gray font.

Please click the Upload button to attach the VAT letter from Revenue. Please note that this attachment will only be requested if VAT cannot be reclaimed. An example can be found by following the link located below the Upload button<sup>5</sup>.

## 8.1.4 Other

### Other

A light gray rectangular box containing a dark blue button with the word "Upload" in white text, followed by the text "or drag files here." in a smaller, gray font.

Any other relevant document can be uploaded here. Please click the Upload button to attach any other relevant document. Please note that a maximum of 5 files can be uploaded.

---

<sup>4</sup> Available at: [LINK](#)

<sup>5</sup> Available at: [LINK](#)



## 8.2 Applicant Declaration

### Applicant Declaration

*Commitment to EXEED Certification is a condition of grant support.*

*Please enter your details:*

Name \*

Position \*

Applicant declaration: \*

I confirm that the professional services related to this application have not started

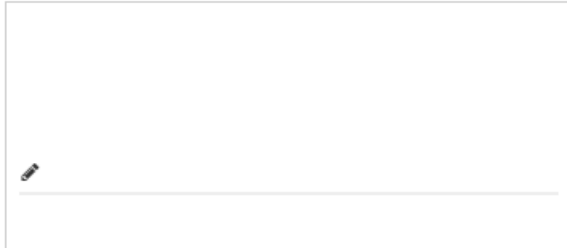
I agree with the Terms and Conditions

[Read the Terms and Conditions here](#)

I accept the Privacy Policy

[Read the Privacy Policy here](#)

Signature \*



Back

Submit

Save

In this section the Applicant is required to provide a signed declaration. Note, the term "Applicant" refers to the EED Owner, this should not be signed by the EED Expert. Please follow the steps below in sequence.

### 8.2.1 Name

Name \*

Please type your name in the above field.

### 8.2.2 Position

Position \*

Please type your position in the above field.

### 8.2.3 Applicant Declaration

**Applicant declaration: \***

I confirm that the professional services related to this application have not started

I agree with the Terms and Conditions

[Read the Terms and Conditions here](#)

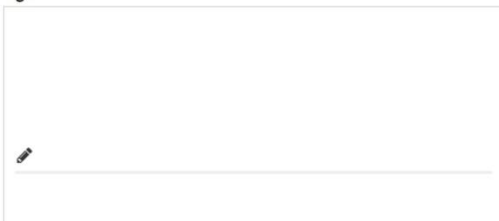
I accept the Privacy Policy

[Read the Privacy Policy here](#)

Please provide a declaration by ticking the relevant boxes. Note, the Terms and Conditions, and the Privacy Policy can be read by following the links below these headings.

### 8.2.4 Signature

**Signature \***



Back

Submit

Please provide a digital signature. If you hover over the signature pane, your mouse cursor will change to a pen, you can use this pen by holding down on your left mouse button. If you make a mistake and need to start again, you can delete the signature using the x button which will appear on the left-hand side of the signature pane.

Back

Next

Submit

Please review all pages of the form using the Back and Next buttons to ensure you are happy with the correctness/completeness of the information provided before clicking the Submit button. Once an application is submitted it will not be possible to make any changes.

# 9.0 EXEED Application Form: Stage 2 - Business Details

## EXEED Application form

- 1 General
- 2 Stage 2 - Business Details**
- 3 Stage 2 - Asset Details
- 4 Stage 2 - State Aid
- 5 Stage 2 - Major Renovation
- 6 Stage 2 - Project Details
- 7 Stage 2 - Project Costs
- 8 Stage 2 - Permissions / Licenses
- 9 Stage 2 - Attachments and Declaration

The purpose of this section is to provide guidance on completing the Stage 2 - Business Details step of the EXEED application form.

### 9.1 Contact Details

#### Contact Details

##### EED Owner

Name \*

Email \*

Telephone \*

Job Title \*

Company Name \*

##### Top Management Representative

Name \*

Email \*

Telephone \*

Job Title \*

Company Name \*

##### EED Expert

Name \*

Email \*

Telephone \*

Job Title \*

Company Name \*

Add Secondary EED Expert Contact? \*

Do you give SEAI permission to contact your EED Expert directly? \*

Please enter the relevant contact details in these fields. Each step will be listed below in sequence.

### 9.1.1 EED Owner

**EED Owner**

**Name \***

First	Last
-------	------

**Email \***

**Telephone \***

**Job Title \***

**Company Name \***

Please enter the EED Owner’s contact details in this section. EED Owner: Term used to identify the person with ultimate responsibility for the EXEED Project and is normally the EXEED Applicant identified in the General section of the application form. The EED owner shall be responsible for ensuring that energy efficient design is implemented in design projects and shall report directly to top management.

#### 9.1.1.1 Name

**Name \***

First	Last
-------	------

Please enter the EED Owner’s name in these fields.

#### 9.1.1.2 Email

**Email \***

Please enter the EED Owner’s email address in this field.

#### 9.1.1.3 Telephone

**Telephone \***

Please enter the EED Owner’s telephone number in this field.

#### 9.1.1.4 Job Title

**Job Title \***

Please enter the EED Owner’s job title in this field.

#### 9.1.1.5 Company Name

**Company Name \***

Please enter the EED Owner’s company name in this field. It should be the same company as the applicant’s one indicated in the previous page.

### 9.1.2 Top Management Representative

**Top Management Representative**

**Name \***

First	Last
-------	------

**Email \***

**Telephone \***

**Job Title \***

**Company Name \***

Please enter the Top Management Representative’s contact details in this section. A critical requirement is the engagement and sponsorship of top management who are accountable for the project design outcome.

### 9.1.2.1 Name

Name \*

First	Last
-------	------

Please enter the Top Management Representative's name in these fields.

### 9.1.2.2 Email

Email \*

Please enter the Top Management Representative's email address in this field.

### 9.1.2.3 Telephone

Telephone \*

Please enter the Top Management Representative's telephone number in this field.

### 9.1.2.4 Job Title

Job Title \*

Please enter the Top Management Representative's job title in this field.

### 9.1.2.5 Company Name

Company Name \*

Please enter the Top Management Representative's company name in this field.

## 9.1.3 EED Expert

EED Expert

Name \*

First	Last
-------	------

Email \*

Telephone \*

Job Title \*

Company Name \*

Please enter the EED Expert's contact details in this section. Energy Efficiency Design Expert (EED): An energy efficiency design expert appointed by the EED Owner and is a mandatory role for each project. The EED expert shall report directly to the EED owner and shall operate independently of the project design team.

### 9.1.3.1 Name

Name \*

First	Last
-------	------

Please enter the EED Expert's name in these fields.

### 9.1.3.2 Email

Email \*

Please enter the EED Expert's email address in this field.

### 9.1.3.3 Telephone

Telephone \*

Please enter the EED Expert's telephone number in this field.

### 9.1.3.4 Job Title

Job Title \*

Please enter the EED Expert's job title in this field.

### 9.1.3.5 Company Name

Company Name \*

Please enter the EED Expert's company name in this field.

### 9.1.4 Add Secondary EED Expert Contact?

Add Secondary EED Expert Contact? \*

Please click the arrow to view the available options, if you need to appoint a secondary EED Expert contact, please select yes and a secondary entry pane with the same fields as "9.1.3 EED Expert" will appear.

### 9.1.5 Do you give SEAI permission to contact your EED Expert directly?

Do you give SEAI permission to contact your EED Expert directly? \*

Please click the arrow to view the available options and select the desired option.

## 9.2 Business Information

### Business Information

\*Note: Please ensure that you are selecting the right type of business. If you are not sure if you meet the definition of an SME, please refer to the following link:

[User guide to the SME Definition - European Commission](#)

#### Entity type \*

#### Please specify which of the following describes your entity best \*

#### Sector \*

#### Is your organisation a member of SEAI's LIEN? \*

*LIEN - Large Industry Energy Network*

Please complete the following based on the company type that you have selected above:

#### Number of employees \*

#### Annual Turnover \*

#### Annual Balance Sheet \*

#### Company Size

#### Maximum Grant % Available

0%

#### Please upload a copy of your latest Audited\* Accounts \*

 or drag files here.

*\*Organisations which are not subject to a financial audit requirement should supply their latest unaudited accounts.*

Please enter the business information of the beneficiary in this section. Each step will be listed below in sequence.

### 9.2.1 Entity type

#### Entity type \*

  
  
Private Company  
Public Body  
Other

Please click the arrow to view the available options and select the relevant entity type.

### 9.2.2 Please specify which of the following describes your entity best

#### Please specify which of the following describes your entity best \*

  
  
Autonomous  
Linked Enterprise  
Partnership

Please click the arrow to view the available options and select the option which describes your entity best. The three categories are:

- Autonomous: if the enterprise is either completely independent or has one or more minority partnerships (each less than 25 %) with other enterprises
- Partnership: if holdings with other enterprises rise to at least 25 % but no more than 50 %, the relationship is deemed to be between partner enterprises
- Linked Enterprise: if holdings with other enterprises exceed the 50 % threshold, these are considered linked enterprises

For further details please refer to the link provided underneath the Business Information heading (User guide to the SME Definition - European Commission<sup>6</sup>).

### 9.2.3 Sector

**Sector \***

Please select

- Please select
- A - Agriculture, forestry and fishing
- B - Mining & quarrying
- C - Manufacturing
- D - Electricity, gas, steam and air conditioning supply
- E - Water supply; sewerage, waste management and remediation activities
- F - Construction
- G - Wholesale and retail trade; repair of motor vehicles and motorcycles
- H - Transportation and storage
- I - Accommodation and food services
- J - Information and communication
- K - Financial and insurance activities
- L - Real estate activities
- M - Professional scientific and technical activities
- N - Administrative and support services activities
- O - Public administration and defence; compulsory social security
- P - Education
- Q - Human health and social work activities
- R - Arts and entertainment
- S - Other service activities

Please click the arrow to view the available options, and select the sector which describes your entity best.

### 9.2.4 Sub Sector

**Sub Sector \***

Please select

This pane will appear depending on the selected sector. Please click the arrow to view the available options, and select the sub-sector which describes your entity best. In case that there is only one sub sector available for the selected sector, this field will appear automatically filled in.

### 9.2.5 Is your organisation a member of SEAI's LIEN?

**Is your organisation a member of SEAI's LIEN? \***

Please select

- Please select
- Yes
- No

Please click the arrow to view the available options, and select the relevant option. Details on SEAI's Large Industry Energy Network (LIEN) can be found at the following link: <https://www.seai.ie/business-and-public-sector/large-business/lien/>

<sup>6</sup> Available at: [https://ec.europa.eu/regional\\_policy/sources/conferences/state-aid/sme/smedefinitionguide\\_en.pdf](https://ec.europa.eu/regional_policy/sources/conferences/state-aid/sme/smedefinitionguide_en.pdf)



## 9.2.6 Number of employees

**Number of employees \***

Please select ▼

Please select

Less than 50

Between 50 and 249

250 or more

Please click the arrow to view the available options, and select the category which your entity falls into. Please note that the selection should be made based on the company type selected above. For instance, in case of a linked enterprise, the number of employees selected here should be the total **all linked businesses** are taken into account, not just the business seeking the Grant.

## 9.2.7 Annual Turnover

**Annual Turnover \***

Please select ▼

Please select

Less than or equal to 10M€

Greater than 10M€, up to 50M€

Above 50M€

Please click the arrow to view the available options, and select the category which your entity falls into. Please note that the selection should be made based on the company type selected above. For instance, in case of a linked enterprise, the annual turnover selected here should be the total **all linked businesses** are taken into account, not just the business seeking the Grant.

## 9.2.8 Annual Balance Sheet

**Annual Balance Sheet \***

Please select ▼

Please select

Less than or equal to 10M€

Greater than 10M€, up to 43M€

Above 43M€

Please click the arrow to view the available options, and select the category which your entity falls into. Please note that the selection should be made based on the company type selected above. For instance, in case of a linked enterprise, the annual balance sheet selected here should be the total **all linked businesses** are taken into account, not just the business seeking the Grant.

## 9.2.9 Company Size and Maximum Grant % Available

Company Size	Maximum Grant % Available
Small	50%

These outputs will auto-populate based on the previous selections. Your entity's SME status will impact the maximum EXEED grant % available.

## 9.2.10 Please upload your Declaration of SME Qualification form

**Please upload your Declaration of SME Qualification form \***

or drag files here.

Download template [here](#)

This button will only appear for Small or Medium companies. Please upload your Declaration of SME qualification form here. A template can be found using the link.

## 9.2.11 Please upload a copy of your latest Audited Accounts

**Please upload a copy of your latest Audited\* Accounts \***

Upload

or drag files here.

*\*Organisations which are not subject to a financial audit requirement should supply their latest unaudited accounts.*

Please upload a copy of your latest audited accounts here. This attachment is mandatory for all applicants, regardless of their company size. Organisations which are not subject to a financial audit requirement should supply their latest unaudited accounts.

Next

Please click the NEXT button to continue to the following page when complete.

## 10.0 EXEED Application Form: Stage 2 - Asset Details

### EXEED Application form

- ① General   ② Stage 2 - Business Details   ③ **Stage 2 - Asset Details**   ④ Stage 2 - State Aid   ⑤ Stage 2 - Major Renovation  
⑥ Stage 2 - Project Details   ⑦ Stage 2 - Project Costs   ⑧ Stage 2 - Permissions / Licenses  
⑨ Stage 2 - Attachments and Declaration

The purpose of this section is to provide guidance on completing the Stage 2 - Asset Details step of the EXEED application form.

### 10.1 EXEED Asset Description

#### EXEED Asset Description

**Asset Name \***

**EXEED Asset Boundary \***

**EXEED Asset Type \***

**Is the asset part of the scope & boundaries of an existing ISO 50001 Energy Management System? \***

**MPRN \***

*Meter Point Reference Number*

**MPRN Not available**

Not available

**Asset Address \***

**County \***

**Eircode \***

<https://finder.eircode.ie/#/>

**Project Category \***

**Year of Construction \***

**Standard hours of use of the asset per year \***

Please provide details of the EXEED asset in this section. Each step will be listed in sequence below. EXEED Asset: The tangible entity identified by the applicant to which the EED methodology is applied.

### 10.1.1 Asset Name

Asset Name \*

Please enter the name of the asset.

### 10.1.2 EXEED Asset Boundary

EXEED Asset Boundary \*

Please select

- Please select
- Individual building
- Group of buildings
- Process/Value stream

Please click the arrow to view the available options and select the relevant EXEED asset boundary.

### 10.1.3 No. of Buildings

No. of Buildings \*

This pane will appear if the selected asset boundary is a group of buildings. Please enter the number of buildings within the EXEED asset boundary.

### 10.1.4 EXEED Asset Type

EXEED Asset Type \*

Please select

- Please select
- Community, libraries, museums
- Data centre
- Education (3rd level)
- Education (Post Primary)
- Education (Primary)
- Healthcare, Primary Health Care, Hospitals, Care Homes
- Hotel
- Industrial
- Leisure
- Manufacturing facility
- Office
- Other
- Restaurant/ Public House
- Retail
- Warehouse

Please click the arrow to view the available options and select the relevant EXEED asset type.

### 10.1.5 Is the asset part of the scope & boundaries of an existing ISO 50001 Energy Management System?

Is the asset part of the scope & boundaries of an existing ISO 50001 Energy Management System? \*

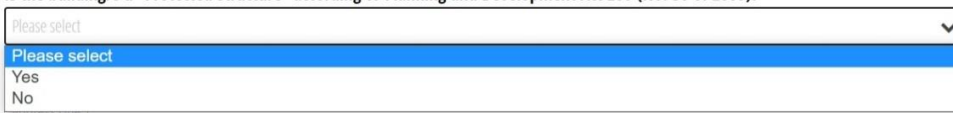
Please select

- Please select
- Yes
- No

Please click the arrow to view the available options and select the relevant option. More detail on ISO 50001 energy management systems is available on SEAI's website at the following link: <https://www.seai.ie/business-and-public-sector/standards/energy-management-systems-and-iso-50001/>

### 10.1.6 Is the building/s a “Protected Structure” according to Planning and Development Act 200 (No. 30 of 2000)?

Is the building/s a “Protected Structure” according to Planning and Development Act 200 (No. 30 of 2000)? \*



A dropdown menu with a downward arrow on the right. The menu is open, showing the following options: "Please select" (highlighted in blue), "Yes", and "No".

This pane will appear if the selected asset boundary is a building or group of buildings. Please click the arrow to view the available options and select the relevant option.

### 10.1.7 MPRN

#### MPRN \*



A rectangular text input field for entering the MPRN number.

*Meter Point Reference Number*

Please enter the MPRN number (Meter Point Reference Number) for the asset. The MPRN is the unique 11-digit number assigned to your electricity connection and meter. It starts with the digits 10 and is always shown on the bill from your electricity supplier.

If your asset boundary is a process/value stream and there are multiple MPRN numbers, please enter one and provide a list of all MPRN numbers with their locations marked on a drawing, map etc. as an attachment.

In case your asset boundary is a group of buildings, please enter one and include the rest of MPRN numbers in the multiple buildings spreadsheet required at the end of this page.

### 10.1.8 MPRN Not available

#### MPRN Not available

Not available

If an MPRN number (Meter Point Reference Number) is not available or applicable, please select this check box.

### 10.1.9 Asset Address

Asset Address \*



Form fields for Asset Address: "Address Line 1", "Address Line 2", "City", "County \*" (dropdown menu), and "Eircode \*" (text input field). A link <https://finder.eircode.ie/#/> is provided below the Eircode field.

Please enter the address of the asset in these fields.

### 10.1.10 Project Category

Project Category \*



A dropdown menu with a downward arrow on the right. The menu is open, showing the following options: "Please select" (highlighted in blue), "Greenfield", "Brownfield", "Major renovation", and "Major energy upgrade".

Please click the arrow to view the available options, and select the relevant project category.

### 10.1.11 Building Size (sq.m.)

Building Size (sq.m.) \*

This pane will appear if the selected asset boundary is a building or group of buildings. Please enter the total floor area of the building, or for a group of buildings the combined total floor area.

### 10.1.12 Year of Construction

Year of Construction \*

Please enter the year of construction.

### 10.1.13 Standard hours of use of the asset per year

Standard hours of use of the asset per year \*

Please enter the standard hours of use of the asset per year. Example, a factory running 3x shifts, 24hrs per day, 365 days per year, would have 8760hrs per year, an office running 12hrs per day, 251 days per year, would have 3012hrs per year.

## 10.2 Energy sources

### Energy sources

Fuel type *	Unit price (€/kWh) *	Asset annual energy consumption (kWh/yr) *
<input type="text" value="Please select"/>	Excluding standing charges	In final energy

Total energy consumption: 0

+ Add Fuel type

### Energy Users \*

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Electrical appliances           | <input type="checkbox"/> Electrochemical use of energy | <input type="checkbox"/> Energy used for cold production (refrigeration) |
| <input type="checkbox"/> Energy used for heat production | <input type="checkbox"/> Lighting                      | <input type="checkbox"/> Mechanical energy use (engines)                 |
| <input type="checkbox"/> Others                          | <input type="checkbox"/> Space cooling                 | <input type="checkbox"/> Space heating                                   |
| <input type="checkbox"/> Ventilation - mechanical        | <input type="checkbox"/> Ventilation - natural         | <input type="checkbox"/> Water heating                                   |

Please select all that apply

### Does this site fall under the EU Emissions Trading Scheme (ETS)? \*

### What will this asset's fossil fuel status be following the EXEED project? \*

In this section you will provide details of all energy sources which apply to your EXEED asset. This is where asset energy is currently coming from. Each step will be listed below in sequence.

### 10.2.1 Fuel type, Unit price (€/kWh) & Asset annual energy consumption (kWh/yr)

**Fuel type \*** **Unit price (€/kWh) \*** **Asset annual energy consumption (kWh/yr) \***

Please select

Total energy consumption: 0

Biodiesel  
 Biogas  
 Biogasoline/Bioethanol  
 CHP - Electricity Generated  
 Coal  
 Diesel/Gas Oil/Marked Gas Oil  
 Electricity - grid  
 Geothermal/Ambient heat  
 Heat Recovery Systems  
 Heavy Fuel Oil  
 Hydro  
 Kerosene  
 Liquid Petroleum Gas (LPG)  
 Meat and bonemeal  
 Natural gas  
 Peat  
 Petroleum coke  
 Pure Plant Oil  
 Solar Photovoltaic (PV)

Energy used for cold production (refrigeration)  
 Mechanical energy use (engines)  
 Space heating  
 Water heating

**Does this site fall under the EU Emissions Trading Scheme (ETS)? \***

Please click the arrow in the Fuel type pane to view the available options, and select the relevant fuel type for this energy source. Then enter the unit price (€/kWh) for this fuel type, and enter the asset annual energy consumption (kWh/yr) in the following panes. Note, the Unit price should exclude any standing charges, and if VAT can be reclaimed should also exclude VAT. The asset annual energy consumption should be stated in terms of delivered energy, not primary energy etc.

### 10.2.2 Add Fuel type



Additional energy sources can be added by clicking on the Add Fuel type button.

### 10.2.3 Energy Users

**Energy Users \***

Electrical appliances  
 Electrochemical use of energy  
 Energy used for cold production (refrigeration)  
 Energy used for heat production  
 Lighting  
 Mechanical energy use (engines)  
 Others  
 Space cooling  
 Space heating  
 Ventilation - mechanical  
 Ventilation - natural  
 Water heating

*Please select all that apply*

Please select all energy users which apply to your EXEED asset. This is where asset energy is currently being consumed.

### 10.2.4 Does this site fall under the EU Emissions Trading Scheme (ETS)?

**Does this site fall under the EU Emissions Trading Scheme (ETS)? \***

Please click the arrow to view the available options, and select the relevant answer for your site.

### 10.2.5 What will this asset's fossil fuel status be following the EXEED project?

What will this asset's fossil fuel status be following the EXEED project? \*

Please select ▼

Please select

- No fossil fuels on site
- Some fossil fuels on site

Please click the arrow to view the available options, and select the relevant fossil fuel status.

As part of Ireland's commitment to climate action and achieving net zero emissions by 2050, EXEED grant support will not be made available for sites which will consume fossil fuels following project completion, except in exceptional circumstances. Further detail is available in section 7.2 of EXEED Grant Guidelines.

### 10.2.6 What will this asset's fossil fuel status be following the EXEED project?

Please select all of the following options which apply to fossil fuels on site \*

- The only fossil fuel use is grid electricity
- No technically viable non-fossil alternative available
- Renewables would increase the final energy consumption or CO2 emissions
- Fossil fuel use is less than 10% of annual heating energy
- On credible phased pathway to net zero emissions
- Other - none of the above options apply

Please select all the options which apply to your EXEED asset in terms of fossil fuels. Further detail about the eligibility of assets which consume fossil fuels is available in section 7.2 of EXEED Grant Guidelines

### 10.2.7 Please justify your selection made in the previous question

Please justify your selection made in the previous question \*

### 10.2.8 If you have multiple buildings, please complete and upload the template for multiple buildings with details for all the buildings

If you have multiple buildings, please complete and upload the template for multiple buildings with details for all the buildings \*

Upload

or drag files here.

[Download template here](#)

This button will appear if you have previously selected Group of Buildings. Please click the upload button to attach a spreadsheet with the details of all buildings. Please note that only xls or xlsx file types are allowed. The template is available if you follow the link below the Upload button<sup>7</sup>.

Next

Please click the NEXT button to continue to the following page when complete.

<sup>7</sup> Available at: [LINK](#)



## 11.0 EXEED Application Form: Stage 2 - State Aid

### EXEED Application form

- ① General   ② Stage 2 - Business Details   ③ Stage 2 - Asset Details   ④ **Stage 2 - State Aid**   ⑤ Stage 2 - Major Renovation  
⑥ Stage 2 - Project Details   ⑦ Stage 2 - Project Costs   ⑧ Stage 2 - Permissions / Licenses  
⑨ Stage 2 - Attachments and Declaration

The purpose of this section is to provide guidance on completing the Stage 2 - State Aid step of the EXEED application form.

### 11.1 State Aid / Other questions

#### State Aid / Other questions

Each step will be listed below in sequence.

#### 11.1.1 Have you already started the works related to the opportunities included in this application?

Have you already started the works related to the opportunities included in this application? \*

Yes  No

Please answer Yes or No by clicking on the relevant circle button.

#### 11.1.2 Will this project involve an upgrade of any equipment that is currently at end of life?

Will this project involve an upgrade of any equipment that is currently at end of life? \*

Yes  No

*End of Life includes equipment that will need to be replaced within the next 2-3 years or will require significant repair or maintenance to maintain its useful life.*

Please answer Yes or No by clicking on the relevant circle button. Please note that End of Life includes equipment that will need to be replaced within the next 2-3 years or will require significant repair or maintenance to maintain its useful life.

#### 11.1.3 Apart from the EXEED grant, will this project be receiving any public funding?

Apart from the EXEED grant, will this project be receiving any public funding? \*

Yes  No  To be confirmed

Please answer Yes or No by clicking on the relevant circle button.

#### 11.1.4 Will the EXEED project offer any non-energy benefits to your organisation?

Will the EXEED project offer any non-energy benefits to your organisation? \*

Yes  No

Please answer Yes or No by clicking on the relevant circle button. Non-energy benefits could include increased output, new capability, new market, reduced labour requirements, reduced maintenance, reduced standing charges, improved reputation, improved comfort and indoor air quality etc. etc.

### 11.1.5 Please describe it.

Please describe it \*

This pane will appear if you have selected Yes in the previous question. Please describe the non-energy benefits to your organisation.

### 11.1.6 Will the EXEED project enable you to process/produce additional products or improve your offering?

Will the EXEED project enable you to process/produce additional products or improve your offering? \*

Yes  No

Please answer Yes or No by clicking on the relevant circle button.

### 11.1.7 Please describe it.

Please describe it \*

This pane will appear if you have selected Yes in the previous question. Please describe the increase in commercial capability.

### 11.1.8 Will your volume of output increase as a result of EXEED programme?

Will your volume of output increase as a result of EXEED programme? \*

Yes  No

Please answer Yes or No by clicking on the relevant circle button.

### 11.1.9 Will this project receive funding from *other* SEAI programmes for opportunities in this application?

Will this project receive funding from other SEAI programmes for opportunities in this application? \*

Yes  No

Please answer Yes or No by clicking on the relevant circle button.

### 11.1.10 Please provide SEAI programme ID number and specify the related energy saving opportunities.

Please provide SEAI programme ID number and specify the related energy saving opportunities \*

This pane will appear if you have selected Yes in the previous question. Please provide SEAI programme ID number and specify the related energy saving opportunities.

### 11.1.11 Have you received Stage 2 EXEED grant assistance for this asset in the past?

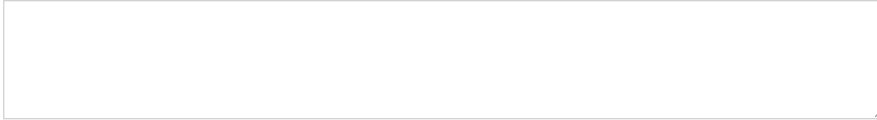
Have you received Stage 2 EXEED grant assistance for this asset in the past? \*

Yes  No

Please answer Yes or No by clicking on the relevant circle button.

### 11.1.12 Please provide EXEED programme ID number and describe which measures have already been implemented under the EXEED programme.

Please provide EXEED programme ID number and describe the measures already implemented \*



This pane will appear if you have selected Yes in the previous question. Please provide EXEED programme ID number and describe which measures have already been implemented under the EXEED programme.

### 11.1.13 Is there an energy supplier involved in financing of the project?

Is there an energy supplier involved in financing of the project? \*

Yes  No  To be confirmed

Please answer Yes or No by clicking on the relevant circle button.

### 11.1.14 Please indicate the company.

Please indicate the company \*



This pane will appear if you have selected Yes in the previous question. Please click the arrow to view the available options, and select the relevant energy supplier company which is involved in financing the project.

### 11.1.15 Is there an ESCO (Energy Service Company) involved in the delivery of this EXEED project?

Is there an ESCO (Energy Service Company) involved in the delivery of this EXEED project? \*

Yes  No  To be confirmed

Please answer Yes or No by clicking on the relevant circle button.

### 11.1.16 Does the project include Energy Performance Contract (EPC), Energy Performance Related Payment (EPRP) or Local Energy Supply Contract (LESC)?

Does the project include Energy Performance Contract (EPC), Energy Performance Related Payment (EPRP) or Local Energy Supply Contract (LESC)? \*



Please click the arrow to view the available options in the drop down menu, and select the relevant option. More detail on types of energy contracts is available on SEAI's website at the following link: <https://www.seai.ie/business-and-public-sector/business-grants-and-supports/energy-contracting/>

### 11.1.17 Please indicate the company and provide details of the relationship with this project

Please indicate the company and provide details of the relationship with this project \*

This pane will appear if you have selected Yes in the previous question. Please indicate the company and provide details of the relationship with this project.

Next

Please click the NEXT button to continue to the following page when complete.

## 12.0 EXEED Application Form: Stage 2 - Major Renovation

### EXEED Application form

- ① General
- ② Stage 2 - Business Details
- ③ Stage 2 - Asset Details
- ④ Stage 2 - State Aid
- ⑤ Stage 2 - Major Renovation**
- ⑥ Stage 2 - Project Details
- ⑦ Stage 2 - Project Costs
- ⑧ Stage 2 - Permissions / Licenses
- ⑨ Stage 2 - Attachments and Declaration

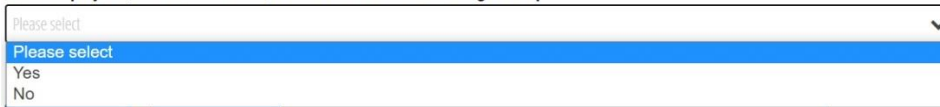
The purpose of this section is to provide guidance on completing the Stage 2 - Major Renovation step of the EXEED application form. Please refer to Technical Guidance Document Part L 2017 Non-dwellings Section 2.3 for more information regarding Major Renovations. Please be aware that any measures required to achieve the minimum requirements will not be eligible for support, EXEED can only support improvements over and above the minimum requirements.

### 12.1 Major Renovation

#### Major Renovation

##### 12.1.1 Does the project (EXEED or otherwise) involve renovation of Building Envelope?

Does the project (EXEED or otherwise) involve renovation of Building Envelope? \*



Please click the arrow to view the available options in the drop down menu, and select the relevant option. Building Envelope refers to the exposed; walls, floors, ceilings/roofs, windows, doors etc. If the EXEED asset is a group of buildings, please provide the below information only for the building(s) that will have a renovation of the envelope.

##### 12.1.2 Area of surface where external cladding/insulation will be applied (sq.m) (including walls, roof and floor).

Area of surface where external cladding/insulation will be applied (sq.m) (including walls, roof and floor) \*

Please enter the total surface area where insulation and/or cladding systems will be applied externally. Please include all exposed walls, ceilings/roofs, and floors.

##### 12.1.3 Area of surface where internal surface will be drylined (sq.m) (including walls, roof and floor).

Area of surface where internal surface will be drylined (sq.m) (including walls, roof and floor) \*

Please enter the total surface area where insulation and/or dry-lining systems will be applied internally. Please include all exposed walls, ceilings/roofs, and floors.

##### 12.1.4 Area of windows to be replaced (sq.m).

Area of windows to be replaced (sq.m) \*

Please enter the total surface area of all windows, doors, roof windows, and roof lights etc. to be replaced.

### 12.1.5 Area of surface where basic structural component is exposed (sq.m).

Area of surface where basic structural component is exposed (sq.m) \*

Please enter the total surface area where basic structural components will be exposed. i.e. where works involve the stripping down of an element to expose the basic structural components (brickwork/blockwork, timber frame, steel frame, joists, rafters, purlins etc.) and then rebuilding to achieve all the necessary performance requirements.

### 12.1.6 Total area renovated (sq.m).

Total area renovated (sq.m):

0.00

This output will auto-populate based on the previous entries.

### 12.1.7 Total area of external elements (sq.m).

Total area of external elements (sq.m) \*

Please enter the total surface area of all exposed walls, ceilings/roofs, floors, windows, doors, roof windows, and roof lights etc.

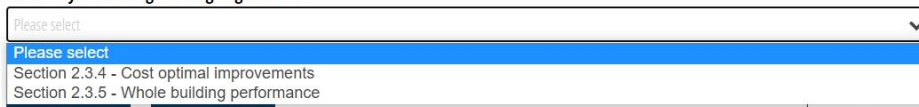
### 12.1.8 % of renovation calculated.

% of renovation calculated

The % surface area of the building undergoing renovation will be automatically calculated here.

## 12.2 How are you meeting Building Regulations?

How are you meeting Building Regulations? \*



This drop down menu will appear if the % surface area of the building is greater than 25%, indicating that the Major Renovation clause of Technical Guidance Document Part L Non-dwellings will be triggered. Please click the arrow to view the available options and select the option you intend on using to meet these requirements. Please see Technical Guidance Document Part L Non-dwellings for more detail on Major Renovations: <https://www.housing.gov.ie/housing/building-standards/tgd-part-l-conservation-fuel-and-energy/technical-guidance-document-l-3>

## 12.2.1 Cost optimal improvements

**How are you meeting Building Regulations? \***

Section 2.3.4 - Cost optimal improvements



*See Technical Guidance Document L for Buildings other than Dwellings*

**Please select the systems that are included in this application \***

Oil, gas, biomass heating systems

Controls for direct electric space heating Systems

Cooling and ventilation systems

General lighting systems

Other

**Current heating system \***

**Total heating system output (kW) (single or multiple) \***

**Heating system age \***

**Heating system seasonal efficiency (%) \***

**Cooling system age \***

**Cooling system seasonal energy efficiency ratio \***

**Ventilation system age \***

**Ventilation system efficiency \***

**Lighting system age \***

**Lighting system average lamp efficacy (lamp-lumens per circuit-watt) \***

**Lighting system area served (sq.m) \***

If you choose "Cost optimal improvements" in 12.2, then the above entry fields will appear depending on the selected systems included in this application. Each question is considered below in sequence.

### 12.2.1.1 Please select the systems that are included in this application

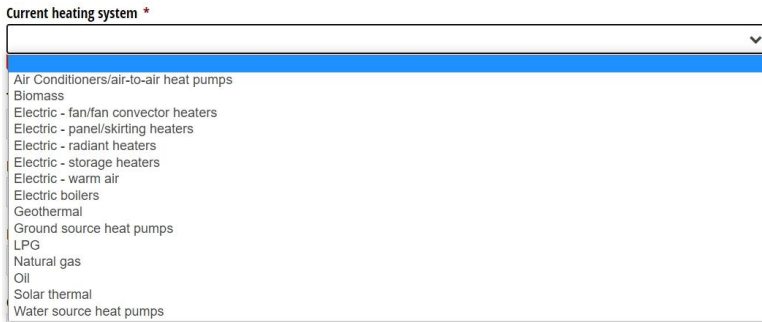
Please select the systems that are included in this application \*

- Oil, gas, biomass heating systems
- Cooling and ventilation systems
- Other
- Controls for direct electric space heating Systems
- General lighting systems

Please click the relevant tick boxes to select the systems that are included in this application. For EXEED scheme purposes, only systems which are seeking grant aid as part of this application should be selected here.

### 12.2.1.2 Current heating system

Current heating system \*



Please click the arrow to view the available options from the drop down menu to select your current heating system. For EXEED scheme purposes, this would be the current heating system which you intend on upgrading as part of this application.

### 12.2.1.3 Total heating system output (kW) (single or multiple)

Total heating system output (kW) (single or multiple) \*

Please type in this entry pane the total kW output of your current heating system.

### 12.2.1.4 Heating system age

Heating system age \*

Please type in this entry pane the age of your current heating system.

### 12.2.1.5 Heating system seasonal efficiency (%)

Heating system seasonal efficiency (%) \*

Please type in this entry pane the seasonal efficiency of your current heating system.

### 12.2.1.6 Cooling system age

Cooling system age \*

Please type in this entry pane the age of your current cooling system.

### 12.2.1.7 Cooling system seasonal energy efficiency ratio

Cooling system seasonal energy efficiency ratio \*

Please type in this entry pane the seasonal energy efficiency ratio (SEER) of your current cooling system.



### 12.2.1.8 Ventilation system age

Ventilation system age \*

Please type in this entry pane the age of your current ventilation system.

### 12.2.1.9 Ventilation system efficiency

Ventilation system efficiency \*

Please type in this entry pane the system efficiency of your current ventilation system.

### 12.2.1.10 Lighting system age

Lighting system age \*

Please type in this entry pane the age of your current lighting system.

### 12.2.1.11 Lighting system average lamp efficacy (lamp-lumens per circuit-watt)

Lighting system average lamp efficacy (lamp-lumens per circuit-watt) \*

Please type in this entry pane the average lamp efficacy of your current lighting system. lamp-lumens per circuit-watt (lm/W)

### 12.2.1.12 Lighting system area served (sq.m)

Lighting system area served (sq.m) \*

Please type in this entry pane the floor area served by your current lighting system.

## 12.2.2 Whole building performance

### How are you meeting Building Regulations? \*

Section 2.3.5 - Whole building performance

*See Technical Guidance Document L for Buildings other than Dwellings*

### Building type (Table 13 in TGD Part L 2017) \*

Please select

### Cost optimal performance kWh/m2/yr primary energy as calculated in NEAP

0

### Current kWh/m2/yr primary energy as calculated in NEAP \*

### Proposed kWh/m2/yr primary energy as calculated in NEAP \*

### Percentage improvement threshold

### Please outline which measures & costs will achieve the minimum cost optimal kWh/m2/yr \*

### Please outline which measures & costs are only related to exceeding the cost optimal thresholds \*

If you choose "Whole building performance" in 12.2, then the above entry fields will appear. Each question is considered below in sequence. If the EXEED asset is a group of buildings, please provide the below information for the main building that will have a renovation of the envelope and include the others in the text box at the end.

### 12.2.2.1 Building type (Table 13 in TGD Part L 2017)

#### Building type (Table 13 in TGD Part L 2017) \*

Please select

- Please select
- Hotel Air conditioned
- Office Air conditioned
- Office Natural Ventilated offices and other buildings
- Other Air Conditioned Buildings
- Other Naturally Ventilated Buildings
- Retail Air conditioned
- Schools

Please click the arrow to view the available options from the drop down menu and select the appropriate building type.

### 12.2.2.2 Cost optimal performance kWh/m2/yr primary energy as calculated in NEAP

#### Cost optimal performance kWh/m2/yr primary energy as calculated in NEAP

0

This field will auto-populate depending on the selected building type in 12.2.2.1

### 12.2.2.3 Current kWh/m2/yr primary energy as calculated in NEAP

Current kWh/m2/yr primary energy as calculated in NEAP \*

Please type in this entry pane the current kWh/m2/yr primary energy value as calculated in the Non-dwelling Energy Assessment Procedure (NEAP)  
(Existing Non-dwelling Energy Assessment required)

### 12.2.2.4 Proposed kWh/m2/yr primary energy as calculated in NEAP

Proposed kWh/m2/yr primary energy as calculated in NEAP \*

Please type in this entry pane the proposed (post works) kWh/m2/yr primary energy value as calculated in the Non-dwelling Energy Assessment Procedure (NEAP)  
(Proposed Non-dwelling Energy Assessment required)

### 12.2.2.5 Percentage improvement threshold

Percentage improvement threshold

This field will auto-populate the % improvement above the cost optimal performance kWh/m2/yr primary energy as calculated in NEAP for your selected building type. Note, the Percentage improvement threshold will be calculated automatically. If it's below 0, the following error message appears: "Not compliant and not eligible for grant assistance" and the applicant will not be able to submit the application.

### 12.2.2.6 Please outline which measures & costs will achieve the minimum cost optimal kWh/m2/yr

Please outline which measures & costs will achieve the minimum cost optimal kWh/m2/yr \*

If your building does not already meet minimum cost optimal performance kWh/m2/yr primary energy as calculated in NEAP, please type in this field a summary outline of the measures and costs involved in meeting this minimum requirement.

### 12.2.2.7 Please outline which measures & costs are only related to exceeding the cost optimal thresholds

Please outline which measures & costs are only related to exceeding the cost optimal thresholds \*

Please type in this field a summary outline of the measures and costs only related to exceeding the minimum cost optimal performance kWh/m2/yr primary energy as calculated in NEAP.

Next

Please click the NEXT button to continue to the following page when complete.

## 13.0 EXEED Application Form: Stage 2 - Project Details

### EXEED Application form

- ① General
- ② Stage 2 - Business Details
- ③ Stage 2 - Asset Details
- ④ Stage 2 - State Aid
- ⑤ Stage 2 - Major Renovation
- ⑥ Stage 2 - Project Details**
- ⑦ Stage 2 - Project Costs
- ⑧ Stage 2 - Permissions / Licenses
- ⑨ Stage 2 - Attachments and Declaration

The purpose of this section is to provide guidance on completing the Stage 2 - Project Details step of the EXEED application form.

### 13.1 Certification Timelines.

#### Certification Timelines

Which level of certification are you working towards? \*

Why have you decided on this specific EXEED distinction? \*

Minimum 150 characters. Maximum 2,000 characters.

Describe your engagement to date with the relevant Certification Body \*

Expected time for achieving certification \*

Please provide details regarding EXEED certification in this section. Each step is listed below in sequence.

#### 13.1.1 Which level of certification are you working towards?

Which level of certification are you working towards? \*

Please select

**Please select**

EXEED Designed

EXEED Verified

EXEED Managed

Please click the arrow to view the available options in the drop down menu, and select the level of certification you are working towards. Please refer to the EXEED Grant Scheme Guidelines for detail regarding EXEED Certification.

Please see below links to documents outlining the requirements for EXEED certification;

- EXEED Designed; <https://www.seai.ie/publications/EXEED-Certified-Design-Distinction-Requirements-2017.pdf>
- EXEED Verified; <https://www.seai.ie/publications/EXEED-Certified-Verified-Distinction-Requirements-2017.pdf>
- EXEED Managed; <https://www.seai.ie/publications/EXEED-Certified-Managed-Distinction-Requirements-2017.pdf>

### 13.1.2 Why have you decided on this specific EXEED distinction?

Why have you decided on this specific EXEED distinction? \*

Minimum 150 characters. Maximum 2,000 characters.

Please type a brief summary in this field outlining why you have decided on this specific EXEED distinction.

### 13.1.3 Describe your engagement to date with the relevant Certification Body

Describe your engagement to date with the relevant Certification Body \*

Please type a brief summary in this field describing your engagement to date with the relevant certification body.

### 13.1.4 Expected time for achieving certification

Expected time for achieving certification



«    October 2020    »

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Please click on the calendar button to enter an expected date for achieving certification. You can navigate through the months and years by clicking the month/year located at the top centre of the calendar.

## 13.2 EXEED Project development - Project Progress

**EXEED Project development - Project Progress**

### 13.2.1 Please confirm the EXEED Asset definition (if any changes since Stage 1 application, include them)

Please confirm the EXEED Asset definition (if any changes since Stage 1 application, include them) \*

Minimum 150 characters. Maximum 2,000 characters.

Please type a brief summary in this field confirming the EXEED asset definition. Have there been any changes to the scope/boundary of the asset since the Stage 1 letter of offer? The EXEED asset scope refers to the energy sources and the energy uses. The EXEED asset boundary refers to a physical boundary that fully incorporates the systems(s) fulfilling its purpose. This could be a full asset, a sub-asset, a process, or a value stream (the series of events that take a product or service from order or raw material through to customer delivery).

EXEED Asset: The tangible entity identified by the applicant to which the EED methodology is applied. This asset must meet the following qualifications;

- A physical boundary that fully incorporates the system(s) fulfilling its purpose.
- An energy balance study accounting for and including all energy sources, energy uses and energy demand.
- Encompasses energy services (i.e. desired outcomes that necessitate the consumption of energy) that are identified with application of the Energy Venn Diagram

Please refer to the EXEED Grant Scheme Guidelines document for more detail.

### 13.2.2 Please include photos/drawings/maps as attachments to provide clarity

**Please include photos/drawings/maps as attachments to provide clarity \***

or drag files here.

*File types allowed: PDF/JPEG/JPG/PNG/GIF/TIFF/DOC/DOCX/PPT*

Click the upload button to attach any relevant photos/drawings/maps as applicable to provide further clarity on the asset boundary definition.

### 13.2.3 Please outline the expected schedule of EXEED project implementation within the EXEED grant window

**Please outline the expected schedule of EXEED project implementation within the EXEED grant window \***

*Minimum 150 characters. Maximum 2,000 characters.*

Please type a brief summary in this field outlining the expected schedule for carrying out the EXEED project works within the current grant window. Note, all works applied for in this Stage 2 application must be completed within the current grant window. If particular sub-projects cannot commence early enough to be completed within the current grant window, then a multi phased approach may be more appropriate with follow on Stage 2 applications for these sub-projects.

### 13.2.4 Please outline the EXEED project delivery strategy, e.g. one-off grant application or multi-phased??

**Please outline the EXEED project delivery strategy, e.g. one-off grant application or multi-phased? \***

*Minimum 150 characters. Maximum 2,000 characters.*

Please type a brief summary in this field outlining the investment decisions/strategy for the EXEED project implementation. Will this be a one-off application where all sub-projects identified through the EXEED methodology are completed within the current grant window? Or will this Stage 2 application be part of a multi-phased approach where the sub-projects are implemented over a number of years/grant windows with additional follow on Stage 2 applications?

### 13.2.5 List any constraints that may affect project completion milestones and grant drawdown timelines

**List any constraints that may affect project completion milestones and grant drawdown timelines \***

*Minimum 150 characters. Maximum 2,000 characters.*

Please type a brief summary in this field. Does the capital budget allocation within your company have any strict constraints/timelines that will have an effect on grant drawdown timelines and project completion milestones? (e.g. must be spent in a specific calendar year, etc.)

### 13.2.6 Approaches to measurement and verification of opportunities identified.

**Approaches to measurement and verification of opportunities identified \***

*Minimum 150 characters. Maximum 2,000 characters.*

Please type a brief summary in this field outlining the approaches to Measurement & Verification of the energy performance improvement opportunities identified through the EXEED methodology.

### 13.2.7 Please outline the current project status and progress to date on EXEED-related activities

**Please outline the current project status and progress to date on EXEED-related activities \***

*Minimum 150 characters. Maximum 2,000 characters.*

Please type a brief summary in this field outlining the current state of project development and progress. Provide a summary of the EXEED related activities completed since stage 1 letter of offer in preparation for this Stage 2 application.

Next

Please click the NEXT button to continue to the following page when complete.

## 14.0 EXEED Application Form: Stage 2 - Project Costs

### EXEED Application form

- ① General   ② Stage 2 - Business Details   ③ Stage 2 - Asset Details   ④ Stage 2 - State Aid   ⑤ Stage 2 - Major Renovation  
⑥ Stage 2 - Project Details   ⑦ **Stage 2 - Project Costs**   ⑧ Stage 2 - Permissions / Licenses  
⑨ Stage 2 - Attachments and Declaration

The purpose of this section is to provide guidance on completing the Stage 2 - Project Costs step of the EXEED application form.

### 14.1 Please add below the details for each opportunity

#### Project Costs

##### Opportunities falling within grant window

**✖ Opportunity 1**

**Opportunity description \***

  
**Basis of additionality or rationale for incremental cost \***  
**Which layer of the Energy Venn Diagram is this measure associated with? \***

Please select ▼

During the Challenge & Analyse process, which layer of the Energy Venn Diagram resulted in the identification of this opportunity?

**Measure category \***

Please select ▼

**Electrical savings (kWh) \***

  
Final energy

**Thermal savings (kWh) \***

  
Final energy

**What type of thermal energy will be saved/reduced? \***

Please select ▼

Select the main option that applies

**Is the existing equipment currently operational and not near end of life? \***

Please select ▼

**Quote cost (€) (Ex. VAT) \***

  
**Counterfactual cost (€) (Ex. VAT) \***  
**Please provide explanation for the value you have entered for the counterfactual \***  
**Incremental cost (€) (Ex. VAT)**  
€0.00

**VAT (€) \***

  
**Total cost (€) (Inc. VAT)**  
€0.00

Please enter the required information relating to the opportunities falling within the current grant window in this section. Each step will be listed below in sequence.



### 14.1.1 Opportunity description

Opportunity description \*

Please type a description of the opportunity in this pane.

### 14.1.2 Basis of additionality or rationale for incremental cost

Basis of additionality or rationale for incremental cost \*

Please type in an explanation for the basis of additionality or rationale for incremental cost in this entry field. It is important to note that the only eligible capital expenditure is that which is incremental over a baseline design, i.e. additional to the counterfactual investment for the specific project. It will be required to provide an explanation of the incremental nature and the Incentive Effect of requested investment-aid support. The counterfactual design is expected to be a detailed costed alternative exercise. SEAI will assess costings provided for the counterfactual and only the incremental expenditure will be eligible for funding.

In the case of an existing asset;

- Grant aid is not applicable to essential works, i.e. maintenance / repairs, or end of life equipment.
- Eligible costs are those above a counterfactual.
- The counterfactual will be defined by the business case or basis of the investment decision.

In the case of a new build;

- Eligible capital is incremental over the baseline design
- Grant aid is not applicable to works required by standards or regulations.

Further detail is available in the EXEED Grant Guidelines.

### 14.1.3 Which layer of the Energy Venn Diagram is this measure associated with?

Which layer of the Energy Venn Diagram is this measure associated with? \*

Please click the arrow to view the available options in the drop down menu, and select the layer of the Energy Venn diagram this measure/opportunity is associated with. The Energy Venn diagram is available in I.S.399: 2014 Energy Efficient Design Management.

### 14.1.4 Measure category

Measure category \*

Please click the arrow to view the available options in the drop down menu, and select the category this measure is associated with.

### 14.1.5 Measure Sub Category

**Renewables Sub Category \***

This pane will appear depending on the previous selection. Please click the arrow to view the available options in the drop down menu, and select the Sub-category this measure is associated with.

### 14.1.6 Electrical savings (kWh)

**Electrical savings (kWh) \***

  
Final energy

Please enter the electrical energy savings this measure will achieve in this pane. Note, this should be stated in terms of delivered energy.

### 14.1.7 Thermal savings (kWh)

**Thermal savings (kWh) \***

  
Final energy

Please enter the thermal energy savings this measure will achieve in this pane. Note, this should be stated in terms of delivered energy.

### 14.1.8 What type of thermal energy will be saved/reduced?

**What type of thermal energy will be saved/reduced? \***

- Please select
- Fuel Oil
- Gasoil / Diesel
- LPG
- Natural Gas
- Other Liquid Fuel
- Solid Fuel
- Wood / Biomass

Please click the arrow to view the available options in the drop down menu, and select the type of thermal energy that will be saved/reduced with this measure.

### 14.1.9 Is the existing equipment currently operational and not near end of life?

**Is the existing equipment currently operational and not near end of life? \***

- Please select
- Yes
- No

Please click the arrow to view the available options in the drop down menu, and select the relevant option. Please note that End of Life includes equipment that will need to be replaced within the next 2-3 years or will require significant repair or maintenance to maintain its useful life.

#### 14.1.10 Please provide technical data of the proposed measure

Please provide technical data of the proposed measure \*

This field will appear when "Other" has been selected as the measure category or subcategory. Please provide technical data of the proposed measure.

#### 14.1.11 Is this measure replacing an existing measure?

Is this measure replacing an existing measure? \*

Please select

Please select

Yes

No

This field will appear when "Other" has been selected as the measure category or subcategory. Please click the arrow to view the available options in the drop down menu, and select the relevant option.

#### 14.1.12 Please provide technical data of the current measure

Please provide technical data of the current measure \*

This field will appear depending on the selection made in 14.1.11. Please provide technical data of the current measure.

#### 14.1.13 Quote cost (€) (Ex. VAT)

Quote cost (€) (Ex. VAT) \*

Please enter the quote cost (€ Ex. VAT) for the proposed measure. Note, valid quotations will need to be submitted to support this entry, an opportunity to attach these will be provided later on in this application form.

#### 14.1.14 Counterfactual cost (€) (Ex. VAT)

Counterfactual cost (€) (Ex. VAT) \*

Please enter the counterfactual cost (€ Ex. VAT) for the proposed measure. For further details about the counterfactual cost, please refer to the EXEED Grant Scheme Guidelines document.

#### 14.1.15 Please provide an explanation for the value you have entered for the counterfactual

Please provide explanation for the value you have entered for the counterfactual \*

Please type into this field a summary explanation for the value you have entered for the counterfactual.

### 14.1.16 Incremental cost (€) (Ex. VAT)

**Incremental cost (€) (Ex. VAT)**  
€0.00

The incremental cost (€ Ex. VAT) will auto populate based on the previous entries.

### 14.1.17 VAT (€)

**VAT (€) \***

Please enter the applicable VAT for this measure. This field will only appear if VAT cannot be reclaimed.

### 14.1.18 Total cost (€) (Inc. VAT)

**Total cost (€) (Inc. VAT)**  
€0.00

The total cost (€ Incl. VAT) will auto populate based on the previous entries. This field will only appear if VAT cannot be reclaimed.

## 14.2 Add opportunity

[+ Add Opportunity](#)

Please click the Add Opportunity button to add additional measures/opportunities.

## 14.3 Summary of opportunities

### Summary of opportunities

Electric energy savings (kWh)	Thermal energy savings (kWh)	Incremental cost (Ex. VAT) (€)	Incremental cost (Inc. VAT) (€)
0.00	0.00	€0.00	€0.00

The Summary of Opportunities outputs will auto-populate based on the previous details entered. Please note that the fourth column (VAT inclusive) will only appear if VAT cannot be reclaimed.

## 14.4 Please submit a copy of your Technical Excel workbook here

**Please submit a copy of your Technical Excel workbook here \***

[Upload](#) or drag files here.

[Download template here](#)

Please click the Upload button to attach a copy of your Technical Excel workbook here. The template can be found by following the link located below the Upload button.

## 14.5 Please add below all the investment professional services for EXEED

**Professional Service 1**

Professional Service Requirement  
Please select

Service Provider Name  No. of Resources assigned to this task

Scope of Work

No. of Days / Quantity

Daily Rate / Rate (€) (Ex. VAT)

Cost (€) (Ex. VAT)  
€0.00

VAT (€)

Cost (€) (Inc. VAT)  
€0.00

Please enter the Stage 2 professional services requirements in this section. Each step will be listed in sequence below.

### 14.5.1 Professional Service Requirement

Professional Service Requirement

Please select

- Please select
- Additional detailed engineering design activities
- EED Expert
- EXEED Certification audit costs
- Measurement & Verification (not EED Expert)
- Other
- Project management/coordination
- Specialist commissioning & performance services

Please click the arrow to view the available options in the drop down menu, and select the relevant professional service requirement. For further details about the eligible activities for each category, please refer to the EXEED Grant Scheme Guidelines document.

### 14.5.2 If other, please describe

If Other, please describe \*

This pane will appear if other is selected from the drop down menu. Please provide a description.

### 14.5.3 Service Provider Name

Service Provider Name

Please enter the name of the provider of this professional service.

### 14.5.4 No. of Resources assigned to this task

No. of Resources assigned to this task

Please enter the number of resources assigned to this task by this service provider.

### 14.5.5 Scope of Work

**Scope of Work**

Please provide a summary of the scope of work to be carried out by this service provider.

### 14.5.6 No. of Days / Quantity

**No. of Days / Quantity**

Please enter the total number of days this professional service requires. A fixed single price can be entered as 1.

### 14.5.7 Daily Rate / Rate (€) (Ex. VAT)

**Daily Rate / Rate (€) (Ex. VAT)**

Please enter the daily rate for this professional service. For a fixed single price enter the full amount.

### 14.5.8 Cost (€) (Ex. VAT)

**Cost (€) (Ex. VAT)**

€0.00

The Ex. VAT cost will auto populate based on the previous entries.

### 14.5.9 VAT (€)

**VAT (€)**

Please enter the applicable VAT for this professional service. This field will only appear if VAT cannot be reclaimed.

### 14.5.10 Cost (€) (Inc. VAT)

**Cost (€) (Inc. VAT)**

€0.00

The Incl. VAT cost will auto populate based on the previous entries. This field will only appear if VAT cannot be reclaimed.

## 14.6 Add Professional Service

[+ Add Professional Service](#)

If additional professional services are required, you can add them by clicking the Add Professional Service button.

## 14.7 Summary of investment professional services

### Summary of investment professional services

Total No. of Days / Quantity	Total Cost (€) (Ex. VAT)	Total Cost (€) (Inc. VAT)
0.00	€0.00	€0.00

The Summary of Investment Professional services outputs will auto-populate based on the previous details entered. Please note that the third column (VAT inclusive) will only appear if VAT cannot be reclaimed.

## 14.8 Breakdown of costs and grant request

### Breakdown of costs and grant request

	Incremental project costs (€) (Ex. VAT)	Incremental project costs (€) (Inc. VAT)
Itemised expenditure	€0.00	€0.00
Investment professional services	€0.00	€0.00
Total project costs	€0.00	€0.00
<b>Stage 2 max. grant % allowed for eligible costs</b>	<b>Max. Grant Available (€) (Ex. VAT)</b>	<b>Max. Grant Available (€) (Inc. VAT)</b>
50.00%	€0.00	€0.00

The Breakdown of costs and grant request outputs will auto-populate based on the previous details entered. Please note that the third column (VAT inclusive) will only appear if VAT cannot be reclaimed.

## 14.9 Please enter here the requested Stage 2 grant amount

Please enter here the requested Stage 2 grant amount	Grant requested (€) (Ex. VAT) *	Grant requested (€) (Inc. VAT) *
	<input type="text"/>	<input type="text"/>

Please enter the requested grant amount in these fields. Ex. VAT on the left, Incl. VAT on the right (in case VAT cannot be reclaimed). Note, these amounts cannot exceed the Max Grant Available amounts above.

## 14.10 Summary of final proposed funding

### Summary of final proposed funding

SEAI - Grant support requested	Contribution of funding (Ex. VAT)	Contribution of funding (Inc. VAT)
Funding requested		
<b>Other funding sources *</b>	<b>Funding secured? *</b>	<b>Contribution of funding (Ex. VAT) *</b>
<input type="text" value="Please select"/>	<input type="text" value="Please select"/>	<input type="text"/>
		<b>Contribution of funding (Inc. VAT) *</b>
		<input type="text"/>
		Total project (Ex. VAT): €0.00
		Total project funding (Incl. VAT): €0.00
<input type="button" value="+ Add Item"/>		

Stage 2 Duration - Outline estimated duration for project completion from receipt of Letter of Offer (in months) \*

In this section the final proposed funding will be summarised and the estimated time to complete the Stage 2 project will be stated. Each step is listed below in sequence.

### 14.10.1 SEAI - Grant support requested

SEAI - Grant support requested	Contribution of funding (Ex. VAT)	Contribution of funding (Inc. VAT)
Funding requested		

The grant support request outputs will auto-populate based on the previous details entered.

## 14.10.2 Other funding sources, Funding secured? Contribution of funding (Ex. VAT), Contribution of funding (Inc. VAT).

Other funding sources *	Funding secured? *	Contribution of funding (Ex. VAT) *	Contribution of funding (Inc. VAT) *
Please select	Please select		
		Total project (Ex. VAT): €0.00	Total project funding (Incl. VAT): €0.00

In these fields the details regarding the other sources of funding must be entered. Please click on the pane below Other funding sources to reveal the dropdown menu, and select the relevant funding source:

Other funding sources *	Fund
Please select	Please select
Own resources	
Other public bodies	
EU Commission	
Obligated Party (EEOS)	
Other (specify)	

If Other is selected, please specify the funding source.

Please click on the pane below Funding secured, and select the relevant option to confirm if this source of funding is secured or not.

Funding secured? *
Please select
Please select
Yes
No

Please enter the contribution of funding provided by this source into the following two panes, Ex. VAT & Incl. VAT (only available if VAT cannot be reclaimed) amounts must be stated.

Contribution of funding (Ex. VAT) *	Contribution of funding (Inc. VAT) *

## 14.10.3 Add Item



If additional sources of funding will finance the project, you can add them by clicking the Add Item button.

## 14.10.4 Total project

Contribution of funding (Ex. VAT) *	Contribution of funding (Inc. VAT) *
Total project funding (Ex. VAT): €0.00	Total project funding (Incl. VAT): €0.00

The total project output will auto-populate based on the details entered in this table. Please note that this figure shall match the *Total project costs*. Otherwise, the following message will appear:

**Please review the contribution of funding for the sources other than SEAI as the total doesn't match the project cost**

If this message appears, please amend the amounts stated in the other funding sources table.



## 14.10.5 Stage 2 Duration - Outline estimated duration for project completion from receipt of Letter of Offer (in months)

Stage 2 Duration - Outline estimated duration for project completion from receipt of Letter of Offer (in months) \*

Please enter the outline estimated duration for project completion from receipt of Letter of Offer (in months) in this pane.

Next

Please click the NEXT button to continue to the following page when complete.

## 15.0 EXEED Application Form: Stage 2 - Permissions / Licenses

### EXEED Application form

- ① General
- ② Stage 2 - Business Details
- ③ Stage 2 - Asset Details
- ④ Stage 2 - State Aid
- ⑤ Stage 2 - Major Renovation
- ⑥ Stage 2 - Project Details
- ⑦ Stage 2 - Project Costs
- ⑧ **Stage 2 - Permissions / Licenses**
- ⑨ Stage 2 - Attachments and Declaration

The purpose of this section is to provide guidance on completing the Stage 2 - Permissions / Licenses step of the EXEED application form.

### 15.1 Other supporting documents; Permissions / Permits / Licences / Consents / Authorisations

#### Other supporting documents

##### Permissions / Permits / Licences / Consents / Authorisations

List any permission, permits, licences or other authorisations necessary for the project. Identify those which have been attained and provide an estimated approval date for those which are still outstanding. Note the cost of obtaining these are not eligible costs. Each step will be listed below in sequence.

#### 15.1.1 Planning Permission

##### Planning Permission \*

Please indicate if necessary for the project ▼

Please indicate if necessary for the project

Yes

No

Please click the arrow to view the available options in the drop down menu and select the relevant option.

#### 15.1.1.1 Granted date

Granted date		Comme																																																	
<input type="text"/>		<input type="text"/>																																																	
<div style="border: 1px solid gray; padding: 5px;"><p>« November 2020 »</p><table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"><thead><tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr></thead><tbody><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td style="background-color: #e0e0e0;">5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></tbody></table></div>			Su	Mo	Tu	We	Th	Fr	Sa	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5
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29	30	1	2	3	4	5																																													

Please click on the calendar button to enter either the date the permission was granted or an estimated approval date if not yet granted. You can navigate through the months and years by clicking the month/year located at the top centre of the calendar.

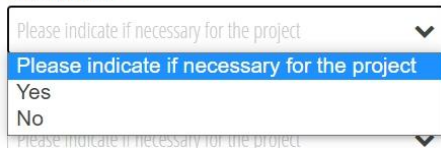
#### 15.1.1.2 Comments

Comments

Please type any relevant comments in this pane.

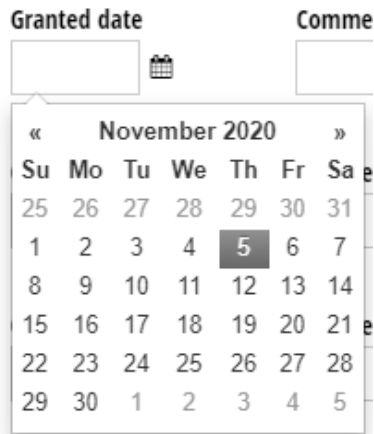
### 15.1.2 EPA License

#### EPA License \*



Please click the arrow to view the available options in the drop down menu, and select the relevant option.

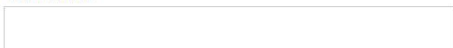
#### 15.1.2.1 Granted date



Please click on the calendar button to enter either the date the license was granted or an estimated approval date if not yet granted. You can navigate through the months and years by clicking the month/year located at the top centre of the calendar.

#### 15.1.2.2 Comments

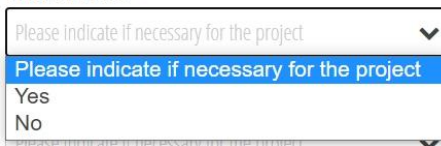
##### Comments



Please type any relevant comments in this pane.

### 15.1.3 Waste License

#### Waste License \*



Please click the arrow to view the available options in the drop down menu, and select the relevant option.

### 15.1.3.1 Granted date

Granted date	Comme					
<input type="text"/>	<input type="text"/>					
« November 2020 »						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Please click on the calendar button to enter either the date the license was granted or an estimated approval date if not yet granted. You can navigate through the months and years by clicking the month/year located at the top centre of the calendar.

### 15.1.3.2 Comments

Comments

Please type any relevant comments in this pane.

### 15.1.4 BCAR

BCAR \*

Please indicate if necessary for the project

Please indicate if necessary for the project

Yes

No

Please click the arrow to view the available options in the drop down menu, and select the relevant option.

### 15.1.4.1 Granted date

Granted date	Comme					
<input type="text"/>	<input type="text"/>					
« November 2020 »						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Please click on the calendar button to enter either the date it was granted or an estimated approval date if not yet granted. You can navigate through the months and years by clicking the month/year located at the top centre of the calendar.

### 15.1.4.2 Comments

Comments

Please type any relevant comments in this pane.

### 15.1.5 Other

Other

Details regarding any other type of required permission/license can be entered in this pane.

#### 15.1.5.1 Granted date

Granted date		Comme	
<input type="text"/>		<input type="text"/>	

« November 2020 »

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Please click on the calendar button to enter either the date it was granted or an estimated approval date if not yet granted. You can navigate through the months and years by clicking the month/year located at the top centre of the calendar.

#### 15.1.5.2 Comments

Comments

Please type any relevant comments in this pane.

### 15.1.6 Planning Permission

Planning Permission

Please click the Upload button to attach any relevant Planning Permission documents. Multiple files may be uploaded.

### 15.1.7 EPA License

EPA License

Please click the Upload button to attach any relevant EPA Licence documents. Multiple files may be uploaded.

### 15.1.8 Waste License

**Waste License**

or drag files here.

Please click the Upload button to attach any relevant Waste License documents. Multiple files may be uploaded.

### 15.1.9 BCAR

**BCAR**

or drag files here.

Please click the Upload button to attach any relevant BCAR documents. Multiple files may be uploaded.

### 15.1.10 Other permission / license

**Other permission / license**

or drag files here.

Please click the Upload button to attach any other relevant permission / license documents. Multiple files may be uploaded.

Please click the NEXT button to continue to the following page when complete.

## 16.0 EXEED Application Form: Stage 2 - Attachments and Declaration

### EXEED Application form

- ① General
- ② Stage 2 - Business Details
- ③ Stage 2 - Asset Details
- ④ Stage 2 - State Aid
- ⑤ Stage 2 - Major Renovation
- ⑥ Stage 2 - Project Details
- ⑦ Stage 2 - Project Costs
- ⑧ Stage 2 - Permissions / Licenses
- ⑨ Stage 2 - Attachments and Declaration**

The purpose of this section is to provide guidance on completing the Stage 2 - Attachments and Declaration step of the EXEED application form.

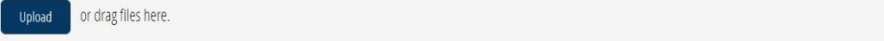
### 16.1 Attachments

#### Attachments

In this section the required Attachments will need to be uploaded. Each step is listed in sequence below.

#### 16.1.1 Declaration of Solvency

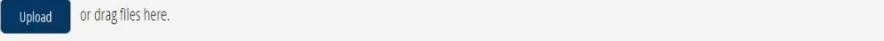
##### Declaration of Solvency \*

A light gray rectangular box containing a dark blue button with the word "Upload" in white text, followed by the text "or drag files here." in a smaller font.

Please click the Upload button to attach the Declaration of Solvency document. A template can be found by following the link located below the Upload button.

#### 16.1.2 Declaration of Finance

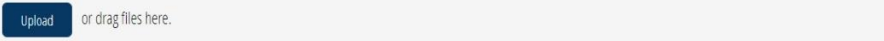
##### Declaration of Finance \*

A light gray rectangular box containing a dark blue button with the word "Upload" in white text, followed by the text "or drag files here." in a smaller font.

Please click the Upload button to attach the Declaration of Finance document. A template can be found by following the link located below the Upload button.

#### 16.1.3 VAT Letter from Revenue (If VAT cannot be reclaimed)

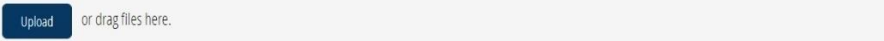
##### VAT Letter from Revenue (If VAT cannot be reclaimed) \*

A light gray rectangular box containing a dark blue button with the word "Upload" in white text, followed by the text "or drag files here." in a smaller font.

Please click the Upload button to attach the VAT letter from Revenue. Please note that this attachment will only be requested if VAT cannot be reclaimed). An example can be found by following the link located below the Upload button.

#### 16.1.4 Declaration of Incentive Effect

##### Declaration of Incentive Effect \*

A light gray rectangular box containing a dark blue button with the word "Upload" in white text, followed by the text "or drag files here." in a smaller font.

Please click the Upload button to attach the Declaration of Incentive Effect document. A template can be found by following the link located below the Upload button.

## 16.2 Technical Documentation

### Technical Documentation

In this section the required Technical Documentation will need to be uploaded. Each step is listed in sequence below.

#### 16.2.1 Project Execution Plan

##### Project Execution Plan \*

or drag files here.

Please click the Upload button to attach the Project Execution Plan (PEP).

#### 16.2.2 Energy Balance Study

##### Energy Balance Study \*

or drag files here.

Please click the Upload button to attach the Energy Balance Study (EBS).

#### 16.2.3 Energy Saving Register

##### Energy Saving Register \*

or drag files here.

Please click the Upload button to attach the Energy Saving Register (ESR).

#### 16.2.4 Evidence of Challenge and Analyse

##### Evidence of Challenge and Analyse \*

or drag files here.

Please click the Upload button to attach the Challenge and Analyse (C&A).

#### 16.2.5 Calculations/Evidence of energy saving calculations

##### Calculations/Evidence of energy saving calculations \*

or drag files here.

Please click the Upload button to attach the calculations/evidence of energy saving calculations. Note, these must be provided in a format that can be checked/verified.

#### 16.2.6 Evidence of Design for Energy Management

##### Evidence of Design for Energy Management

or drag files here.

Please click the Upload button to attach evidence of Design for Energy Management.

#### 16.2.7 Quotations

##### Quotations \*

or drag files here.

Please click the Upload button to attach the quotations for the measures/opportunities to be implemented.



## 16.2.8 Measurement and Verification Plan

### Measurement and Verification Plan

or drag files here.

Please click the Upload button to attach the Measurement & Verification plan.

## 16.2.9 Other

### Other

or drag files here.

Please click the Upload button to attach any Other relevant documents.

## 16.3 Applicant Declaration

### Applicant Declaration

*Commitment to EXEED Certification is a condition of grant support.*

*Please enter your details:*

Name \*

Position \*

Applicant declaration: \*

I confirm that the capital investment works and investment professional services (if any) related to this application have not started

I agree with the Terms and Conditions

[Read the Terms and Conditions here](#)

I accept the Privacy Policy

[Read the Privacy Policy here](#)

Signature \*

In this section the Applicant is required to provide a signed declaration. Note, the term "Applicant" refers to the EED Owner, this should not be signed by the EED Expert. Please follow the steps below in sequence.

### 16.3.1 Name

Name \*

Please type your name in the above field.

### 16.3.2 Position

Position \*

Please type your position in the above field.

### 16.3.3 Applicant declaration

**Applicant declaration: \***

I confirm that the capital investment works and investment professional services (if any) related to this application have not started

I agree with the Terms and Conditions

[Read the Terms and Conditions here](#)

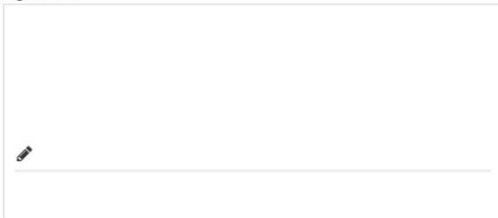
I accept the Privacy Policy

[Read the Privacy Policy here](#)

Please provide a declaration by ticking the relevant boxes. Note, the Terms and Conditions, and the Privacy Policy can be read by following the links below these headings.

### 16.3.4 Signature

**Signature \***

A rectangular digital signature pane with a thin border. In the bottom-left corner, there is a small icon of a pen nib. The rest of the pane is empty, intended for a user to draw a signature.

Please provide a digital signature. If you hover over the signature pane, your mouse cursor will change to a pen, you can use this pen by holding down on your left mouse button. If you make a mistake, you can delete the signature using the X button on the left hand side of the signature pane and start again.

Back

Next

Submit

Please review all pages of the form using the Back and Next buttons to ensure you are happy with the correctness/completeness of the information provided before clicking the Submit button. Once an application is submitted it will not be possible to make any changes.

w: [www.seai.ie](http://www.seai.ie)  
e: [info@seai.ie](mailto:info@seai.ie)  
t: 01 8082100



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