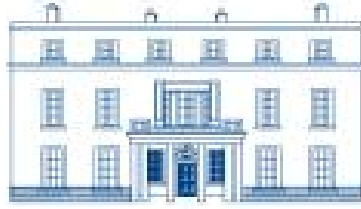


Document EES 05



AN ROINN OIDEACHAIS AGUS EOLAÍOCHTA | DEPARTMENT OF EDUCATION AND SCIENCE



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

Payments Request Form



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

Introduction

This form is to be used by the School Authority to submit their request for payment under the Energy Efficiency Scheme 2009.

Full details on the scheme are in Circular 0009/2009 which is available on www.energyeducation.ie

Payment of Grants

The first payment will be for **70%** of the grant amount and this will be paid on receipt from the school authority, of the following confirmation

- That the works undertaken are in accordance with the scope of works for which the grant was approved.
- That the tender process was carried out in accordance with the terms of the scheme
- That the management authority have placed a contract for the proposed works with the successful contractor

The remaining 30% funding will be paid to the school authority on submission to the Department of the following documents completed in full.

- Form EES 04 Consultants Satisfactory Completion Document.
- Form EES 05 Request for payment.
- A provisional copy of a **Display Energy Certificate (DEC)** for your school. In line with new legislation all public buildings require an energy rating certificate to measure energy use and carbon emissions and will be required to display this certificate in a public area. Details on how to obtain one of these is available at www.energyeducation.ie/dec. Please note that obtaining a DEC will require collation of information such as schools floor area, building fabric details, utility bills etc and so work on this aspect can commence now and so avoid delays on requests for payments once the project works have been completed.

The envelope containing these certificates must be marked “Energy Efficiency Scheme 2009” and a covering letter should accompany them clearly identifying your school by name, address and roll number.

