



SERVE Project

Micro-Generation Grant Scheme

Information Guide

IMPORTANT NOTICE

It is the responsibility of each applicant to the SERVE Project Micro Generation Grant Scheme to ensure that they have read, and fully understood this Information Guide, the Terms & Conditions and the Application Form before submitting a signed Application Form. Failure to fully adhere to the provisions of this Information Guide, the Terms & Conditions 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.

No liability or responsibility whatsoever will attach to North Tipperary County Council and/or Tipperary Energy Agency 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 North Tipperary County Council under the SERVE Project Micro Generation Grant Scheme.

The SERVE Project is funded by the European Commission under its Concerto Programme



1. Background to the SERVE Project

The European Commission, under its Concerto Programme, is aiding the creation of several Sustainable Energy Areas throughout Europe. An area of North Tipperary has been approved funding as part of this Concerto Programme. This area is known as the SERVE Region (Sustainable Energy for the Rural Village Environment Project). One of the aims of the project is to demonstrate the use of electricity from micro-generation systems.

2. SERVE Region

The SERVE region is located in an area of North Tipperary that covers the following areas and their surrounds:

Nenagh Town	Ballymackey	Cloughjordan
Ballingarry	Riverstown	Rathcabbin
Redwood	Lorrha	Terryglass
Dromineer	Borrisokane	Ardcrony
Toomevara (within the village boundaries)		

To check eligibility, please contact North Tipperary County Council on 067 44671 or e-mail sheila.healy@northtippcoco.ie

3. Micro-Generation

Micro-generation is the generation of zero or low-carbon heat and power by individuals, small businesses and communities to meet their own needs. Micro-generation is dominated by three areas, namely, solar, wind and hydroelectric power. The latter two are dependent on site location for feasibility.

The SERVE Micro-generation Grant Scheme will grant aid the installation of micro wind generators and solar photovoltaic (PV) panels. The SERVE Project has funding for 20kw of micro-generation systems for which funding will be distributed on a 'first come/first serve' basis subject to satisfactorily meeting assessment criteria. For the purpose of the SERVE Micro-generation Grant Scheme:

- Micro-Generators are defined as either Solar Photovoltaic Panels or Wind Turbine Generators (either vertical or horizontal axis) that are less than 25 Amps (6kW) for single phase and less than 16 Amps (11kW) for three phases.
- Only Photovoltaic Panels with a capacity of not more than 6kW peak in total in one installation is allowed.
- Both Micro-Wind Generators and PV panels must comply with the ESB networks "Conditions Governing Connection and Operation of Micro-generation" available from www.esb.ie.
- Both Micro-Wind Generators and PV panels must be considered exempted development under the Planning and Development Regulations 2001: Planning and Development Regulations 2007 (S.I. No. 3 of 2007) or the Planning and Development Regulations 2008 (S.I. No. 253 of 2008) as applicable. The onus is on the applicant to ensure the proposed installation comes within the scope of the Planning & Development Regulations 2001 as amended. If the proposed installation is serving a protected structure or will be located in a designated area (SAC, SPA etc.) a Section 5 Declaration from the Planning Department, North Tipperary County Council, will be required at application stage.
- A copy of the ECTI electrical completion certificate that has been sent to the ESB for connection to the grid will be required as a condition of grant payment. The ECTI must be completed by a registered electrical contractor for the system. This will ensure the installation meets EN50438.

4. Grant Support and Levels

Grants are available for the installation of small scale micro-generation systems. Eligible costs include:

- Generation Equipment (wind turbine/PV panels)
- Mounting equipment, foundations and ancillary civil works (hard stands etc.)
- Ancillary electrical equipment such as invertors, rectifiers, switchgear, wire etc

- Installation (electrical, labour, crane hire, grid connection costs, transport costs to site etc.)
- For Non Residential Applicants, VAT is **not** an eligible cost unless the applicant is unable to recover the VAT paid for the purpose of the project. In such cases, a letter from the Office of the Revenue Commissioners will need to verify this and VAT can then be included in the eligible costs of the project

The SERVE Project grant aid is €1922 per kW up to a maximum amount. This maximum amount depends on various limits allowed for different types of organisations.

5. Eligibility Criteria

- The proposed installation must be able to achieve a valid ECTI Certificate of Completion, i.e. this will require an inverter that meets all the conditions of EN50438, and is safe to use on the Irish Electricity Grid.
- The scheme is open to Residential and Non Residential Applicants (Commercial, Public, Community and School Buildings).
- The applicant must be the intended owner of the system, which must be located in the SERVE region.
- Applicants to the SERVE Project Micro-generation Grant Scheme must have a **Feasibility Study** carried out by the selected contractor and submit same with the **Application Form** for the Micro-generation Grant Scheme.
- If the planned works are of a value of €5,000 or more, **3 quotes for works must also be submitted.**
- The onus is on the applicant to ensure the proposed installation comes within the scope of the Planning & Development Regulations 2001 as amended. If the proposed installation is serving a protected structure or will be located in a designated area (SAC, SPA etc.) a Section 5 Declaration from the Planning Department, North Tipperary County Council, will be required at application stage.
- It must be possible for the promoter to have the system **commissioned, installed, and operational; and the required grant claim submitted to North Tipperary County Council by 29th July 2011 at the latest.**

6. Grant Offer Requirements

In order for a grant offer to be made, Tipperary Energy Agency and North Tipperary County Council must assess and approve all aspects of the Feasibility Study to include the following:

- The system
- The appropriateness of the size of the system
- Expected wind speeds in the case of wind turbines
- Site orientation in the case of photovoltaic systems
- The installer of the system
- Location of the system
- Cost/Benefit Analysis of the system and its output.

Grantees must ensure that contractors appointed to carry out upgrading works have current tax compliance documents. At the request for payment stage, building owners will need to submit evidence of contractor's current tax compliance documents (Tax Clearance Certificate or C2 details as appropriate) together with original invoices, receipts/evidence of payments.

7. Application Process

- The Applicant submits the Application Form together with the 3 quotes (where applicable) and a copy of the Feasibility Study to North Tipperary County Council. Where applicable a Section 5 Declaration from the Planning Authority should also be submitted (see Sections 3. & 5.).
- North Tipperary County Council and Tipperary Energy Agency review the documents and if approved a Letter of Offer is sent to the applicant.
- The applicant must sign an Acceptance of Offer Form and return it to North Tipperary County Council.
- If the applicant is a Non Residential Applicant, the following documents must also be submitted:
 - If the applicant is a Commercial Entity, evidence of Tax Compliance is required. (Either a copy of a Tax Clearance Certificate or evidence of a C2 as

- appropriate). Evidence of Charitable Status is required if applicable.
- Evidence of property, public & employers (where appropriate) liability insurance is required.
- Evidence of Title or Lease or Interest in Building/Land (whichever is applicable) is required.
- Evidence of VAT exemption/registration, as applicable.
- **North Tipperary County Council will then countersign the Acceptance of Offer Form, return a copy to the applicant, and works can then commence.**

8. Payment Process

- Once the works are completed, the following documents should be submitted to North Tipperary County Council
 - Original Invoice(s).
 - Original Receipt(s).
 - Declaration of Works Form.
 - ECTI Certificate of Completion that has been sent to the ESB for connection to the grid, completed by a registered electrical contractor for the system.
 - Tax Compliance documents of the contractor(s) e.g. Tax Clearance Certificate/C2.
 - Original documentation submitted at application stage must also be current in order for payment to be made.
- All payment approvals are subject to an inspection by Tipperary Energy Agency.
- Once the inspection is completed, documents reviewed, and approval is given, grant payment will be made.

9. Monitoring

The SERVE Projects aims to utilise technical and socio-economic expertise from European Partners to monitor performance and impacts in the regions and to disseminate the results widely. To aid in this monitoring the energy yield data from the micro – generation equipment must be supplied to the Tipperary Energy Agency after 1 year of operation of the micro-wind generator or PV panels.

This monitoring must be installed with the micro-generation installation. It must measure the output of the generator, not of the building. In order to minimise cost of this, a single phase power meter like the effergy/ owl/ etc. can be utilised (note this will be accurate within 5-10% assuming the power factor of the generator is unity).

10. Timings

All works must be carried out and request for payment made **by the latest date of 29th July 2011.**

11. Terms and Conditions

- The application, feasibility study and quotes, where applicable, must be submitted by **May 27th 2011.**
- Grant Funding is distributed on a 'first come/first serve' basis and is available for the first 20kW only.
- North Tipperary County Council reserves the right, without incurring any liability to vary, revise or supplement the Terms and Conditions of the SERVE Grant Schemes.
- If an application is made these revised or supplemented Terms and Conditions apply to the application unless the applicant chooses to withdraw its application.
- The building, in respect of which the grant application is made, must be located in the SERVE region.
- The applicant must be the building owner, the intended building owner or must have/obtain all necessary consents, permission and approvals and have/obtain authority to install the micro-generation.
- All works must be carried out and request for grant payment made by the 29th July 2011.
- All relevant works carried out must comply with current planning requirements, particularly those requirements pertaining to protected structures in Architectural Conservation areas.
- The applicant's agreement with North Tipperary County Council in the event of an

Acceptance of Offer being signed will comprise of the Application Form, Information Guide, the Letter of Offer and the Terms and Conditions. The applicant shall comply with and agree to be bound by the provisions of these documents.

- The applicant must secure approval from North Tipperary County Council before assuming he/she will receive the grant. North Tipperary County Council reserves the right to reject/approve applications to the SERVE Project Grant Schemes.
- Approval of the grant only becomes valid on receipt by the applicant of the signed copy of the Acceptance of Offer Form from North Tipperary County Council.
- The grant, once approved, is only payable in respect of the type of product and installer identified in the Application Form and referenced in the Letter of Offer.
- The applicant must install new products.
- The applicant must ensure that no purchase of materials or works commencement has occurred prior to the Acceptance of Offer being signed by the applicant and North Tipperary County Council.
- The applicant must sign an Authorisation Form to allow Tipperary Energy Agency to obtain pre upgrade and post upgrade energy usage information.
- The applicant must allow the Tipperary Energy Agency, or their authorised agents, install energy monitoring devices in an agreed place for the purpose of monitoring the energy consumption of the building or monitor their energy usage on-line if selected.
- Should the applicants system be selected for inspection, the applicant must provide access to North Tipperary County Council and/or Tipperary Energy Agency.
- The applicant must facilitate any reasonable request made by North Tipperary County Council and/or Tipperary Energy Agency requiring the contractor to return to the building in order to make good any works deemed not to meet the standards of the SERVE Project Non Residential Grant Schemes.
- North Tipperary County Council and/or Tipperary Energy Agency accepts no liability or responsibility, whether for breach of contract, negligence or otherwise, in respect of any dispute, claim 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 grant approval or payment was given by North Tipperary County Council. No undertaking, guarantee, assurance or other warranty, express or implied, is given by North Tipperary County Council, 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 SERVE Project Grant Schemes.
- In the event of any breach of the Terms and Conditions of the SERVE Project Micro generation Grant Scheme North Tipperary County Council 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 North Tipperary County Council containing such demand.
- The applicant shall follow the North Tipperary County Council complaints procedure in relation to any disputes between the applicant and North Tipperary County Council concerning any matter in connection with the Schemes.
- All data received from applicants by North Tipperary County Council and Tipperary Energy Agency will be subject to Data Protection and will only be used for the purposes of the SERVE Project Grant Schemes. This may include sharing of applicant information with SEAI for the purposes of linkages between this scheme and schemes administered by them.
- There will be a need for dissemination activities including case studies, site visits, media and other materials etc. Individual building owners will be asked for permission to use their building for these purposes.

12. Contact & Further Information

SERVE Project Grant Schemes
Community & Enterprise Department
North Tipperary County Council
Civic Offices
Limerick Road
Nenagh
Co Tipperary

Telephone: 067 44671
E-mail: sheila.healy@northtippcoco.ie
Web: www.servecommunity.ie