 

Climate Action Voucher Assignment Guidelines

**Index**

|  |  |
| --- | --- |
| 1 Application Process | 2 |
| 2 Assignment Costs / Duration  | 2 |
| 3 Climate Action Voucher Progress Report & Claim | 2 |
| 4 Eligible Activities | 3 |
| 5 Environmental Legislation & Do No Significant Harm Compliance | 4 |

Climate Action Voucher Assignment Guidelines

1 Application Process

1.1 The company contacts their Enterprise Ireland Development Advisor to discuss their eligibility for Climate Action Voucher funding support.

1.2 The company may be invited to apply online for Climate Action Voucher funding.

1.3 As part of the application, applicants must provide an Organisational Carbon Footprint through completion of the [Climate Toolkit 4 Business Carbon Calculator](https://www.climatetoolkit4business.gov.ie/) / GHG protocol / ISO 14064-1 / similar.

1.4 Applications are subject to an evaluation process.

1.5 The client will be notified of the decision, normally within one week.

1.6 On approval, a ‘Letter of Offer’ will be emailed to the company.

1.7 To accept the offer the Letter must be signed and returned by the company’s Authorised Officer.

1.8 The assignment can then commence.

The following information is required in the Application form:

i Company background

ii Project details including a breakdown of activities to be undertaken and the expected outcomes (2000 chars)

iii Name and Role of person(s) within company who will lead this project/do the course

iv Green Service Provider Company name / Course Provider and Course details

iv Organisational Carbon Footprint

2 Assignment Costs / Duration

2.1 It is expected that the Assignment will be completed quickly with a suggested maximum of 6 weeks. The ‘Final Claim Date’ is given on the ‘Letter of Offer’ and is 6 months from the ‘Letter of Offer’ date.

2.2 Eligible costs are external advisory costs capped at €900 per day inclusive of travel and subsistence / maximum course fees of €1,800

2.3 Total project cost up to €1,800 plus VAT where applicable, maximum EI grant up to €1,800 excluding VAT.

2.4 It is the responsibility of the company to claim the Climate Action Voucher funding support.

2.5 The company is responsible for the payment of the green service provider’s fee before making a claim (proof of payment will be required).

3 Climate Action Voucher Progress Report & Claim

3.1 The company downloads the ‘Grant Claim/Declaration and Project Report’ on [Climate Action Voucher Claim webpage](https://www.enterprise-ireland.com/en/Process/Companies/Climate-Action-Voucher-Grant-Claim-Forms.html)

3.2 The company emails required Claim Documentation to IndustryGrantClaims@enterprise-ireland.com prior to the Final Claim Date.

4 Eligible Activities

The Climate Action Voucher is an **advisory/training** project of up to 2 days carried out by an external Green Service Provider / external course, with an eligible company on **one or more activities** as outlined in the table below.

Eligible activities do not include general consultancy, design, installation or commissioning, or project implementation.

|  |  |
| --- | --- |
| 4.1 Develop a Sustainability Action Plan | Develop a sustainability strategy and action plan.Guidance on setting appropriate sustainability performance measures, KPIs and targets.Guidance with alignment to suitable reporting and industry frameworks. |
| 4.2 Develop a Decarbonisation action plan | Develop a decarbonisation strategy and action plan.Identify opportunities to reduce emissions.Guidance on data collection and calculating carbon footprint. |
| 4.3 Develop a Circular Economy Action Plan | Understand the relevance of circular economy and innovation to your business.Carry out a circular gap assessment.Identify new opportunities for sustainable growth. Prepare a plan to identify and develop circular economy ideas for a more circular product, process or service. This means looking beyond the current take-make-waste linear economic model to a circular model that minimises waste and pollution by design, keeping products and materials in use and regenerates natural systems. |

*Companies at the early stages of their green journey are recommended to*

* *Avail of energy training on* [*SEAI Energy Academy*](https://www.seai.ie/energyacademy/)
* *Carry out an energy audit - SMEs with an energy spend >€10,000/annum that are not already mandated to carry out an audit are eligible for €2000 voucher towards an* [*SEAI Energy Audit*](https://www.seai.ie/business-and-public-sector/small-and-medium-business/supports/energy-audits/)

# 5 Environmental Legislation & Do No Significant Harm Compliance

All projects supported under the Green Transition fund and the EU’s Recovery and Resilience Facility (RRF) must comply with relevant EU and national environmental legislation and in particular with the ‘Do no significant harm’ Technical Guidance (2021/C58/01).

Specifically the following projects are not eligible:

* activities related to fossil fuels, including downstream use[[1]](#footnote-2)
* activities under the EU Emission Trading System (ETS) achieving projected greenhouse gas emissions that are not lower than the relevant benchmarks[[2]](#footnote-3);
* activities related to waste landfills, incinerators[[3]](#footnote-4) and mechanical biological treatment plants[[4]](#footnote-5); and
* activities where the long-term disposal of waste may cause harm to the environment.

Applicants are required to confirm that the supported project will comply with relevant EU and National environmental legislations and the ineligible projects listed above and that the project will do no significant harm and will comply with ‘Do no significant harm’ Technical Guidance (2021/C58/01). A brief justification for compliance is required in the application (sample text is given below).

|  |  |
| --- | --- |
| **Declaration:**I declare that this project will comply with relevant EU and national environmental legislation and the ineligible projects listed above.  | Yes/No |
| Justification - Please provide a short justification to support the declaration above in respect of the project*Sample text: The project being supported is for the development of a sustainability plan, delivered through consultancy, and will comply with EU and national legislation and the ineligible projects listed above.* |

1. Except projects under this measure in power and/or heat generation, as well as related transmission and distribution infrastructure, using natural gas, that are compliant with the conditions set out in Annex III of the ‘Do no significant harm’ Technical Guidance (2021/C58/01). [↑](#footnote-ref-2)
2. Where the activity supported achieves projected greenhouse gas emissions that are not substantially lower than the relevant benchmarks an explanation of the reasons why this is not possible should be provided. Benchmarks established for free allocation for activities falling within the scope of the Emissions Trading System, as set out in the Commission Implementing Regulation (EU) 2021/447. [↑](#footnote-ref-3)
3. This exclusion does not apply to actions under this measure in plants exclusively dedicated to treating non-recyclable hazardous waste, and to existing plants, where the actions under this measure are for the purpose of increasing energy efficiency, capturing exhaust gases for storage or use or recovering materials from incineration ashes, provided such actions under this measure do not result in an increase of the plants’ waste processing capacity or in an extension of the lifetime of the plants; for which evidence is provided at plant level. [↑](#footnote-ref-4)
4. This exclusion does not apply to actions under this measure in existing mechanical biological treatment plants, where the actions under this measure are for the purpose of increasing energy efficiency or retrofitting to recycling operations of separated waste to compost bio-waste and anaerobic digestion of bio-waste, provided such actions under this measure do not result in an increase of the plants’ waste processing capacity or in an extension of the lifetime of the plants; for which evidence is provided at plant level. [↑](#footnote-ref-5)