



## STAGE-1 SEC Partnership Agreement Application Form

This document contains the Application Form for STAGE-1 of the SEC Partnership Agreement Programme. Funding in the SEC Partnership Agreement is split into two stages – STAGE-1 is for the completion of an *Energy Masterplan and Register of Opportunities* and STAGE-2 relates to accessing a *Technical Panel and other financial supports*. In order to enter into a SEC Partnership Agreement, this STAGE-1 Application Form should be submitted to SEAI along with your Community Charter, a completed SEC Competency Evaluation, and any other supplementary information. Applicants should refer to the SEC Partnership Application Guidelines ([link here](#)) for advice and further details on how to complete this form. Documentation should be submitted by email to [sec@seai.ie](mailto:sec@seai.ie)

The Stage-1 form provides all details of the SEC necessary for them to enter into a Partnership Agreement with SEAI and be assessed for funding for the development of an Energy Master Plan (EMP) and Register of Opportunities. Upon completion and review of these, the SEC will then be able to progress to Stage-2 and access the Technical Panel and other financial supports in order to plan and take action to achieve their SEC objectives.

### 1.1 Applicant details

<b>SEC Title</b>					
<b>Lead Applicant Company Name</b>					
<b>Principal Business Activity</b>					
<b>Company No.</b>		<b>VAT No.</b>			
<b>Tax Clearance Advisory No. (TCAN)</b>					
<b>Contact Details</b>	<b>Title</b>		<b>First Name</b>		<b>Surname</b>
<b>Address</b>					
<b>Telephone</b>		<b>Mobile</b>			
<b>Email</b>		<b>Website</b>			
<b>Is the Lead Applicant the Primary Contact for SEAI communication?</b>		<b>Yes</b> <b>If not, please include contact info for the Primary Contact:</b>			
<b>Financial Controller/ Treasurer</b>		<b>Email</b>			

### 1.2 Request for Funding – Energy Master Plan (EMP) development

*The applicant should request support for the level of professional support services which reflects the complexity of the data collection necessary for their EMP and Register of Opportunities. Having considered the requested support, and with SEAI approval, an offer will be provided up to a ceiling value for each SEC level. This funding is in addition to the mentor days that will be assigned to the SEC on signing of the 3-year Partnership Agreement.*



<b>Funding requested for Stage One</b>  Indicate requested grant from the maximum threshold amounts set out below: Note: Guidance on definition of SEC Levels 1-4 is provided in the SEC Partnership Agreement Application Guidelines			Grant requested (tick box)	
Level 1 SEC €10,000			<input type="checkbox"/>	
Level 2 SEC €15,000			<input type="checkbox"/>	
Level 3 SEC €20,000			<input type="checkbox"/>	
Level 4 SEC €25,000			<input type="checkbox"/>	
<b>Basis for level of requested funding</b>  Please provide a list of the planned and/or anticipated forms of professional services that will be required for the development of your EMP and Register of Opportunities, which should be relevant to the scale and reach of your SEC. It is not expected or required that projects have detailed costing information at this point HOWEVER, it is expected that sufficient information is provided which is in line with the value of grant requested. This will be a factor in the assessment of the Stage-1 Grant offer.				
<b>Professional service requirements</b> (Insert additional lines as necessary)	<b>Scope of work</b>	Costs (€) Excluding VAT	Costs (€) Including VAT	
Total				

### 1.3 Grant Milestone Payments

Please identify any interim milestone payments required within year one of the partnership agreement. There are a maximum of four milestones allowed for the Energy Masterplan and the final milestone must be no later than 12 months after the start date i.e. the EMP and Register of Opportunities must be completed within a 12 month period.			
Project Payment Milestones		Date	Amount of Grant Requested (€)
1			
2			
3			
4			



## 1.4 SEC Summary

*Please provide a high-level outline of the scale and reach of your SEC using the following headings. The questions within each heading are intended to act as prompts to aid applicants but it is not essential have full knowledge of all the answers at this stage.*

*Description of project location(s), geographical spread, overall scale & complexity: (i.e. how many households, businesses, other stakeholders are within your SEC? What is the estimated level of energy spend that you currently influence?)*



*Current state of project development and progress (i.e. Has a Steering Committee been formed? What level of community engagement has there been so far? Are there any energy efficiency projects underway or completed?)*

*Any other relevant high-level project information:*



## 1.5 SEC Inputs

*Please provide a general summary of what inputs your SEC will bring to the Partnership using the following headings.*

*Local knowledge – please describe the energy challenges and opportunities particular to your SEC.*

*Time - expected level of work required to engage the community and carry out Year 1 activities – a sample format is included in Appendix A of the Application Guide to assist you here.*



*People – an outline of how the stakeholders in your SEC have been engaged or how it is envisaged that the partnership will be developed*

## 1.6 Additional Documentation needed to complete your Partnership Application

*Please tick to indicate that you have attached a copy of the following documents with your Stage 1 application*

☐

*Signed Community Charter*

☐

*Completed SEC Competency Evaluation*