



Climate Action Voucher

Dearbhán um Ghníomhú ar son na hAeráide

Cáipéis Tagartha – Reference Document

Revision 19-01-2021

1. Introduction

Background and Purpose

The objective of the Climate Action voucher is to help prepare companies for the low carbon, more resource efficient economy of the future whether a company is starting out on their green transformation journey or have already started. Scientific evidence shows that we must act now to limit global warming to 1.5°C to avoid the catastrophic consequences of climate change. This translates to halving greenhouse gas emissions every decade starting now to achieve net-zero emissions by 2050.

The Climate Action Voucher is designed to allow eligible companies to avail of Technical and/or Advisory supports from external experts in an easy way, with minimal cost, delay or administration.

It is expected that outcomes of this short assignment will lead to further training/technical feasibility/capital projects/innovation, i.e. an objective is to start companies on a journey of activities.

Document Revision History

4/12/2020	- Initial Draft
19/01/2021	- Draft Ver 2 after FPC review

2. Overview

The Climate Voucher is a technical and/advisory project of up to 2 days carried out by an approved external Service Provider directly with an eligible company. The voucher may be used to obtain technical and/or advisory services from approved providers.

Eligible Projects must include one or more of the following activities;

- Resource Efficiency Assessment
- Renewable Energy Potential
- Introduction to Corporate Sustainability
- Introduction to Circular Economy Thinking

It is expected that this support will be delivered onsite and/or online depending on the focus of the project, for example, a resource efficiency assessment will require an on-site assessment which may then be followed by on-line technical support.

A Service Provider will provide technical advice and guidance to the company green project team on **one or more activities** as outlined in the table below.

Activity	Project Scope
Resource Efficiency Assessment	Identify resource, emissions and cost savings opportunities. <ul style="list-style-type: none">- Resources to include energy, water, materials. Examples of energy include energy use for heating, lighting, operating equipment, refrigeration, transport.- Opportunities include capital projects, feasibility studies, procedural changes, process changes, awareness initiatives, management initiatives and staff training. Provide information on cost & payback of opportunities identified.
Renewable Energy Potential	Assess your business and site(s) energy usage and recommend the most appropriate renewable energy system(s) for the business. All renewable energy technologies can be considered, including solar panels, heat pumps, biomass boilers, combined heat and power plants. Provide information on cost & payback of opportunities identified.

Introduction to Corporate Sustainability	Develop an action plan to implement a corporate sustainability/decarbonisation strategy, policy and plan.
Introduction to Circular Economy Thinking	Understand the relevance of circular economy and innovation to your business. 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. Carry out a circular gap assessment or carry out a packaging review.

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

The project scope will be developed further between the company and the service provider.

Eligible Costs

Eligible Cost Elements	Eligible Costs	Eligible Grant
External Training Advisory Costs	Maximum of €1,800 where the eligible costs are capped at €900 per day.	Maximum of €1,800 Based on a grant rate of 100% of eligible costs.

Eligible Companies

Applications for a voucher are open to Manufacturing or Internationally Traded Services who are existing or potential clients of Enterprise Ireland or Údarás na Gaeltachta (HPSU, Small, Medium, or Large¹).

There will be a limit of one voucher per company in general, although Enterprise Ireland may offer further vouchers where a company has more than one distinct operation/location (to a maximum of 3).

Ineligible Companies

- Clients of the Local Enterprise Offices are not eligible

Irish Legal Basis

- Industrial Development Act 1998, Section 7 (Functions of Agency)

EU State Aid Basis

- De Minimis Aid guidelines

Eligible Activities

- The voucher covers technical and/or advisory services related to the Sustainability of the business from an approved service provider up to a value of €1,800. A maximum daily rate of €900 per day shall apply.
- The support may be in the form of management consultancy / advice OR training of management or staff within the company or a combination of both.
- It is expected that the support would be provided over a relatively short period but can be spread out over a maximum of 6 weeks. Projects lasting longer than 6 weeks can be approved by the programme manager subject to the final claim date.

¹ Aid shall not be granted for large undertakings for energy audits carried out under Article 8(4) of the Directive 2012/27/EU

Application, Assessment and Approval process

Applications may be submitted at any time to Enterprise Ireland (i.e. there is no set call close date). However, applications **should, where possible** be discussed with the assigned Development Advisor prior to submission. Enterprise Ireland clients should use [this link](#) to find their Development Advisor in order to discuss their proposed project. With the agreement of the assigned Development Advisor, applications can be made through the Enterprise Ireland website.

Process Steps

The high level steps;

1. The Client company makes an application online through the Enterprise Ireland website.
2. The Application is processed by the Enterprise Ireland Green Help Desk to check validity (valid client, services ok, project in line with scheme).
3. The Green Help Desk will contact the assigned Agency Advisor (DA) for input (support or otherwise).
4. The Green Help Desk will forward all cleared applications for recommendation and approval.
5. Recommendation will be by the Green Programme Manager and Approval will be by an Enterprise Ireland Department Manager through an auditable system².
6. If approved, the company will be issued a letter of offer by email and will accept the letter of offer by docuSign.
7. After project is completed, the Service provider will invoice the company (including VAT where appropriate).
8. The company can make a claim through the normal EI claim process, which will include;
 - a. A report on the work that was done on the project (including a summary table for a register of opportunities captured as part of the project)
 - b. A scanned copy of the Service provider invoice
 - c. Proof of payment
9. Once the claim has been reviewed by the Enterprise Ireland Grant Administration department and the final report cleared by the Green Help Desk it can proceed to payment.
10. The company will pay any VAT due to the service provider and reclaim if appropriate in the normal way.

Assessment of Applications and Approval for Payment

This will be based on;

- The needs of the company (as defined by the Development Advisor)
- The project not having started before the application was approved and service provider assigned
- The proposal being in keeping with the goals and terms of the offer
- The Service Provider being approved as part of the Green Service Provider directory or by the Green Programme Manager.
- The eligible costs being in line with the terms of the offer
- A Final report being provided in order to clear for payment.

Claims & Final Claim date

- One claim allowed per project
- One service provider per project
- Company is entitled to claim based on time spent once the project is completed (or 6 weeks from the first engagement if the time is not all used)
- Final Claim date is 6 months from approval date.

² Operational Excellence department manager, or where not available a Department manager as by nominated by an executive director