

# GUIDANCE NOTES

**These Guidance Notes should be read prior to completing the application form for Reconnect and be used to inform accurate completion of the grant application form. Please refer to the table below for a guide of the steps involved in progressing your application.**

	<b>ACTIONED BY</b>	<b>ACTION</b>
<b>Stage 1</b>	Applicant	Obtain quotation and submit application
<b>Stage 2</b>	Action Renewables	Assess application
<b>Stage 3</b>	Action Renewables	Conduct pre-installation site visit if required
<b>Stage 4</b>	DETI	Issue Letter of Offer – Allow 15 working days to this stage. The Letter of Offer remains valid for 6 months
<b>Stage 5</b>	Applicant	Arrange installation
<b>Stage 6</b>	Applicant	Contact Action Renewables (0800 0234 077) for post installation visit
<b>Stage 7</b>	Action Renewables	Conduct post installation visit
<b>Stage 8</b>	Applicant	Submit Grant Claim Form to DETI
<b>Stage 9</b>	DETI	Process claim payment

## SECTION A – HOUSEHOLDER DETAILS

### **A.1. Applicant Name**

Please complete your current title, first name and last name.

### **A.2. Address**

Please complete your address which will be used for all further communications. Please ensure that you include your postcode.

### **A.3. Installation Address**

If the proposed installation is not associated with your current address, for example if it is to be part of a new build, then please also give the installation address and the associated postcode. This should only be completed if different to A.2.

### **A.4. Dwelling Type**

If you do not currently live at the address stated in A.2, please indicate if your address provided in A.3 is a new-build property, otherwise please provide an explanation.

### **A.5. Contact Telephone**

Please enter contact telephone numbers in case we need to contact you about your application.

### **A.6. Type of Property**

Please tick the box which best describes your property type. If new-build please indicate the proposed property type.

### **A.7. Number of Bedrooms**

Please state the number of bedrooms which the property has or is proposed to have.

### **A.8. Building Age**

Enter the age of your property. If new build, then enter 0.

### **A.9. Floor Area**

Enter the estimated floor area of your property in square metres or square feet. (Include all stories of your house).

## SECTION B – INSTALLATION DETAILS

You must advise Action Renewables of any changes to the information in this section after you have received a letter of grant offer as it could otherwise invalidate your claim.

### **B.1. Installer Name**

This should be the name of the individual who has undertaken to install your renewable energy technology. The Renewable Energy Installer Academy (REIA) trains and registers individuals in Northern Ireland. You must use a REIA registered installer in order to receive a grant. Installer lists are available from the Reconnect website ([www.reconnect.org.uk](http://www.reconnect.org.uk)).

### **B.2. Installer Company**

The company name under which the installer operates.

### **B.3. Installer Registration Number**

The Renewable Energy Installer Academy (REIA) trains and registers individuals in Northern Ireland as installers of renewable energy technologies. Under the terms and conditions of Reconnect, you must have your renewable energy technology installed by a REIA registered installer. If you do not complete this section of the application form, and in particular give a correct registration number for your installer, your application will be returned to you as incomplete. Installer lists are available from Reconnect website ([www.reconnect.org.uk](http://www.reconnect.org.uk)).

### **B.4. Technology Installation**

Please tick the appropriate box to indicate the technology installation. You must only tick one box. If you wish to install more than one technology, you must use separate application forms for each technology. However, you should note that certain renewable energy technologies are not normally complementary in a single household. In particular, a wood fuelled boiler and a heat pump, both designed to provide primary heating would not be considered appropriate. If you have specific circumstances where you feel a wood fuelled boiler and a heat pump combination such as this would be appropriate, you should discuss this with Reconnect on 0800 0234 077.

### **B.5. Technology Make**

Indicate the make of the primary piece of equipment for which you are requesting grant assistance. For example, if you are installing a wind turbine, please state the manufacturer of the turbine.

### **B.6. Technology Model**

Indicate the model of the primary piece of equipment for which you are requesting grant assistance. For example, if you are installing a solar water heating system, please state the model of the solar panel.

### **B.7. Technology installation details**

Please provide further details of the installation. This should include, but not necessarily be limited to, dimensions and details of secondary equipment. The list of eligible technologies is provided (see table opposite) along with guidance on describing the technology to be installed.

### **B.8. Main Technology Product Code**

In order to obtain a grant, you must install a registered product. The registered product list for Reconnect is available on the website [www.reconnect.org.uk](http://www.reconnect.org.uk). Applicants must state the registered product code for their chosen product. If this information is not provided, the form will be returned to you as incomplete.

### **B.9. Secondary Technology Product Code**

This is only required for photovoltaic panel, wind turbines and solar water heating systems.

- For wind turbine or PV panel please provide the product code of the inverter.
- For a solar water heating system, please provide the product code of the hot water storage cylinder. Applications for these technologies will be returned to you if this information is not provided.

### **B.10. Installed Capacity**

Please state the installed capacity of your renewable energy technology. This should be given in kW and should be available from your installer. For heat pumps only, please provide the electrical input (kWe) and the thermal output rating (kWth). Solar water heating panels are not normally rated in terms of capacity. Therefore, for solar water heating systems only, please provide the estimated annual heat output of the system in kWh. Again, this should be available from your installer.

### **B.11. Current or alternative (if new build) fuel being displaced**

Please tick all fuels being displaced by the installation of your renewable energy equipment. A ground source heat pump, for example, may displace oil for space heating and oil and electricity for heating hot water.

## SECTION B – INSTALLATION DETAILS

Grants will only be offered, and must only be applied for towards the reimbursement of particular costs associated with the installation of the technology. These eligible costs are detailed in the table below:

TECHNOLOGY TYPE	ELIGIBLE COSTS IN RESPECT OF WHICH GRANT CAN BE CLAIMED
Solar thermal hot water	Cost of twin coil hot water cylinder, solar thermal hot water panels, plus direct costs of fixing panels to roof/ground mount and connecting to water supply for property, including VAT, but excluding (a) the cost of any warranty and (b) the cost of any other materials, works or other items whatsoever.
Wind turbines	Cost of wind turbine generation equipment including inverter, plus direct cost of roof/ground mount and connecting to electricity supply, including VAT, but excluding (a) the cost of any warranty and (b) the cost of any other materials, works or other items whatsoever (such as, but not limited to, any cost of general rewiring at the property).
Wood pellet boilers/stoves	Cost of relevant boiler/stove equipment, fuel storage and feed system, plus direct costs of connecting the unit to an automated fuel system and connecting to the property's heat distribution system, including VAT, but excluding (a) the cost of any warranty and (b) the cost of any other materials, works or other items whatsoever (such as, but not limited to, upgrading of radiators or other elements of central heating system at the property).
Ground/water/air source heat pumps	Cost of heat generation pipes, heat pump and other equipment, plus direct costs of ground works for boring vertical or horizontal pipe work and connecting to the electricity supply and connecting to the heat distribution system at the property, including VAT, but excluding (a) the cost of any warranty and (b) the cost of any other materials, works or other items whatsoever (such as but not limited to upgrading of radiators or other elements of central heating system at the property such as underfloor heating pipework).
Solar photovoltaics (PV)	Cost of solar photovoltaic generating equipment, plus direct costs of fixing panels to roof/ground mount and connecting to electricity supply, including VAT, but excluding (a) the cost of any warranty and (b) the cost of any other materials, works or other items whatsoever (such as, but not limited to, any cost of general rewiring at the property).
Small hydro	Cost of hydro generation equipment, plus direct cost of roof/ground mount and connecting to electricity supply, including VAT, but excluding (a) the cost of any warranty and (b) the cost of any other materials, works or other items whatsoever (such as but not limited to, any cost of general rewiring at the property).

### B.12. Total Cost of Installation

Please state the total cost (pre-grant) of the installation of your renewable energy technology, as given on the quotation you have included with your application. This must be identical to the figure given on your chosen quotation from a registered installer. You must include this quotation, along with at least one other quotation, with your application.

### B.13. VAT

Existing Properties - VAT is normally charged at 5% when a registered installer supplies and installs a renewable energy system on an existing property. VAT is an eligible cost and should be included in the total cost.

New-Build Properties - VAT can be reclaimed on new self-build houses and should not be included in the total cost for a renewable energy system on a new self-build house. Other new build houses are zero rated for VAT.

### B.14. Other Grant Funding

Applicants are only eligible to receive one government grant per technology installation. When applying for Reconnect you must indicate if you have applied for or have an existing offer of funding from any of the renewable energy grant programmes, either specified or unspecified in B.14. You will be required to reject any existing offers of funding from any such government programmes.

**The maximum amount of grant payable for each type of technology are as follows:**

TECHNOLOGY	RECONNECT GRANT
Solar Photovoltaics	£3,000 per kWp installed (up to a maximum of £15,000 and subject to an overall 50% limit of installed cost (inc. VAT))
Wind Turbines	£2,000 per kW (up to a maximum of £8,000 and subject to an overall 50% limit of installed cost (inc. VAT))
Small Hydro	£2,000 per kW (up to a maximum of £8,000 and subject to an overall 50% limit of installed cost (inc. VAT))
Solar Thermal Hot Water	£1,125 regardless of size subject to an overall 50% limit (inc. VAT)
Ground / Water Source Heat Pumps	£3,000 regardless of size, subject to an overall 40% limit (inc. VAT)
Air Source Heat Pumps	£2,400 regardless of size, subject to an overall 40% limit (inc. VAT)
Pellet Stoves / Room Heater	£1,500 regardless of size, subject to an overall 50% limit (inc. VAT)
Wood Fuelled Boiler System	£3,250 regardless of size, subject to an overall 50% limit (inc. VAT)

#### Examples: (for illustration only)

For a **ground source heat pump** system costing £8000 installed, calculations for the grant are as follows:

Fixed grant of £3,000 or

$£8,000 \times 40\% = £3,200$

Applicable grant would be the lower amount of £3,000

For a **2.5kW wind turbine** installation costing £11,000 installed, calculations for the grant are as follows:

$£2,000 \text{ per kW} = £5,000$  or

$£11,000 \times 50\% = £5,500$

Applicable grant would be the lower amount of £5,000

## SECTION C – COMPLIANCE AND DECLARATION

The applicant must tick all the boxes in this section to ensure compliance with the terms and conditions of the Reconnect fund.

NB. Your application must be accompanied by a quote from a registered installer with whom you wish to proceed. To be valid the quote must be original, signed by a registered installer, be personal to the applicant (i.e. include their name and address and details of the installation) and be on the headed paper of a registered installer. All details on the quote must match the details you give in the application form, including the total cost of the installation.

### C.1. Applicant Signature

Please sign the application form. By signing, you, the applicant, agree to be bound by the terms and conditions of grant offer and that all information is true, accurate and complete.

### C.2. Date

Indicate the date of your signature and application.