



## MID WEST REGIONAL AUTHORITY (MWRA) SCHEME FOR CARBON REDUCTION SUPPORT TO WATERSPORTS CLUBS & ORGANISATIONS



**Guidance Document for Applicants**

**Version 4.0**

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## 1. Description of the Scheme

The NEA 2 Project is an EU co-funded initiative under the INTERREG IVB Transnational Cooperation (Atlantic Area) Programme, under which it benefits from the intervention from the ERDF (European Regional Development Fund).

The aims of the project are to co-ordinate and sustainably develop the marine leisure sector in each of the regions along the Atlantic Area. The strengthening of co-operation is based on three strands of economic development, environmental sustainability and social cohesion.

This project follows on from the first NEA Project which ran from November 2004 to October 2007. Following on from the previous project NEA2 consists of 23 partners from 8 regions in Europe and the project duration is from January 2009 to December 2011. Further information on the NEA2 project is obtainable on the MWRA website at [www.mwra.ie/](http://www.mwra.ie/) and the NEA2 project website [www.new2.eu](http://www.new2.eu)

## 2. Scheme Objectives

Key objectives are to:

- Achieve significant, measurable and verifiable CO2 emission saving projects in line with EU objectives.
- Promote transnational entrepreneurial and innovation networks through water-sports activity.
- Stimulate economic redevelopment and diversification through developing the endogenous regional potential of the water-sports sector in the Atlantic Area.
- Promote the economic performance of the water sports sector, whilst ensuring that environmental measures for protection are embedded in the sector.

## 3. Who Can Avail of the Scheme?

A primary aim of the NEA2 project is to ensure that water sport activities are accessible to all members of society. Under the Mid-West Regional Authority (MWRA) remit the scheme is open to all water sports organisations and clubs located in the Counties of Clare, Limerick and North Tipperary i.e. Mid-West Region.

## 4. What Type of Project is Eligible?

Support is available for technologies that will improve the energy efficiency and/or renewable energy contribution of a building/facility aimed at achieving ongoing and lasting energy and CO2 savings. Projects are expected to relate mainly to thermal and electrical energy use in buildings, but suitable projects relating to facilities, processes or transport are also eligible.

In addition to achieving verifiable annual energy savings and offering opportunities for replication, projects should include an efficient and effective mechanism for energy use data collection, monitoring and/or verification of savings.

## 5. What Level of Support is Available?

The scheme will provide part purchase of equipment in the range of 30%-70% depending of the nature of the project. In general, financial support per project will not exceed €10,000. The MWRA

reserves the right to update and revise the levels of grant funding available to the various project types.

Please note that recipients of any support must ensure that the relevant principles of Irish and EU law regarding the spending of this funding are complied with.

## 6. Eligible Costs

The eligible costs are limited to equipment or technologies that when installed will reduce the carbon footprint of the organisation.

## 7. Ineligible Costs

The following costs are ineligible:

- Any costs not directly related to improving the energy efficiency / reducing the carbon footprint through the proposed project
- Installation costs of equipment (i.e. external labour)
- Ongoing monitoring and reporting costs
- Internal staff costs

**Note: Any costs that are incurred prior to formal funding approval – no matter what they relate to – are ineligible and will not be paid.**

## 8. Evaluation Criteria

Applications for funding will be accepted on the basis of passing the eligibility criteria outlined in (a) below and on acceptance will be evaluated for funding on a basis of competitive assessment criteria outlined in (b) below:

### (a) Eligibility Criteria

- The application must comply with the scheme funding levels
- The application must be submitted by the organisation or club procuring the proposed investment
- The site must be located in Clare, North Tipperary or Limerick
- The project must be scheduled for completion by 29<sup>th</sup> October 2011 i.e. the equipment /technology must be fully installed and operational by the 29<sup>th</sup> October 2011.
- The project must include an effective mechanism for energy use data collection, monitoring and/or verification of savings

### (b) Assessment Criteria

All applications will be assessed against the following criteria (indicative marks in brackets)

- Annual Savings in CO<sub>2</sub> as a proportion of Baseline Annual CO<sub>2</sub> emissions (MAX 50 MARKS)
  - <10% (10 marks)
  - 10-20% (20 marks)
  - 20-30% (30 marks)
  - 30-40% (40 marks)
  - >40% (50 marks)

- Annual Savings in kWh as a proportion of Baseline Annual kWh (MAX 25 MARKS)
  - <10% (5 marks)
  - 10-20% (10 marks)
  - 20-30% (15 marks)
  - 30-40% (20 marks)
  - >40% (25 marks)
- Simple Payback (Total Cost € / Annual Savings €)(MAX 10 MARKS)
  - > 5 years (2 marks)
  - 4-5 years (4 marks)
  - 3-4 years (6 marks)
  - 2-3 years (8 marks)
  - <2 years (10 marks)
- Quality standards that the proposed upgrades comply with. (MAX 10 MARKS)
  - It is advised that either reference is made to the quality standard or evidence of adherence is submitted with the application i.e. IAB certificate or certificate number
- Energy measurement and verification of savings (MAX 5 MARKS)

Project selection will be discretionary and will be based on the above eligibility and assessment criteria. The level of support is discretionary with the objective of supporting a range of projects and actions.

**Support will only be provided where the project will be fully installed and accompanying administration completed by the 29<sup>th</sup> October 2011.**

## 9. Application, Evaluation and Approvals Procedure

Application forms are available to download from the MWRA website at; <http://www.mwra.ie/>

Applicants are strongly encouraged to contact an Energy Assessor (listed in Appendix B) to help with the application process.

A hard copy containing the original signatures to:

COMPETITION FOR CARBON REDUCTION SUPPORT TO WATERSPORTS CLUBS & ORGANISATIONS,  
Mid-West Regional Authority, Friar Court, Abbey Street, Nenagh, Tipperary.

All applications must be accompanied by a valid tax clearance certificate.

The indicative decision time from the receipt of a complete application form is one week after the closing date for applications. **The closing date for applications is the 22<sup>nd</sup> July 2011.**

If approved, a funding agreement will be issued to the applicant and a pre-inspection of the premises to ensure that energy efficiency work has not commenced at the proposed site. The offer will only be validated upon the applicant indicating acceptance of offer by returning a signed copy of the Funding Agreement to the MWRA, which must be received within 30 days of date of issue.

**Note:**

**A funding agreement may be terminated by the MWRA if a complete payment request form, including all relevant support documentation, is not received by MWRA by 29<sup>th</sup> October 2011.**

## **10. Payment Procedure**

Projects must be completed and drawdown of funding must occur by 29<sup>th</sup> October 2011.

Successful applicants will receive a single payment on the submission of the following:

- a) Payment request form
- b) Invoices and receipts (and other evidence as may be requested by MWRA) documenting all eligible costs
- c) Valid tax clearance certificate (if the tax clearance certificate submitted with the application has expired)
- d) Project inspection report – prepared and submitted by the Tipperary Energy Agency

**Note:**

**The deadline for receipt of all of the documentation listed in (a) – (c) above is the 29<sup>th</sup> October 2011. If all of this documentation has not been fully received by the deadline, the MWRA cannot commit to part purchase of equipment.**

On submission of the appropriate documentation by the deadline, the MWRA will transfer the funds electronically to the applicant's bank account and issue an accompanying letter notifying payment to the applicant.

## **11. Terms and Conditions**

1. Application form and terms and conditions are those published by MWRA on the date of submitting the application.
2. The applicant must be the intended owner of the investment, located in Counties Clare, Limerick and North Tipperary exclusively.
3. The applicant must install a new product(s).
4. Approval of funding only becomes valid upon receipt by MWRA from the applicant the issued grant agreement signed by the applicant to indicate his/her acceptance.
5. Funding approval must be in place before any purchases are confirmed or installation works commenced. No payments will be made retrospectively for costs incurred prior to approval being granted.
6. The funding, once approved, is only payable in respect of the project(s) identified in the application form and referenced in the grant agreement.
7. The applicant must provide the MWRA – and/or its authorised agents – access to inspect and review the project.
8. The applicant must obtain all necessary consents and statutory approvals and have authority to implement the project.
9. The applicant must be prepared to participate in follow-up site visit(s) to verify impacts and achievements. This will also include the acquisition of information and data for the development of case studies for wider dissemination (protecting as appropriate all confidential or commercially sensitive information /data).

10. The MWRA undertakes to use its best endeavours to hold confidential, any information provided by applicant subject to its obligations under law, including Freedom of Information Act 1997 (as amended). Should applicants wish that any of the information supplied by them should not be disclosed because of its sensitivity, they should, when providing the information, identify the same and specify the reasons for its sensitivity. The MWRA will consult with applicants about such information before making a decision on any Freedom of Information request received.
11. Data Protection – Any personal information which you volunteer to the MWRA will be treated with the highest standards of security and confidentiality, strictly in accordance with the Data Protection Acts, 1988 & 2003. The MWRA, as data controller, and its agents, will store the information you provide on its database and fully respect the confidentiality of the data provided. The information you provide will be used for evaluation purposes and to facilitate the administration of the grant process. This may require that your data be supplied to and discussed with, in confidence, any person or organisation helping to assess and monitor this application. These persons will be subject to the same requirements for protection of confidentiality. Your signature on this Application Form is treated as confirmation that the MWRA and its agents may use this information you have supplied for the aforementioned purposes.

## 12. Useful Contact and Further Information

Ms. Linda Newport (Project Officer)  
Mid West Regional Authority  
Friar Court, Abbey Street  
Nenagh, Tipperary  
Phone: 067 33197  
Email: LNewport@mwra.ie

## 13. Important Notices:

The MWRA accepts no liability in respect of any dispute, claim or cause of action arising out of, or in relation to, any product, equipment, work, system, installation or commissioning in respect of which funding approval was given by the MWRA. No undertaking, guarantee, assurance or other warranty, express or implied, is given by the MWRA, or any of its agents or servants, in respect of the cost, quality, efficiency and/or benefit of any work, equipment, product, service or installation provided under the scheme.

The information provided herein is provided solely for the purpose of providing assistance to the public, and is not intended to warrant or guarantee the quality of the product and/or the installation chosen by the applicant.

**The payment is subject to any clearances required from the Commission of the European Union and any consents, clearances or licenses which might be required from any other competent body. MWRA reserves the right to alter or amend any aspect of this scheme as a consequence of any directions, conditions or requirements of any such consents, clearances or licenses.**

## 14. Appendix A – Energy Conversion Factors

These conversion factors should be used when completing the Estimated Energy and CO<sub>2</sub> savings in parts 2 and 4 of the Application Form.

Fuel	Unit of Supply	kWh/unit	kgCO2/kWh
Electricity	kWh	1.0	0.531
Kerosene/Light Fuel Oil/Heating Oil	Litre	11.21	0.257
Gas Oil/Diesel	Litre	10.55	0.264
Residual Fuel Oil / Heavy Fuel Oil	Litre	11.45	0.274
Coal	Tonne	7,759.2	0.341
Liquefied Petroleum Gas (LPG)	Litre	7.09	0.229
Natural Gas	kWh	1.0	0.205
Wood Pellets	Tonne	4200	0.005
Wood Biomass	Tonne	3500	0.005

Notes:

1. Based on Gross Calorific Value
2. Electricity emission factor based on 2009 average generation mix

## 15. Appendix B – List of Energy Assessors

The assessors were chosen in response to an invitation to tender designed by the Tipperary Energy Agency. All assessors on the list are fully insured, tax compliant and have a lot of experience and qualifications in carrying out energy assessments. The assessor will pay one visit to the facility and will suggest improvements, help collect quotations and complete this application form. He/she will submit the application form with the organisation/club by the 22nd July 2011. For an assessor in your location, choose from the table below:

Assessor Name	Company Name	Telephone Number	North Tipperary	County Limerick	Limerick City	East Clare	West Clare
Brendan Power	Acorn Energy Ltd.	086 3987116	X		X	X	
John Keehan	Keehan Energy Rating	086 6220212	X	X	X	X	X
John Neylon	John Neylon & Associates	086 8262600		X	X	X	X
Michael Quilligan	Michael Quilligan Architectural Services and BER Assessor	086 6029950	X			X	X
Brian Kearney	Brian E Kearney Ltd Mechanical Services Energy Services	061 333699	X	X	X	X	
Sean Liddy	Sean Liddy & Associates	086 1731009	X	X	X	X	X
Lorcan Hassett	GE Energy Services	087 4176640	X	X	X	X	X

It is the responsibility of the organisation/club to ensure that once the financial offer is made and accepted by the club, the responsibility remains with them to ensure that the implementation of the work and collection of documents (as outlined in Section 10) is completed and submitted to the MWRA by the 29<sup>th</sup> October 2011.