



Energy Efficiency Grant Application Form



#MakingItHappen



Rialtas na hÉireann
Government of Ireland

In partnership with



Enterprise
Ireland



Rialtas Áitiúil Éireann
Local Government Ireland

Section 1: Registration Details

1 First Name*

2 Last Name*

3 Email Address*

*Question is required for completion of application.

Section 2: Business Information

4 Tell us about your business [Please fill in the details below]

Business name – The official name of your business

Trading name – If different from your business name

Registered business address
[including Eircode]

Phone number – The number we can use to contact you

Website – Leave N/A if not applicable

Companies Registration Office Number (CRO) [if applicable]

Tax Reference Number – This is your business tax number

Date trading commenced – The date your business began operating [dd/mm/yyyy]

5 What type of work does your business do? [Check all that apply]

Select the main sector in which your business is/will be active

Business Services	Engineering
Clothing & Fashion	Manufacturing Other
Communications, Media & Enterprise Services	Medical Devices Manufacture
Customer Services	Packaging Manufacturing
Craft	Software/IT
Furniture/Light Consumer Goods Manufacture	Hospitality
Environment/Green Technologies	Retail
Food Manufacturing & Processing	Professional Services
Electronics	Personal Services
Food Primary Sectors	Other
<p>Please list "other" sector[s] in which your business is/will be active [Complete question if you checked 'Other' up above]</p>	

6

How is your business/organisation registered? [Check your selected answer]

This helps us understand how your business is legally set up.

Sole Trader/Individual

Limited Company

Partnership

Other

Please specify how your business/organisation is registered [If you checked 'Other' up above]
[For example: Co-op, CLG, Charity, Trust etc.]

7

Please provide a brief description of your existing business

What does your business do? What products or services do you offer?

Section 3: Financial & Employment Information

8

Tell us about your business performance (Please enter numbers for each year below)

What is an FTE? A Full Time Equivalent is determined by the number of hours worked by employees. For example, a person working a full week of 37.5 hours or more equates to 1 FTE while a person working 19 hours equates to an FTE of 0.5 as that person only works half time.

	Sales in Ireland (€000's)	Exports (€000's)	Total Turnover (€000's)	Net Profit (€000's)	Total Employment (FTE)
Last full year of trading					
Current trading year (estimated)					

Section 4: Project Scope

9 Which of the following have you completed? [Check your selected answer]

Note: One of the listed programmes must have been completed to be eligible for the Energy Efficiency Grant

Green for Business

Green Start

SEAI Energy Audit

10 Tell us about the project you need help with

What are you planning to do? What support do you need from the Energy Efficiency Grant?

11

Please indicate all eligible costs applicable to your project application

[i.e. Meters, Smart Energy Controls, Replacement/Upgrade with more energy efficient system etc.].

Note: All items listed below must have been recommended in the report associated with the qualifying scheme:

- ✓ Green for Business
- ✓ Green Start
- ✓ SEAI Energy Audit

Please provide equipment details including Manufacturer, Model Number, etc. Where installation and commissioning costs are incurred as additional and separate expenses, these must be listed on a separate line.

Please ensure that the language and description used below match the relevant report.

Please discuss with your Local Enterprise Office Advisor.

Description of eligible item	Cost [Ex. VAT] in €

12

Do you own or lease the premises? [Check your selected answer]

I confirm ownership of the premises

I confirm the premises is leased with at least 12 months remaining or agreed option to renew

Section 5: Declaration & Consents

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Do you agree to receive Local Enterprise Office information on an ongoing basis? [Check your selected answer]

Yes

No

I wish to apply for the Energy Efficiency Grant under the De Minimis Commission Regulation [EU] 2023/2831 of 13 December 2023.

De Minimis Aid Declaration

I confirm that the applicant, including any linked or partner enterprises and any other companies within the same group structure [if applicable], has not exceeded and will not exceed the maximum threshold of €300,000 in De Minimis Aid [Commission Regulation [EU] 2023/2831] granted over any rolling three-year period, including the full amount of the grant now being applied for.

This includes aid received from all sources, including but not limited to Local Enterprise Offices, LEADER, Enterprise Ireland, or any other public body or agency, and across all sectors, in accordance with Commission Regulation [EU] 2023/2831.

Group Structure Disclosure:

If the applicant is part of a group structure, I confirm that this declaration includes all de minimis aid received by every company within the group, in accordance with Commission Regulation [EU] 2023/2831.

Other Declarations:

I confirm that aid has not been sought or received, directly or indirectly, from other national or EU funding for investments and/or actions qualifying for aid under this fund, and I grant consent to the Local Enterprise Office to check this with other agencies if deemed necessary.

I accept that this application may have to be referred to other Agencies [on a strictly confidential basis] as part of the processing procedure. This feedback will be essential to ensure that the Energy Efficiency Grant is delivering for businesses like you that are making use of it.

I agree to complete a survey on completion of the Grant if my application is approved.

I declare that the project will not be able to proceed without Energy Efficiency Grant support.

Accuracy of Information: All information provided in this application is true, complete, and accurate to the best of my knowledge.

I understand that if any part of this declaration is found to be false or misleading, the Local Enterprise Office reserves the right to:

- ✓ Withdraw or cancel any approved funding,
- ✓ Recover any funds already disbursed, and
- ✓ Report the matter to relevant authorities where appropriate.

Applicant's Name	Signature	Date
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Appendix 1

Application Check List [Please tick]. **To Be Fully Completed.**

Application form completed	Tax Reference Number
CRO Number	Details on Enterprise Structure
Latest Annual signed Financial Statements and/or Management accounts <ul style="list-style-type: none">✓ Businesses trading greater than 6 months but less than 12 months must provide their most recent management accounts.✓ [A Sole Trader who has been established more than 6 months and does not have Financial Accounts, may submit a Revenue Acknowledged Form 11]	
Completed Green for Business, GreenStart or SEAI Energy Audit Report	
Copy of Rates bill or letter from local authority confirming rates status	
Failte Ireland National Quality Assurance Framework Proof [if applicable]	
Sustainability Plan [if applicable]	Planning Permission [if applicable]
Waste Permit [if applicable]	
Quotations <ul style="list-style-type: none">✓ One written quote is required for items of expenditure up to €4,999 [Ex. VAT]✓ Three written quotes are required for items of expenditure greater than €4,999 [Ex. VAT]✓ Where three quotes cannot be reasonably obtained, a justification will be required.	
Declaration & Consents	

For Office Use Only

Recommendation:

Recommended by:

Approved:

Date:



There are 31 Local Enterprise offices in local authorities all over the country, with dedicated teams on hand to help.

Find yours at:



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To contact your Local Enterprise Office, please visit **www.LocalEnterprise.ie**

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