

Document EES 03



TO: PRIMARY AND POST PRIMARY SCHOOL AUTHORITIES

**Devolved Scheme of Capital Grants for Energy Efficiency Works in
Primary and Post Primary School Buildings**

ENERGY EFFICIENCY SCHEME 2009

Grant Application Guidance Form



Funded by the Irish Government under the National Development Plan 2007-2013 with programmes part financed by the European Union

This form details all the information required to complete the on line application form, completing it fully will reduce the amount of time required on line and ensure that you will have all relevant information prior to going on line.

Applications for this scheme will only be accepted online as detailed in Circular 009/2009

School details

Roll Number	
School Name	
Address	
Email Address	
Telephone No	
Contact name	
No of Mainstream classrooms	

Please tick yes or no to the following questions

Are your school building(s), grounds or other features listed for protection as architectural heritage in the current Development Plan prepared by the Local Authority?	Yes	No
Has your school been tested for Asbestos	Yes	No

Proposed Insulation Upgrade

Please tick yes or no to the following questions where appropriate to your project

Proposed to install	Yes	No	Give total area of insulation m ²
Attic Insulation			
Cavity wall Insulation			

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Details of returned tenders

Detail the THREE separate quotations for the proposed project Note all this information will be on the Contractors Form of tender EES 06 which **MUST BE submitted to you by the tendering Contractor.**

Please enter Contractors name address and SEI registered number in the column below	Attic Insulation Cost Excl VAT €	Cavity wall Insulation Cost excl VAT €	Work required to existing insulation. Cost excl VAT €	Any other works required for compliance with Code of Practice. Cost excl VAT €	Sub Total	Vat	Total €
Lowest Quote							
Second lowest Quote							
Third Lowest quote							

Declaration and certification

Authority and responsibility for the proper execution of the project, if approved for grant aid, is devolved to the Board of Management.

Completing the application on line will require confirmation that the Chairperson of the Board of Management /Manager / CEO of the school apply for a grant towards the project(s) described in this application and declare that all the information given is true and complete to the best of their knowledge and belief. They will undertake that any funds awarded must be used for the purpose stated and not used to replace existing funding and that information supplied in or accompanying this application may be made available on request under the Freedom of Information Acts 1997 and 2003.

The applicant will also need to confirm on line that

- the application has the approval of the Trustee/Patron;

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- the application has the support of the Board of Management;
 - the proposed project is to be carried out within the confines of the vested school area; and,
 - proper tendering and procurement procedures have been followed for this process
 - the school will sign up to the Departments energy website and submit energy data for future years along with a Display Energy Certificate (DEC)
 - that if this application is successful, the subsequent investment will be secured legally.
 - accept, as a condition for the award of a grant, that it involves no commitment to any other grants from the Dormant Accounts Fund or from the Department of Education and Science or from any Government Department.
 - that the Board of Management is agreeable to have the project monitored by the Department of Education and Science or its agents and to allow access to its premises and records, as necessary, for that purpose.