

Document WCM 04



A N R O I N N | DEPARTMENT OF
OIDEACHAIS | EDUCATION
AGUS SCILEANNA | A N D S K I L L S



TO: PRIMARY AND POST PRIMARY SCHOOL AUTHORITIES

Devolved Capital Grants for Water Conservation Measures in Primary and Post Primary School Buildings

Payment Request Form



Planning and Building Unit,
Department of Education and Skills,
Portlaoise Road,
Tullamore,
Co. Offaly.



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Introduction

This form is to be used by the School Authority to submit their request for payment under the Devolved Capital Grants for Water Conservation Measures in Primary and Post Primary School Buildings

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 returned tender Documents have been forwarded and received by the Planning & Building Unit in Tullamore
- 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 WCM 04 Request for payment
- Form WCM 05 Consultants Satisfactory Completion Document.
- 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. **Note the DEC must be dated within 90 days of the final payment request date (i.e. no older than 90 days).**

The envelope containing these certificates must be marked “Devolved Capital Grants for Water Conservation Measures in Primary and Post Primary School Buildings Water Conservation Scheme” and a covering letter should accompany them clearly identifying your school by name, address and roll number.

