



COVID-19 ENERGY EFFICIENCY CAPITAL GRANT GUIDANCE NOTES

This document provides guidance on the COVID-19 Energy Efficiency Capital Grant (EECG) including eligibility criteria, application process and information required. If you are considering applying for EECG, please read this document carefully before submitting an application.

OVERVIEW

Invest Northern Ireland (Invest NI) has launched a new £500,000 fund to help businesses recover from COVID-19 and build resilience through green efficiency.

EECG provides grant support for the installation of energy efficient equipment that offers greater efficiency in the use of energy, providing cost savings and carbon savings. It is open to existing Invest NI customers and businesses that can become an Invest NI customer.

Up to a maximum grant of £80,000 to support 20% of eligible costs is available to purchase new energy efficiency equipment. Examples of projects considered for EECG include:

- LED lighting systems
- Heating and cooling equipment
- Replacement drives or motors
- Process insulation
- Renewable energy generation

The EECG is managed and administered by Invest NI.

ELIGIBILITY

EECG is open to Invest NI customers or any business that become an Invest NI customer by demonstrating they can meet the qualifying criteria of:

- reaching a turnover of £250,000 per annum within 5 years;
- achieving at least 25% of those sales outside of Northern Ireland.

Your project will be eligible if:

- It demonstrates a simple financial payback (before any grant is applied) between one and six years through energy cost savings¹ achieved on-site. *

¹ Labour savings, raw material or waste output savings, additional sales, and any additional production throughput generated as a result of a new energy efficient technology will not be considered in the simple payback assessment. Income generated from selling export energy offsite (e.g. to the grid) is excluded from the simple payment assessment.



- It demonstrates carbon emissions savings of at least 10%. *
- It has an eligible project spend of between £4,000 and £400,000.
- You can fully implement your project, including the full installation of equipment, payment of costs in full and submission of your grant claim to Invest NI before **5pm on 19 March 2021**.

* *Please note that where companies have already procured 100% green electricity, grid electricity carbon emissions must be used as a baseline to ensure the proposed technology would have saved at least 10% in carbon emissions.*

To demonstrate that there would be an energy efficiency benefit in a new build or extension to existing premises, applicants must use industry baseline data for energy consumption as a basis to calculate future cost and carbon savings. Please see Annex A for worked examples of calculations for new build and extension projects.

Applicants are encouraged to implement the most efficient technology for their project where possible.

Multiple energy efficiency projects can be included in one application as long as each project fulfils the eligibility criteria and total spend for the multiple projects is between £4,000 and £400,000.

Exclusions

The following will not be eligible for support:

- Projects that solely meet compliance or other legislative energy efficiency requirements.
 - Projects that cover on-going software licensing costs.
 - In-house personnel costs associated with the project.
 - Transport related projects, for example, relating to vehicles, charging points, etc.
 - Building fabric projects.
 - Equipment leasing or hire purchase agreements. A company is permitted to use company funds, or other unsecured lending, but we do not permit other finance to be secured on the equipment.
 - Second hand equipment.
 - Ancillary works or additional infrastructure works. For example, should a premises need wiring to accommodate LED lighting, the costs associated with
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the wiring would not be eligible under this grant scheme. Eligible costs are the capital costs directly associated with the purchase, delivery, installation and commissioning of the equipment.

- Projects where indirect energy savings occur as a result of process or material efficiency improvements.

Where a project creates material savings, please contact Invest NI's Energy and Resource Efficiency Team for information on the Resource Efficiency Capital Grant: <https://www.investni.com/support-for-business/manage-business-energy-and-waste>

- If funding from other support schemes or incentives, such as the Northern Ireland Sustainable Energy Programme (NISEP), has already been granted for the project.

Eligible activities

Eligible projects can use the EECG to contribute toward the costs of energy efficient technologies such as:

- LED lighting system: LED luminaries, and lighting controls such as occupancy and daylight sensors.
- Heating and cooling equipment: high efficiency boilers, intelligent heating controls, heat recovery projects, heating, ventilation and air conditioning (HVAC) equipment, refrigeration equipment.
- Replacement drives or motors: variable speed drives (VSD), high efficiency motors.
- Process insulation: extruder insulation, pipework insulation.
- Renewable energy generation: solar PV.
- Other: high efficiency compressors, energy storage, combined heat and power (CHP), building energy management systems (BEMS), voltage optimisation.

Please note that this list is not exhaustive.

TIMESCALES

EECG is now open via a call for applications. You have until 5pm Thursday 7 January 2021 to submit an application.

EECG will be issued to eligible businesses on a first-come first-served basis. We recommend you make a timely submission as the grant will close to applications, either:



- when the available budget of £500,000 is fully allocated; or
- on the closing date of 5pm Thursday 7 January 2021, whichever comes first.

Please read and check your application form before submitting as corrections or additional information provided after the closing date will not be accepted.

HOW TO APPLY

Your first step is to check if you are [eligible to apply for EECG](#).

Once you have your project information and evidence collated, the online application process takes approximately 1 to 1½ hours to complete.

If you meet the eligibility criteria, you will need the following information to complete the online application form.

- Information on your business background.
- Proposed project description, including the purpose and benefits of your proposed project(s).
- Accurate calculations of proposed energy savings using 12 months of typical energy consumption data for your specific project² and how energy consumption will reduce as a result of implementing the energy efficient equipment.
- Information on project costs, including itemised expenditure.
- Information on how you plan to fund the balance of the project should you receive a grant.
- A completed cost and carbon saving calculator sheet must be attached with the application, ensuring the proposed energy efficiency equipment fulfils the eligibility criteria set out above (i.e. minimum 10% carbon emissions saving and a simple payback of between 1 year and 6 years). *
- All applications must include supplier quotation(s) for all the project costs included in the application form. It is advisable you shop around and get quotes from a few potential suppliers but please only attach the preferred supplier quotation(s). Quotations supplied with applications should:
 - Be addressed to the company making the application. Please note that proforma invoices will not be accepted, nor will generic prices from internet sites.
 - Clearly identify the supplier.

² For example, lighting use before and after project implementation.



- Be clearly related to the project costs provided in the application, as this will form the basis of any successful grant offer.
- Include sufficient detail to identify any tax/VAT and itemised expenditure.
 - Include sufficient detail to allow Invest NI to determine the eligibility of cost and equipment.
 - Be in pounds sterling, or, if another currency, be supplemented with an exchange rate, for example, the XE.com exchange rate.
 - Be recent and valid.

* You can download a template of the [Invest NI Cost and Carbon Saving Calculator](#) to include as part of your application.

To attach documents to your application, please click the 'Attach Documents' button at the relevant section. You will need to provide a description of the document to identify the document provided.

Please note the maximum size of each attachment is 20MB.

Once you have your project information and evidence collated, the online application process should take approximately 1 to 1½ hours to complete.

You can save your application and return to it at any time, prior to the closing date of 5pm Thursday 7 January 2021. You will need to click on the 'Submit' button when you have completed your application.

Technical support for your energy efficiency project application is available from Invest NI's Energy and Resource Efficiency Team should you require it.

ASSESSING YOUR APPLICATION

Your application form and supporting documentation must be submitted before 5pm Thursday 7 January 2021.

These will then be checked to ensure your project(s) meets the EECG eligibility criteria.

If concerns arise during the checking process of an application, Invest NI reserves the right to seek further clarification/information, in particular relating to:

- The level of energy use by a specific technology/system.
- The efficiency of the existing and/or proposed technology/equipment.
- Cost of the proposed technology/equipment.

EECG projects will be approved on a first-come first-served basis.



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Notification of funding decision

We will notify you of the outcome within three weeks from the date you submit your application.

Once an application is approved, applicants are informed via email that their application has been successful and a Letter of Offer will be issued. Unsuccessful applicants will also be informed via email.

Please do not start your project, incur cost or pay deposits until you receive a Letter of Offer for your project from Invest NI.

If you incur costs because you have signed contracts, given permission to start work, raised invoices or made payments before you have received an Invest NI Letter of Offer, these costs cannot be claimed for and could prevent you from accessing any of the grant funding awarded.

Appeals procedure

Invest NI will determine at its sole discretion:

- Whether sufficient information has been provided to assess an application.
- Whether an application has been successful.
- The amount and terms of funding awarded.

Additional supporting information will not be accepted after the closing date of 5pm Thursday 7 January 2021.

If you have any enquiries about your application, please contact your Invest NI Client Executive or Technical Advisor.

Submitting a claim

Once the equipment for your energy efficiency project has been purchased and fully installed, your grant claim must be submitted to and received by Invest NI via the [Invest NI Claim Pack](#) by 5pm on 19 March 2021.

Please note that all costs must be incurred and paid for by the business that is named on the Letter of Offer.

Part claims will not be accepted, and projects will only be considered complete once all relevant project equipment is paid for, installed, commissioned and efficiencies are being generated.

Claims must be accompanied by an Auditor's certificate in the form provided by Invest NI if the grant claim is for more than £25,000.



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Fully installed equipment will be technically vouched by an Invest NI Technical Advisor, during which photos of equipment, serial numbers and equipment details will be taken.

Claims must be accompanied by a Fixed Assets Register (where relevant), which should contain the following: fixed asset number, date of purchase, asset cost, opening depreciation, net book value and asset description.

Energy and Resource Efficiency Staff will be available to provide guidance on the claims process should you require it.

YOUR RESPONSIBILITIES

You are responsible for providing accurate and true information on your application.

The provision of wrong or misleading information is an offence and any such information may be used against you in any subsequent criminal investigation.

The information provided on this application form may be made available to other departments or agencies for the purposes of preventing or detecting crime.

You are responsible for obtaining any legal consents and complying with any legal requirements for the implementation of your project. This may include but is not limited to requirements in relation to building controls, planning permission, and landlord consents. Invest NI will not accept responsibility for your failure to comply with any legal requirements in the implementation of your project should it be successful.

DATA PROTECTION AND HANDLING

The EECG is managed and administered by Invest NI who will have access to the information you provide as part of your application; both as a means to assess your eligibility and to conduct any post scheme governance assessments.

As this financial support is sourced from public funds Invest NI will, in the interest of openness and transparency, proactively publish limited information on the fund including:

- name of applicant
- application title
- amount of assistance

Invest NI will handle your data in compliance with applicable laws including the General Data Protection Regulation and the Data Protection Act 2018.

For further details on our data handling practices please see the [Invest NI Privacy Notice](#).



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STATE AID

For small and medium sized companies, EECG support is provided under Commission Regulation (EU) No. 651/2014 of 17 June 2014 (the “General Block Exemption”), Article 14 regional investment aid, state aid notification no. SA.49877. For large companies, EECG support is provided under the de minimis aid under Commission Regulation (EU) No. 1407/2013 of 18 December 2013.

The maximum amount of de minimis aid a company can receive in any period of three years is €200,000. If EECG support results in a breach of this ceiling or there is any contravention of de minimis, regional investment aid or other State Aid rules, irrespective of whether this was a deliberate or otherwise deception or error, or as a result of any misleading statements given on the application, this grant will be recoverable in full and may be subject to legal action.

GENERAL ENQUIRIES

If you have any enquiries about the COVID-19 Energy Efficiency Capital Grant, complete this [enquiry form](#).

You can also call Invest NI's Business Support Team on 0800 181 4422. Lines are open Monday to Friday 8.30am to 5.00pm.



ANNEX A

Worked Examples for New Build and Extension Projects

The Guidance Notes state:

'To demonstrate that there would be an energy efficiency benefit in a new build or extension to existing premises, applicants must use industry baseline data for energy consumption as a basis to calculate future cost and carbon savings. Please see Annex A for worked examples of calculations for new build and extension projects.'

The below examples have been provided to demonstrate how energy consumption and savings may be calculated, for projects relating to new builds and extensions.

Project Example 1: LED lighting in a newly built warehouse/industrial space

Baseline Scenario

For the purpose of this example, total annual energy consumption and spend for the baseline scenario are based on the following assumptions:

- 20 x 250W metal halide lights are installed to provide lighting in the warehouse/industrial space
- Estimated lighting hours will be 2,500
- Unit cost per kWh of electricity is £0.18

Total estimated annual energy consumption: $20 \times 250\text{w} \times 2,500 \text{ hours} = 12,500\text{kWh}$

Total estimated annual energy cost: $12,500\text{kWh} \times £0.18 = \mathbf{£2,250}$

Future Scenario

For the purpose of this example, total annual energy consumption and spend for the future scenario are based on the following assumptions:

- 20 x 110W LEDs are installed to provide lighting in the warehouse/industrial space
- Estimated lighting hours will be 2,500
- Unit cost per kWh of electricity is £0.18

Total estimated annual energy consumption: $20 \times 110\text{w} \times 2,500 \text{ hours} = 5,500\text{kWh}$

Total estimated annual energy cost: $5,500\text{kWh} \times £0.18 = \mathbf{£990}$

Input these figures into the [Invest NI Cost and Carbon Saving Calculator](#) to determine whether the project meets the EECG eligibility criteria for carbon savings and payback period.



Project Example 2: Heating system for a newly built office space

Baseline Scenario

If you do not have figures associated with the estimated energy consumption from the planned heating system, provided by an architect or contractor, the below methodology could be adopted for estimating the annual energy consumption.

For the purpose of this example, total annual energy consumption and spend for the baseline scenario are based on the following assumptions:

- Minimal/no heating controls and standard gas boiler
- The floor area of the new build office is 280m²
- Heating and hot water energy consumption is approximately 151kWh/m².³
- Unit cost per kWh of natural gas is £0.04

Total annual estimated energy consumption for heating and hot water provision:
151kWh/m² x 280m² = **42,280kWh**

Total estimated annual energy cost: 42,280kWh x £0.04 = **£1,691.20**

Future Scenario

For the purpose of this example, total annual energy consumption and spend for the future scenario are based on the following assumptions:

- High efficiency gas boiler and intelligent heating controls
- The floor area of the new build office is 280m²
- Heating and hot water energy consumption is approximately 79kWh/m².⁴
- Unit cost per kWh of natural gas is £0.04

Total annual estimated energy consumption for heating and hot water provision:
79kWh/m² x 280m² = **22,120kWh**

Total estimated annual energy cost: 22,120kWh x £0.04 = **£884.80**

Input these figures into the [Invest NI Cost and Carbon Saving Calculator](#) to determine whether the project meets the EECG eligibility criteria for carbon savings and payback period.

³ [https://www.cibse.org/getmedia/7fb5616f-1ed7-4854-bf72-2dae1d8bde62/ECG19-Energy-Use-in-Offices-\(formerly-ECON19](https://www.cibse.org/getmedia/7fb5616f-1ed7-4854-bf72-2dae1d8bde62/ECG19-Energy-Use-in-Offices-(formerly-ECON19)

⁴ [https://www.cibse.org/getmedia/7fb5616f-1ed7-4854-bf72-2dae1d8bde62/ECG19-Energy-Use-in-Offices-\(formerly-ECON19](https://www.cibse.org/getmedia/7fb5616f-1ed7-4854-bf72-2dae1d8bde62/ECG19-Energy-Use-in-Offices-(formerly-ECON19)