



Home Energy Saving scheme

Application Guide Version 1.1

IMPORTANT NOTICE

It is the responsibility of each applicant to the Home Energy Saving scheme to ensure that they have read, and fully understand, this Application Guide and the Home Owner Application Form before submitting a signed application form. Failure to fully adhere to the provisions of this Application Guide and the Application Form will result in application refusal, grant revocation or payment request refusal, depending on the particular status and stage of the grant. SEI accepts no liability or responsibility, whether for breach of contract, negligence or otherwise, in respect of any claim or cause of action arising out of, or in relation to, any equipment, product, work, system or installation in respect of which grant approval was given by SEI.

This Application Guide will be revised periodically. Call 1850 927 000 or check the SEI website www.sei.ie/hes to ensure that you have the latest version.



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1. Description of the Home Energy Saving scheme

The Home Energy Saving (HES) scheme provides assistance to homeowners who are interested in improving the energy efficiency of their home in order to reduce energy use and costs, greenhouse gas emissions and improve the comfort levels within their home.

The Irish Government, through SEI, wishes to encourage people to improve the energy efficiency of their homes by contributing to the initial investment cost of installing various remedial measures. The government believes that this will stimulate people to improve the energy efficiency of their home thus reducing energy use and costs and greenhouse gas emissions.

2. Scheme Objectives

The objectives of the scheme are to:

- Support the homeowner in making intelligent choices to improve the energy efficiency of their home
- Reduce energy use, costs and greenhouse gas emissions
- Build market capacity and competence by driving contractor standards and quality and stimulating market innovation

3. Who can avail of the scheme?

It is a national scheme and therefore all homeowners of dwellings built before 2006* may apply. Landlords and owners of multiple properties may also apply, however they must submit a separate application form for each property. Applicants to the Home Energy Saving scheme must use contractors who are registered with SEI. The grant being applied for must be for newly fitted materials / products and cannot have been already grant aided in the particular home.

[*Homes built from 2006 onwards should have been constructed to the 2003 Building Regulations and so should not require significant insulation or heating system upgrades]

4. What upgrade measures are grant aided?

Grants will be provided to homeowners who invest in energy efficiency improvements in the following areas:

- Roof Insulation
- Wall Insulation – this includes either cavity wall, internal dry lining or external insulation
- Replacement High Efficiency (> 90%) Oil/Gas fired Boiler including Heating Controls upgrade.
- Heating Controls Upgrade only
- Building Energy Rating (BER) – to avail of the BER grant an energy rating must be completed *Before* and *After* the remedial works.

Further information on these measures is available at www.sei.ie/hes or by calling 1850 927000, including homeowner self assessment checklist and upgrade overviews and buyers guides.

4.1 Minimum requirements for heating upgrades

High Efficiency Boiler: A replacement high efficiency gas or oil fired boiler must have a seasonal efficiency greater than 90% to avail of a grant under the Home Energy Saving scheme. A list of boilers and their associated seasonal efficiency is available on the SEI HARP (Home-heating Appliance Register of Performance) database. The HARP database is available at www.sei.ie/harp.



Heating Controls Upgrade: The minimum requirement for heating controls upgrade on the Home Energy Saving scheme is:

- Two (2) zones (space and water) with 7 day programmer (time and temperature) control and boiler interlock PLUS
- Time and Temperature control of electric immersion heater PLUS
- Either 1 more zone control or 3 TRV's

5. What grant levels are available on the Home Energy Saving scheme?

Grants are fixed for each type of measure as indicated in the table below and are towards the cost of materials and labour. **Grant approval from SEI must be in place before any purchase of materials or commencement of measures undertaken.** Grants are paid after the measures are completed and the contractor has been paid by the homeowner. In the instance where the cost of the work (VAT inclusive) is less than the fixed grant amount, the actual cost will be reimbursed.

MEASURE	CATEGORY	GRANT *
Roof	Roof Insulation	€250
Wall	Cavity wall insulation	€400
	Internal Wall Dry-Lining	€2,500
	External wall insulation	€4,000
Heating Controls	High Efficiency Gas or Oil fired Boiler with Heating Controls Upgrade	€700
	Heating Controls Upgrade	€500
BER Assessment	A <i>Before</i> works and an <i>After</i> works BER	€200

* Please note the minimum grant amount for the first application must be €500. Where a BER grant is applied for, the €200 BER Grant cannot count towards the €500 minimum.

6. Registered Contractors List

In accordance with the scheme's Terms and Conditions, all works must be completed by a contractor from SEI's Registered List, which is available at www.sei.ie/hes or on request from 1850-927000. The contractor must be registered for the particular measure that they are undertaking for the homeowner.

Contractors are registered by SEI on the basis of a commitment to:

- Installing the works in accordance with strict technical guidelines.
- Adherence to a professional Code of Practice.
- Demonstrated tax compliance and sufficiency of insurance cover.
- Use of a standard contract with the homeowner for all jobs.

All of these requirements are intended to ensure consumer confidence and optimum quality of service.

If undertaking a BER, these must be completed by a registered BER Assessor. A list of registered assessors is available on the SEI website www.sei.ie/BER

Note: An applicant may use a different contractor from that indicated in their original application. However to be eligible for the grant the contractor used to complete the measure must be registered with SEI for that measure.



7. How to apply for a Home Energy Saving scheme grant

There are 2 methods to apply for a Home Energy Saving scheme grant.

- Online: Response within 3 working days
- Application Form by Post: Response within 20 working days

Before commencing application please have the following information available to hand:

- Meter Point Reference Number (MPRN). This number appears on your electricity bill, and is 11 digits long
- The year in which your house was built (must be prior to 2006).
- The particular measures which you wish to undertake as part of the HES scheme.
- If you have already selected an SEI registered contractor you will need to know their name and address..
- Your Bank details i.e. bank name, bank account name, bank account number and sort code.
- For online application you will need an email address.

7.1 Online Applications

- Log onto www.sei.ie/hes
- Click online application
- Complete the application form
- Follow the steps to get grant approval
- Your grant approval will issue to your e-mail address and you will have 72 hours (3 days) in which to accept and validate the grant offer by email
- Organise for the measures which you referred to in your application form to be carried out and completed.
- Pay the contractor in full for measures completed and sign the Declaration of Works form. A separate Declaration of Works form is required for each measure completed.
- Submit your request for grant payment in the form of a Declaration of Works (this document(s) will be supplied to you once your grant is approved).

7.2 Postal Applications

- Download the application form at www.sei.ie/hes or request one by contacting 1850-927000
- Complete the application form and send to:

**Home Energy Saving scheme
Sustainable Energy Ireland
Glasnevin
Dublin 9**

- Follow the steps to get grant approval
- Your grant approval will issue to your postal address and you will have 15 working days in which to accept and validate the grant offer
- Organise for the measures which you referred to in your application form to be carried out and completed.
- Pay the contractor in full for measures completed and sign the Declaration of Works form. A separate Declaration of Works form is required for each measure completed.
- Submit your request for grant payment in the form of a Declaration of Works (this document(s) will be supplied to you once your grant is approved).



8. Approval Criteria

The following conditions will apply in the approval of grant applications and all conditions must be met in advance of any approval of a grant.

1. Applicant must be the homeowner/landlord and must have full possession of the property where the measures are to be installed
2. Applicant must fully complete the Home Energy Saving scheme Application Form (the “Application Form”) with information valid and accurate at time of application
3. Applicant must supply bank account and sort code details to facilitate electronic payment of the grant. (Please note that currently we cannot process Credit Union accounts)
4. Applicant must agree to be bound by the Terms and Conditions of the Scheme (see **Section 11** below)
5. Contractors must be registered with SEI, at the date of application and completion of works
6. SEI must still have adequate funding available to it pursuant to the relevant phase of the Scheme in order to be able to approve the relevant application.

8.1 When might you NOT qualify for a Home Energy Saving scheme grant?

Depending on the scale or type of works being undertaken, the HES grant may not necessarily be appropriate for all homeowners. Homeowners will not qualify for a grant in the following circumstances:

- If your first grant application would be for less than €500. So if you are only intending to do roof insulation (€250) or blown cavity wall insulation (€400) on their own
- If you are only replacing your existing boiler with a typical efficiency boiler (<90% efficiency)
- If you decide to simply replace your boiler but not upgrade the heating controls to the minimum prescribed standard
- If the measures have already been grant aided in the home which is the subject of the application
- If the applicant fails to fully comply with the scheme Terms and Conditions and the requirements set out in the scheme Application Guide and scheme Application Form

9. Payment Procedure

Upon completion of the measure(s), and payment having been made in respect of the supply and installation of the measure(s), the homeowner must make a formal request to SEI for payment by submitting the signed Declaration of Works form(s) for each measure being claimed (which will be sent to you by mail at the time of your acceptance of offer notification). In the instance where the cost of the work (VAT inclusive) is less than the fixed grant amount, the actual cost incurred will be reimbursed.

The grant offer remains valid for 6 months from the date of issue of Grant Offer notification.

10. Installation Inspections

All completed installations may be the subject to verification and/or technical inspections. Properties may be the subject of a sampling process and homeowners will be notified by SEI prior to the inspections.

In the case of verification Inspections the inspection will precede payment of the grant. This inspection will be scheduled at the earliest possible opportunity by SEI’s appointed inspector in consultation with the homeowner. Grant payment will be made upon satisfactory receipt of the verification inspection report from the inspector.

These technical inspections will take place once installation is completed, and will be scheduled for an appropriate time thereafter, and will not delay payment. The report of the inspector will be used by SEI in order to inform ongoing development of quality assurance within the Home Energy Saving scheme.

Homeowners are required to retain their invoices and receipts for all works undertaken and to have them available for presentation to SEI personnel should their home be selected for QA inspection.

11. Terms and Conditions

1. The Application Guide, Application Form and Terms and Conditions are those published on the SEI website on the date of submitting the application. However, SEI may, if required by law and without incurring any liability, vary, revise or supplement the Terms and Conditions of the Scheme after the applicant's submission of an application and these revised or supplemented Terms and Conditions (as published on the SEI website) may apply to the application unless the applicant chooses to withdraw its application. The applicant must monitor SEI's website in order to learn of any such changes to the Terms and Conditions.
2. The applicant's agreement with SEI in the event of a Grant Offer being accepted will comprise the Terms and Conditions, the Application Guide (including its Appendices), and the rest of the Application Form. The applicant having accepted the Grant Offer and communicated their acceptance of it to SEI shall comply with and agree to be bound by the provisions of these documents. In the event of any conflict arising between these documents the order of precedence shall be:
 - a. the Terms and Conditions of the Scheme;
 - b. the rest of the Application Guide less the Terms and Conditions of the Scheme;
 - c. the rest of the Application Form less the Terms and Conditions of the Scheme
3. The applicant must ensure that he/she completes and submits, to the extent applicable, the latest version of the Application Form (see www.sei.ie/hes for the latest version)
4. The applicant must be the owner of an existing home built before 2006, located in the Republic of Ireland, in respect of which the grant application is made (not applicable to mobile homes, caravans, houseboats or other temporary dwellings). Only existing dwellings are supported.
5. The applicant must undertake a measure(s) identified from the measure types supported under the HES scheme.
6. The applicant must engage a contractor listed on the Registered Contractor List (see **Section 6** of the Application Guide) to carry out the supported measure.
7. Approval of the grant only becomes valid upon receipt by SEI of the issued Grant Offer signed by the applicant indicating his/her unconditional acceptance in accordance with the timelines prescribed by SEI. In the case of online applications, acceptance is confirmed through receipt of an e-mail from the applicant indicating the applicant's acceptance of the Grant Offer.
8. The applicant must secure approval from SEI before assuming he/she will receive the grant. SEI reserves the right to reject/approve applications for grants under the Scheme.
9. The applicant must ensure grant approval is received before proceeding with any product purchase or installation work.
10. The grant, once approved, is only payable in respect of the type of measures and contractor(s) identified in the Application and referenced in the Grant Offer.
11. The timing of payment of the grant to approved applicants is subject to the funding allocated by government to the Scheme / programme in a particular calendar year, in accordance with public financial procedures. Where all other conditions are met, payment will be made by SEI on a "first come, first served" basis. Where funding is exhausted in a particular calendar year, payment to remaining applicants will be deferred until such time as further funds may be available. Deferred payments will receive priority, if and when those funds become available.
12. Should his/her property be selected as part of a sample inspection process, the applicant must make his/her home available for verification and/or technical inspection. In the instance of wall assessments, some of these inspections may result in the undertaking of "invasive" tests, including boroscope probing and thermal imaging. The applicant consents to the results of such inspections being published by SEI and made available to the public in whatever media SEI may, at its discretion, choose. The applicant must also be prepared to participate in follow-up research (telephone or postal questionnaire) as may be commissioned by SEI or its agents to establish the Scheme's impacts and achievements. The applicant acknowledges that SEI will have to provide certain contact details to third party contractors in relation to these matters and the applicant hereby consents to SEI making these disclosures.
13. The householder must facilitate any reasonable request made by Sustainable Energy Ireland or its agents requiring the installer return to the house in order to make good any works deemed not to meet the standards of the Home Energy Savings Pilot Scheme.
14. The applicant must obtain all necessary consents, permissions and statutory approvals and have authority to install the measures in his/her home.



15. SEI accepts no liability or responsibility, whether for breach of contract, negligence or otherwise, in respect of any direct or indirect loss, expense, dispute, claim, proceedings or cause of action arising out of, or in relation to, any product (or its suitability), any materials (or their suitability), equipment (or its suitability), work, system, service, specification, standard, installation or the qualification or performance of the contractor in respect of which a Grant Offer has issued, or a grant approval or payment was given by SEI. No undertaking, guarantee, assurance or other warranty, express or implied, is given by SEI, or any of its agents or servants, in respect of the cost, quality, efficiency and/or benefit of any work, equipment, materials, product, service or installation provided under the Scheme. The fact of registration on the Registered Contractors List for the Scheme does not infer any warranty or endorsement of that contractor by SEI.
16. The information in the documents referred to in section 2 and on SEI's website is provided solely for the purpose of providing assistance to the public, and is not intended to warrant or guarantee the quality of the materials, product and/or the installation chosen by the grant applicant.
17. In the event of any breach of these Terms and Conditions of the Scheme or the other documents referred to in section 2 above by the applicant and where the applicant has received payment pursuant to the Scheme, SEI shall, amongst its remedies against the applicant, be entitled to demand the complete repayment of the grant payment and the applicant agrees to comply with any such demand within one month of the date of the letter from SEI containing such demand.
18. The applicant shall follow the SEI complaints procedure in relation to any disputes between the applicant and SEI concerning any matter in connection with the Scheme.