 

GreenPlus Assignment Guidelines

**Index**

|  |  |
| --- | --- |
| 1 Application Process | 2 |
| 2 Assignment Costs / Duration | 2 |
| 3 GreenPlus Progress Report & Claim | 3 |
| 4 Eligible Activities | 3 |
| 5 Ineligible Activities / Costs | 6 |
| 6 Environmental Legislation & Do No Significant Harm Compliance | 7 |

GreenPlus Assignment Guidelines

1 Application Process

1.1 The company contacts their Enterprise Ireland Client Advisor to discuss their eligibility for GreenPlus funding support.

1.2 The company may be invited to apply online for GreenPlus funding. Prior to submitting an application, a ‘draft’ application may be shared on the online application portal with the client advisor and green team ([green@enterprise-ireland.com](mailto:green@enterprise-ireland.com)) for review and feedback.

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 3 - 4 weeks.

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 (to include brief details of any previous Climate Action Voucher/GreenStart/GreenPlus Assignments)

iii A breakdown of tasks/activities to be undertaken during the project. This section should include details of external persons (green service provider(s)) and/or internal project team (and/or specialised training courses and material costs for eLearning if relevant).

iv Details on how the project will impact on the company’s development in terms of new sales, exports, new investment/expansion or job creation (2000 chars)

v **A Training Plan is required in addition to the on-line application.** Download the GreenPlus training plan template here [Green Plus | Business Support | Enterprise Ireland (enterprise-ireland.com)](https://www.enterprise-ireland.com/en/supports/green-plus?refresh=1724923568794) or email [green@enterprise-ireland.com](mailto:green@enterprise-ireland.com) for the template which should be completed and returned to[green@enterprise-ireland.com](mailto:green@enterprise-ireland.com)

2 Assignment Costs / Duration

2.1 A GreenPlus Assignment will typically be 6 - 9 months in duration. The ‘Final Claim Date’ is given on the ‘Letter of Offer’ and is 12 months from the ‘Letter of Offer’ date.

2.2 Eligible costs are;

* Green Service Provider costs
* Service Provider daily rate by one or more Service Providers (up to max €900/day, inclusive of travel and subsistence and all out of pocket expenses)
* Training Course Costs, typically courses should be no longer than 30 days in duration
* Up to 10 trainee salary costs for the hours during which the trainees participate in the training. A maximum of 250 trainee days can be supported with maximum number of 20 trainee days per trainee, with up to 5 people to be supported for up to 40 days, at a maximum assisted rate of €200 per day. Internal project team members costs MUST not exceed external trainer, course and material costs.
* Licence costs for the use of digital content (e.g. e-learning) for the period of the project.

2.3 Total project cost up to €100,000 plus VAT, maximum EI grant up to €50,000 excluding VAT

2.4 It is the responsibility of the company to claim the GreenPlus funding support

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

3 GreenPlus Interim & Final Progress Report & Claim

3.1 The company downloads the ‘GreenPlus Claim & Director Statement’ and ‘GreenPlus Progress Report’ on [GreenPlus Claim page](https://www.enterprise-ireland.com/en/Process/Companies/GreenPlus-Grant-Claim-Forms.html)

3.2 Internal Project Team Salary Costs: Copy of recent payslip and corresponding proof of payment i.e. bank statement (for batch payments, payroll listing) for each trainee will be required at claim stage

3.3 The company emails the completed Claim Documentation to [IndustryGrantClaims@enterprise-ireland.com](mailto:IndustryGrantClaims@enterprise-ireland.com) prior to the Final Claim Date.

4 Eligible Activities

A **GreenPlus project is a medium-scale training project** facilitated/assisted by an external environmental expert(s). The aim of the project shall be to develop a high level of environmental management and staff capabilities, drive environmental efficiencies and achieve improved sustainability by establishing and embedding continuous improvement systems and behaviours. The Service Provider provides training on one or more activities.Examples of eligible activities are given below (Sections 4.1 – 4.16). Projects may be a combination of activities e.g. how to quantify the organisation’s carbon footprint/carry out a Life Cycle Assessment, how to develop a sustainability strategy, and/or external courses and/or e-learning.

* The design of the training project should follow established best practice, starting with the identification of training needs and the definition of learning objectives and followed by an evaluation of the impacts.
* Training courses must be structured, with predefined learning objectives as part of a training programme.
* Training will generally take the form of face-face based instruction, workshops, demonstrations, or simulations.
* This can also include practical hands-on activities, project-based training challenges and coaching if specified as part of a structured training programme.
* Training may also be delivered online or remotely using e-Learning, Conferencing, or Virtual / Augmented reality technologies for instance.
* Trainee time for production work is NOT eligible. Where a trainee is applying new skills to their work in a production environment, that time is not supported. However, time spent by external trainers in coaching, mentoring or appraisal of such staff may be supported in order to help embed the skill.
* External trainer time on 'how to’ carry out activities is eligible, internal trainee time of ‘carrying out activities’ is not eligible. For example, the external trainer time on ‘how to quantify organisational carbon footprint' and 'how to develop a climate transition plan' is eligible with corresponding trainee time, additional internal trainee time to carry out these activities is not eligible.
* Support for expert advisory services linked to the training project for advice and guidance on training programme implementation and appraisal as well as benchmarking / diagnostics where appropriate is eligible. This does not extend to general consultancy, research, content development or implementation services.
* A follow-on GreenPlus project may be approved subject to the project bringing the company on a further significant step up in terms of capability rather than effectively continuing on with similar or closely related work.

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| **4.1 Corporate Sustainability/Decarbonisation Strategy**  Training on how to develop a corporate sustainability/decarbonisation strategy, policy and plan  Upskill teams on setting appropriate sustainability KPIs and targets, informed by internationally recognised sustainability standards e.g. European  Sustainability Reporting Standards, Voluntary Sustainability Reporting Standard for non-listed SMEs (VSME), GRI standards, ISO standards, IFRS S1 &S2, TNFD, Science Based Targets Initiative, SME Climate Action Hub, B Corp, CDP, EcoVadis, UN SDGs & Origin Green  Training on ‘how to’ engage with stakeholders and ‘how to’prioritise sustainability issues.  Training on how to assess risks (financial, reputational, regulatory or physical) and how to mitigate them  Introductory training for relevant staff, training for project team, training for senior leadership team  Training on the implementation of software tools to measure, manage and report |
| **4.2 Environmental Management System**  Training on how to implement ISO 14001 or similar  Review environmental activities and practices at the site  Establish a baseline assessment to identify possible savings and KPIs  Assist with preparation of an Environmental Policy and an Environmental Management System (EMS) based on a ‘Plan, Do, Check, Act’ philosophy  Provide suggestions on the format and frequency of reports, including KPI check for performance evaluation  Training on the implementation of software tools to measure, manage and report  Training on how to assess risks (financial, reputational, regulatory or physical) and how to mitigate them  Introductory training for relevant staff, training for project team, training for senior leadership team  Assist with access to other tools and resources to maintain performance and to improve resource efficiency |
| **4.3 Energy Management System**  Training on how to implement ISO 50001 or similar  Establish a baseline assessment to establish Energy Performance Indicators (EnPIs)  Provide suggestions on the format and frequency of Energy Reports, including EnPI check for performance evaluation  Provide training on the implementation of software tools to measure, manage and report  Assist with preparation of an Energy Policy and Management System based on a ‘Plan, Do, Check, Act’ philosophy  Advise on other technical and financial supports, e.g. SEAI supports & Energy Efficiency Obligation Scheme (EEOS) |
| **4.4 Water Stewardship**  Provide training on how to implement Alliance for Water Stewardship Standard (AWS), ISO 46001 or similar  Review water stewardship activities and practices at the site  Provide advice on water risks (financial, reputational, regulatory or physical) and how to mitigate them  Assist with preparation of a Water Stewardship Map, Targets and Action Plan  Establish a baseline assessment to identify possible savings and KPIs  Provide introductory training for relevant staff  Assist with access to other tools and resources to maintain performance and to improve water stewardship |
| **4.5 Biodiversity**  Provide training/mentoring on biodiversity awareness  Training to understand the environmental impacts of the business, including its upstream and downstream activities, on nature (e.g. extraction of raw materials, processing and use of products/service), and, to gain an understanding of how the business is dependent on nature, to identify areas to focus improvement activities on  Provide training on how to develop a biodiversity strategy, policy and action plan  Provide training and guidance on the implementation of software tools to measure, manage and report  Assist with access to other tools and resources to protect Biodiversity, natural environment, species and natural habitats |
| **4.4 Carbon Footprinting (Organisation/Product)**  Training on how to quantify the Organisation’s/Product(s) carbon footprint; Scope 1, 2 and 3 informed by ISO 14064-1, GHG Protocol, ISO 14067 or similar  Provide/curate a spreadsheet-based data collection model to enable the company project team to quantify the Organisations/Products carbon footprint going forward  Provide training on the implementation of software tools to measure, manage and report  Assist with preparation of a Carbon Management System based on a ‘Plan, Do, Check, Act’ philosophy  Training with how to develop a Decarbonisation strategy and action plan |
| **4.7 Product Environmental Footprinting and Organisation Environmental Footprinting**  Provide training on Product Environmental Footprinting for a company’s manufactured goods and/or Organisation Environmental Footprinting for a particular production site/organisation, to act as a benchmark for further improvements, and to report footprints to the market  Provide training on use of an environmental footprinting tool based on the Life Cycle Methodology (LCA, relevant standards ISOs 14040, 14044, 14025, ISO 14067, PAS 2050). The tool will express the environmental footprints in CO2 as well as several other environmental indicators  Assist the company in using the LCA tool to generate, interpret and use the footprint results to identify environmental hotspots and understand their own Scopes 1, 2 and 3 (direct and indirect) CO2 and other emissions; thus enabling the company to footprint their own products and organisation, and monitor and report the improvements in their environmental performance to the market  Assist the company with preparation of Environmental Product Declarations (relevant standard EN 15804), Ecolabels or similar environmental footprint declarations |
| **4.8 Circular Economy thinking**  Provide training to understand the circular economy principles, designing for a circular economy, the transition to circular business models and how to communicate the business value in a circular economy  Provide training on how to assess challenges and opportunities in transitioning to a more circular business model  Provide training on understanding the systemic changes required in buyer and supplier relationships and contracts necessary to accelerate the circular economy transition  Assist with developing a resource efficient innovation project for a more circular product, process or service  Assist with the design of a new circular economy pilots or trials, including the facilitation of collaboration between suppliers and customers.  Assist with access to tools for measuring the impact of the Circular Economy; LCA and product carbon accounting |
| **4.9 Ecodesign**  Provide training on innovative design for sustainability e.g. designing a product from concept taking into account sustainability |
| **4.10 Green Procurement**  Provide advice in Green/Sustainable Procurement, integrating sustainability into the procurement process  Develop sustainable procurement policies, processes and action plan to reduce Scope 3 emissions and manage risk through sustainable procurement practices |
| **4.11 Green Tenders**  Provide advice in Green tendering, integrating sustainability into the tendering process |
| **4.12 Sustainable Packaging**  Raise knowledge and understanding around Sustainable Packaging, including design processes, strategies, tools and opportunities for development of more sustainable and circular packaging solutions  Enable companies to understand what adopting a Sustainable Packaging means for them and how to make Sustainable Packaging a reality in their company  Guidance on assessing and measuring sustainability in packaging in particular relating to end of life and recycling options  Assist with developing more sustainable innovative packaging |
| **4.13 Plastic Management**  Review and document plastic used across each Department  Implement a plastic indexing tool to map and track the types, quantities and fates of each type of plastic encountered  Establish the baseline of current plastic used and identify the opportunities and challenges to improve performance  Establish key metrics for measuring performance overtime  Develop Roadmap of plastic improvement across each Department  Provide training on the implementation of software tools to measure, manage and report  Provide introductory training to relevant staff  Assist with access to other tools and resources for responsible plastic management |
| **4.14 Sustainable Logistics**  Provide training to measurably reduce greenhouse gas emissions and air pollutants & improve fuel efficiency based on GLEC framework or similar. Scope may include all modes (road, rail, sea, air), sub-suppliers, city and reverse logistics, and their internal and external impacts |
| **4.15 Climate Adaptation**  Provide training to develop skills on identifying and understanding climate risks and opportunities based on the Task Force on Climate Related Financial Disclosures (TCFD), IFRS S1 & S2, ISO 14090 or similar  Guidance on implementing the appropriate Governance structures, strategy, climate scenario planning and metrics & targets |
| **4.16 Communications**  Provide training on internal and external sustainability communications, messaging & reporting |
| **4.17 Employee & Customer Engagement**  Provide training to engage employees and customers, create an environmental awareness and achieve long term sustainable behavioural change |
| **4.18 Benchmarking**  Guidance to develop an understanding of sustainability/ESG trends, and best practice/relevant industry initiatives. |

5 Ineligible Activities / Costs

* Training required solely to comply with national mandatory standards (e.g. health & safety, first aid, manual handling). See European Commission State Aid rules[[1]](#footnote-2)
* Training that would be carried out anyway in the normal business or operations of the company (e.g. company induction, market/industry overview, information/briefing sessions, basic internal company systems training, etc.). This is required to satisfy the need for an incentive effect for State Aid support. So, any State Aid support must be additional to what would happen anyway in the company.
* Training Aid may not be used to subsidise the normal operations of the business as that would have the effect of distorting the market.
* Training of external stakeholders, e.g. suppliers
* Training already supported with State funding (e.g. Skillnet training[[2]](#footnote-3))
* Technical Feasibility Studies, Capital costs, General Consultancy including Market research, content development, IT implementation e.g. installation and customisation of analytic platforms, Financial review and planning, and HR consulting.
* Activities legally required, e.g. Mandatory reports/sustainability statements and audits/external assurance required under the Corporate Sustainability Reporting Directive.

# 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[[3]](#footnote-4)
* activities under the EU Emission Trading System (ETS) achieving projected greenhouse gas emissions that are not lower than the relevant benchmarks[[4]](#footnote-5);
* activities related to waste landfills, incinerators[[5]](#footnote-6) and mechanical biological treatment plants[[6]](#footnote-7); 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).

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| **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 to build internal environmental management capabilities, delivered through training, and will comply with EU and national legislation*  *and the ineligible projects listed above.* | |

1. <http://ec.europa.eu/competition/state_aid/legislation/block.html> [↑](#footnote-ref-2)
2. The state aid basis for Skillnet training is also Training aid. Therefore if training is already subsidised through Skillnet, and subsequently supported through GreenPlus, then the maximum aid intensity would be breached. Therefore, Skillnet courses can only be supported as part of a GreenPlus programme at an un-subsidised rate. [↑](#footnote-ref-3)
3. 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-4)
4. 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-5)
5. 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-6)
6. 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-7)