



energy saving trust[®]

Energy Saving Scotland home renewables

Grant application pack



This document contains:

- 1] Grant Application Form
- 2] Grant Guidance Notes
- 3] Conditions of Grant

Reduce your fuel bills – help fight climate change

For more information call 0800 512 012



natural
scotland
SCOTTISH GOVERNMENT

Energy Saving Scotland home renewables grant application form

- Please ensure that this form is fully completed IN BLOCK CAPITALS. If you require help completing your application form please call 0800 512 012 for assistance. Applications must be completed and submitted by the home owner. Installers must not submit applications.
- Appropriate energy efficiency measures must be in place at your property prior to the renewable system being installed. Please read the Conditions of Grant for further information.
- You must have obtained at least one quote from a certified installer before completing this application form. However, you **must not** commence work on your installation before receiving a written offer of grant.
- EST reserves the right to reject any application for a grant and EST's decision as to whether an applicant is eligible for a grant shall be final.
- Did you know, to support you towards installing renewables, a specialist advisor can visit your home to provide you with advice on renewable systems, potential savings and an energy audit - all for free? Call 0800 512 012 to find out more.

SECTION A		Applicant details	
Title	Forename	Surname	
Address			
			Postcode
Telephone		Email Address	

SECTION B		Installation address details	
Address			
			Postcode
Local Authority			

Number of bedrooms 1 2 3 4 5 6+

Flat Semi detached house Detached house Maisonette

Detached bungalow Semi detached bungalow End terrace house Mid terraced house

SECTION C		Installation details	
Technology*	Please enter one technology only	Certified product code	
Certified installer	Company name	Installer certification number	
Aperture area (m ²)#	Please complete for solar thermal only	Planned completion date [^]	dd/mm/yy

*Technologies eligible for funding: -

Solar water and space heating;
Heat pumps (ground, air and water source);
Wood fuel boilers;
Automated biomass stoves;
Connections to the Lerwick District Heating Scheme.

[^]Grants are valid for 6 months, your planned completion date should be within 6 months of the date of this application.

Net installation cost (excl. VAT) £
VAT (non recoverable only) £
Total Cost £

#For solar thermal, please specify aperture area (m²) of solar panel(s)

SECTION D

Grant eligibility checklist (please tick boxes to confirm)

If you are unable to confirm that you have met all criteria your grant will not be processed. Please refer to the Conditions of Grant for further information.

- I confirm that the installation has **NOT** commenced
- I confirm that I am the owner, or joint owner of the property
- I confirm that I have **NOT** been offered a grant or received funding for this installation from the Low Carbon Buildings Programme, and/or Carbon Emissions Reduction Target (CERT) installers
- The installer I have chosen to appoint is certified for this technology and a certified product will be used
- I confirm that I have met all required planning and building regulations
- I have attached a written quote on headed paper from a certified installer
- I confirm that the installation property is my principal residence and used primarily for residential purposes. It will not be rented out, and will not be used as a holiday home or second home
- I confirm that the installation is to solely or primarily benefit my property's domestic requirements and it will not provide any significant benefit for any commercial activity at this property
- I confirm that I have / will have undertaken to install appropriate energy efficiency measures where possible, prior to claiming the grant
- If you received a home visit and report from a home renewables advisor, please record your 11 digit reference number here (you can find this at the start of your report) _____

SECTION E

Conditions of Grant (version STCHv10)

By signing this form, you confirm that the information provided in this application is truthful and accurate and that you have read, understood, accept and agree to the Conditions of Grant (version STCHv10) provided with this application form.

Signed (by named applicant)

Print name

Date

How did you hear about us? tick as many boxes as appropriate

- | | | |
|---|---|---|
| <input type="checkbox"/> Promotional Literature | <input type="checkbox"/> Word of Mouth | <input type="checkbox"/> Energy Saving Scotland advice centre |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Event / Exhibition | <input type="checkbox"/> Home renewables advisor (free service) |
| <input type="checkbox"/> Installer | <input type="checkbox"/> Search Engine | <input type="checkbox"/> Energy Saving Trust Website |
| <input type="checkbox"/> Other Website | <input type="checkbox"/> Email | <input type="checkbox"/> Other: _____ |

Please return:

- Your completed application form;
- Quotes from your chosen installer and contractors (on headed paper) to:

Services Delivery Team
Energy Saving Trust
Ocean Point 1
94 Ocean Drive
Edinburgh EH6 6JH

If you have submitted all the correct information and your application is successful you will receive an Offer of Grant letter within approximately 15 working days.

**Data Protection**

The Energy Saving Trust (EST) will process your details for the purpose of assessing and administering your grant application, and for the purposes set out in our Data Policy. EST will retain your data for auditing purposes, and may need to contact you in future to assess customer satisfaction. EST may pass your details on to the Scottish Government who fund the home renewables grant scheme. We will also share details with other funding bodies to ascertain that no double funding of installations occurs.

In future EST would like to send you further relevant information and advice about sustainable energy, energy efficiency or to consult your opinion. Please tick the appropriate box(es) if you would like to receive this information via post or email .

The Energy Saving Trust's Data Policy is available at energysavingtrust.org.uk/data_policy_terms_of_use or you can request a copy from the Data Protection Officer at the address opposite.



Energy Saving Scotland home renewables grant scheme

Guidance Notes

For assistance in completing this form or impartial advice and information on renewable energy systems and energy efficiency please contact your **local Energy Saving Scotland advice centre on:**

0800 512 012

Thank you for your interest in the Energy Saving Scotland home renewables grant scheme, funded by the Scottish Government to support small-scale renewables in Scotland. This document is designed to assist you with the grant application process. The Conditions of Grant set out the legal basis on which grants will be offered and paid. Please ensure you read all the information in your grant application pack carefully, including the Conditions of Grant, and understand the process before applying.

Please note that you MUST NOT purchase equipment or commence installation until you have received your Grant Offer Letter from the Energy Saving Trust confirming that your grant application has been successful.

Energy Saving Scotland home renewables advice service

Installing a renewable energy system involves a number of steps and careful consideration of what will be right for your energy use and your home. That's why the Scottish Government also provides funding to the Energy Saving Trust to deliver **free, bespoke and impartial renewable energy advice, all in the comfort of your own home**. Our specialist renewables advisors can visit at a time that suits you to assess your property and discuss your energy needs. They will make recommendations on which renewables systems are suitable for you and also advise on the energy efficiency measures you could benefit from. After the visit your advisor will send a personalised report detailing their recommendations, information on your potential carbon and financial savings and guidance on what to do next. Please contact your local advice centre on the number above for more information.

Contents

These guidance notes contain the following:

- **Completion Guidelines**
Advice and information to help you complete the application form.
- **Further information**
To assist you in your grant application and renewable installation.
- **The application process**
Details and information explaining how your grant claim will be processed and paid.

Completion Guidelines

Energy Saving Scotland home renewables grant application form -

- Please ensure that you fully complete all sections of the form and then sign and date it.

Section A – Applicant details

- Please provide your full name and correspondence address. All grant application information will be sent to your correspondence address.
- Please ensure you provide a contact phone number or email address.
- Please only supply an email address on your application form if you are happy for requests for additional information to be sent by email to that address.

Section B – Installation address details

- Please enter the full address where the system is going to be installed.
- Please enter the Local Authority area that the property is within.
- Please select the number of bedrooms and property type by ticking the relevant boxes.
- Please select the property type most relevant to the installation address.

Section C – Installation details

You should be able to find the information you need to complete this section on the quote provided by your chosen installer. If not, please contact your installer for details.

Technology

- State the renewable technology type you are installing. It must be one of the following: solar water and space heating; heat pump (ground, air and water source); wood fuel boilers; automated biomass stoves; connections to the Lerwick District Heating Scheme. If you are installing more than one technology please complete a separate application form for each one, even if both technologies are to be installed at the same property.

TIP: Be sure to tell your installer about the energy efficiency measures you will be taking, as this will allow your renewables system to be sized accordingly.

To qualify for a grant, the product and installer you use both need to be certified.

Accredited product code

- Your installer should know which products are certified, however details on certified products can be obtained from the Microgeneration Certification Scheme (MCS) via the website: www.microgenerationcertification.org or by calling 020 7090 1082.
- Products that are registered under the CEN Key Mark Scheme for Solar Thermal Products are also eligible for grant funding. For details of products certified under the Solar Keymark scheme please see: www.estif.org/solarkeymark/.

Accredited installer†

- A list of certified installers who are based in or operating in Scotland can be obtained from your local Energy Saving Scotland advice centre or via our website: www.energysavingtrust.org.uk/homerenewables. A full list of installers operating across the whole of the UK can be obtained from the Microgeneration Certification Scheme.

Accreditation number

- Your chosen certified installer should be able to provide you with this number, alternatively, installer certification numbers can be found on the MCS or Energy Saving Trust websites.

Planned completion date

- *Please enter a date in this box up to a maximum of 6 months from the date you complete the application form. Grant offers are valid for 6 months.*

Net installation cost (excl. VAT); Total Cost

- Please enter your net and total costs in the appropriate boxes. Your costs should include any other eligible contractors, for example, drillers, and sub-contractor costs too.
- We will only fund eligible costs which are detailed in the Conditions of Grant.

Costs that are charged by a sub-contractor, for example, an electrician or plumber, are eligible for grant funding providing that a certified installer designs, supplies and commissions the installation. By commissioning the system the certified installer takes full responsibility for the quality of all aspects of the installation according to the standards of the Microgeneration Certification Scheme. Full quotes from sub-contractors must be included with the grant application. Please see the Further Information section for a further explanation of eligible and ineligible costs.

VAT (non recoverable only)

- Your VAT cost(s) should be provided in the quote breakdown(s) you receive from your installer and any other contractors. You should only enter non recoverable VAT costs.
- In general, a VAT rate of 5% applies to installations of the main microgeneration technologies at existing properties.
- For further information on VAT please visit: <http://www.hmrc.gov.uk/vat/sectors/builders/construction.htm>

Section D – Grant eligibility checklist

- This is a checklist which requires you to confirm that certain, key, Conditions of Grant have been complied with - please refer to the Conditions of Grant before completing the list.
- All boxes must be ticked before your grant application will be processed.
- Please see the *Further Information* section below for energy efficiency measures required under the grant scheme.

Section E – Conditions of grant and signature

- You **must** confirm that you have read and agree to the Conditions of Grant by signing and dating the declaration on the application form. The signature should be that of the named applicant in Section A.
- To assist us in helping more homeowners benefit from renewable systems, please tick the appropriate boxes relating to how you heard about the grant scheme.

Returning your completed application form

- You only need to submit one quote from a certified installer with your application form. It is advisable that you obtain at least two or three quotes from certified installers to allow you to compare costs and services. Following receipt of an application which we assess to be of high value, and where there is only one quote present, we may contact you to request a second quote.
- Be sure to include quotes for all aspects of the job, including electrical, plumbing and earthworks where these are relevant. These quotes need to be on headed paper (showing the name and address of the certified installer or contractor), and must include your name, the installation address and details of the materials being supplied and work being carried out.

Further Information

Please note that EST reserves the right in consultation with the Scottish Government to suspend or reject grant applications and that this decision is final.

How many grants can be applied for?

- Householders can apply for two grants per property.
- These grants can be for two different technologies or two technologies of the same type (as long as it can be proven that there is a need for two of the same technology).
- The Energy Saving Trust reserves the right to refuse funding for two installations of the same technology where there is no satisfactory explanation provided as to why two installations are required.

Eligible and ineligible costs

- The grant covers the cost of the renewable part of the system and associated works, together with the costs of planning permission and non-recoverable VAT.

For example, with a ground source heat pump we would include the costs of the equipment, such as the heat pump and ground loops, as well as the costs of the ground works and connection to the electrical supply and heat distribution system within the property. We would not include extended guarantees or the costs of upgrading radiators or other aspects of the central heating system; these are not unique to a renewables installation. **Please be sure to include quotes from an electrician or plumber where these are relevant.**

What is not covered?

- Retrospective claims: where the equipment has been purchased or work has been carried out before you have received an Offer of Grant from the Energy Saving Trust.
- DIY Installations.
- Fuel costs including wood fuel.
- Reclaimable VAT.
- Second hand equipment or systems.
- Installations in properties rated as paying non-domestic council tax rates. In these instances support may be available from Energy Saving Scotland small business loan scheme, for more information please call your local advice centre. In cases where the property is registered for both domestic and non-domestic rates, EST may request further information from the applicant to ascertain eligibility for grant funding.
- No funding is available through the Energy Saving Scotland home renewables grant scheme for the energy efficiency measures required under the grant scheme. Please see the section below for more details and possible alternative funding.

Planning Permission and consent.

Before installing your renewable technology you should make sure you have all necessary planning and building regulations consents from your local authority. If you require any advice on the necessary approvals for your installation, contact the local authority planning department where the technology is to be installed. You may also wish to discuss your plans with your neighbours.

Energy efficiency measures and your renewables system.

By installing appropriate energy efficiency measures you will ensure that you obtain the greatest possible advantage from your renewables system, and reduce your carbon footprint and fuel use in the most cost effective way. The more energy efficient you make your home, the smaller your renewables system will need to be in order to provide adequate heat or electricity. This means that the cost of the purchase and installation of your system may be reduced.

For free, impartial advice and information about energy efficiency please call your local advice centre or visit: www.energysavingtrust.org.uk

Which energy efficiency measures are required under the Conditions of Grant?

The following measures are required where appropriate and practical*:

- Loft insulation to 270mm
- Cavity wall insulation where you have cavity walls
- Energy efficient light bulbs in all appropriate fittings
- Basic controls for the heating system including a room thermostat and a programmer/timer

To find out which measures are appropriate for your property, we recommend that you complete a free Home Energy Check. Please contact your local Energy Saving Trust advice centre for a paper version or complete the online Home Energy Check at www.energysavingtrust.org.uk/check to answer some simple questions about your home and receive a free, impartial report with a list of energy efficiency recommendations specific to your property.

When do these measures need to be installed?

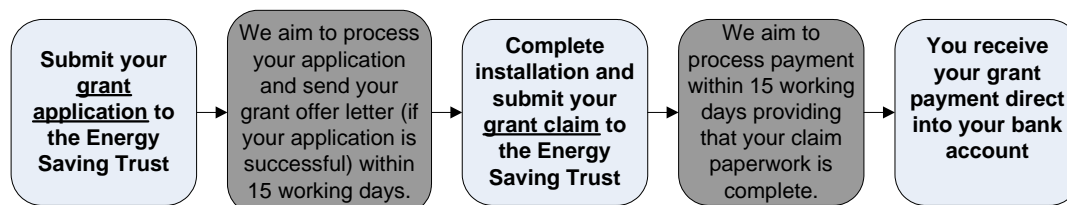
The measures will need to be installed prior to you claiming the grant.

Can I get financial help and assistance?

Energy suppliers may provide financial support for these measures under a scheme called CERT (Carbon Emissions Reduction Target). This makes costs more affordable and payback times short. There may also be other local support. The level of financial support from energy suppliers varies around the country so please contact your local Energy Saving Scotland advice centre. You can also search our Grants Information Database online at www.energysavingtrust.org.uk for a list of grants and suppliers. Your energy consumption and fuel bills will reduce by installing these measures saving you money in the long run.

The Application Process

The diagram below outlines the grant application process. Please see the corresponding text below for further details on each stage.



SUBMITTING YOUR GRANT APPLICATION

Send your completed application form, along with the quote from your chosen installer, to:

Services Delivery Team, Energy Saving Trust, 2nd Floor, Ocean Point 1, 94 Ocean Drive, Edinburgh, EH6 6JH.

PROCESSING YOUR APPLICATION

The Energy Saving Trust will aim to process the application within 15 working days from receipt of the application form and either issue you with a grant offer letter, request for additional information or, if your installation is ineligible for funding, a grant rejection letter.

REQUESTING A GRANT EXTENSION (If required)

Grant offers are valid for 6 months only. If you have an unforeseeable delay and require an extension please apply in writing (via email or letter) before your grant is due to expire. We will need to know what work has already occurred and when your installation is likely to be completed. Emails can be sent to grants@est.org.uk and letters should be posted to the Services Delivery Team. Extensions will be considered on a case-by-case basis at the discretion of the Energy Saving Trust

CLAIMING YOUR GRANT

Your grant claim can be submitted once your renewables system has been installed, commissioned and paid for in full. Please submit the following to the services delivery team at the address provided on the previous page:

1. Original copies of your certified installer's full invoice/s* (marked as paid by your installer or accompanied by receipts) together with all other relevant invoices (marked as paid by the contractor or accompanied by receipts). Please state if you want these documents returned.
2. The Grant Claim form (page 3 and 4 of the Grant Offer Letter) complete with all the bank details requested and completed check list to confirm you have included the documentation required and have in place appropriate energy efficiency measures. You must also sign and date the declaration contained on the final page and provide your current correspondence address.
3. The completion (commissioning) certificate which your certified installer must complete, sign and date, and then hand to you. Your installer will have this form or it can be downloaded from: www.energysavingtrust.org.uk/homerenewables

GRANT PAYMENT

The Energy Saving Trust will aim to process payment within 15 working days providing that your claim paperwork is complete. Once processed you should receive your electronic BACS payment within 3 to 5 working days.

Energy Saving Scotland home renewables grant scheme

Conditions of Grant

1. INTRODUCTION

1.1 Unless the context otherwise requires, the following expressions will have the following meanings when used in these Conditions of Grant:-

"application form" refers to the completed "Householder Grant Application Form" submitted by you;

"Conditions of Grant" means these conditions of grant, including any schedule or annexure to them;

"eligibility criteria" means the criteria set out in Schedule 1 to these Conditions of Grant;

"EST" means The Energy Saving Trust Limited, registered number 2622374, whose registered address is at 21 Dartmouth Street, London SW1H 9BP;

"grant" or "grants" refer to the grant funding available to householders under the Energy Saving Scotland household renewables grant scheme;

"grant offer letter" means the letter from EST to you confirming that your application for a grant has been successful;

"property" refers to the property situated at the installation address described at Section B of the application form;

"technology" or "technologies" refers to the technology type to be installed at the property;

"you" or "your" refers to the applicant identified at Section A of the application to whom a grant offer letter is issued by EST.

1.2 These Conditions of Grant set out the terms upon which a grant is offered to you and the conditions with which you must comply in return for receiving the grant.

2. AMOUNT OF GRANT

2.1 The amount of grant payable to you is set out in your grant offer letter.

2.2 The amount of grant will be up to 30% of the eligible costs of each technology installation (as such costs are listed in Schedule 2) up to a maximum of £4,000 per technology.

2.3 If the costs of your installation increase, EST may (at its discretion) agree to increase the amount of grant offered (up to the maximum amounts set out in Condition 2.2 above).

3. PURPOSE OF GRANT

3.1 The grant must be used by you solely to fund eligible costs (as set out in Schedule 2) relating to the purchase and installation of the technology at the property.

4. PRE-CONDITIONS OF GRANT

4.1 EST will not pay any part of the grant until the following conditions are met:

4.1.1 EST has received a signed application form from you confirming that you will comply with these Conditions of Grant;

4.1.2 you have complied with all of the eligibility criteria set out in Schedule 1, including putting in place appropriate energy efficiency measures at the property;

4.1.3 before the technology is installed, you have ensured that all relevant statutory approvals and consents are in place, including but not limited to the following:-

4.1.3.1 the consent of any joint owners of the property on whose behalf you are applying for a grant;

4.1.3.2 all necessary planning and building regulations consents from your local authority (for advice on the necessary approvals for your installation, please contact the local authority planning department for the area where the technology is to be installed); and

4.1.3.3 EST has received a completed grant claim form together with the receipts and related information specified in the grant claim form and such other information as EST may reasonably require.

- 4.2 Grant offers are made on the basis of the information you provided when applying for the grant. If any of this information changes, you must inform EST of these changes immediately. Depending on the nature of the change, EST may by written notice alter the terms of the grant or withdraw the grant altogether.
- 4.3 If you decide to change installer after being issued with a grant offer letter, you must notify EST of the change immediately, your grant offer will automatically be withdrawn and you will be required to re-apply for a grant, supplying a full written quotation from your new installer.
- 4.4 You are eligible to receive a maximum of two grants per property. If you have already received two grants under the Energy Saving Scotland home renewables grant scheme (previously known as SCHRI) for the relevant property, you will not be eligible to receive any further grants in respect of that property.

5. **PAYMENT OF GRANT**

- 5.1 Upon receipt of a completed grant claim form and satisfaction of the conditions set out in section 4 above, EST will endeavor to process payment within 15 working days providing that claim paperwork is complete. Once processed, payment will be made to the nominated bank account via BACS transfer within 3 to 5 working days.
- 5.2 For the avoidance of doubt, the grant will only be paid to the individual who is the owner of the technology and the property at the time the grant is paid and who is using the property as his or her principal private residence, that individual being either the person named on the application form or the individual to whom a grant offer letter was issued.

6. **FUNDING FROM OTHER SOURCES**

- 6.1 You are not entitled to apply for or receive a grant if you have already received or will receive any other funding from the government or any other public source in relation to the technology and/or its installation at the property for each individual grant application. This includes, but is not limited to:
- 6.1.1 any funding that may be available under the Low Carbon Buildings Programme; and
- 6.1.2 funding from fuel suppliers pursuant to their obligations under the Carbon Emission Reduction Target.
- 6.2 In any event you must ensure that the total amount of funding you receive in relation to the technology and/or its installation at the property from all public sources, whether national or local government or otherwise and including any grant paid by EST, does not exceed 100% of the cost of that technology/installation.

7. **INSTALLATION REQUIREMENTS**

- 7.1 You must ensure that:
- 7.1.1 the installer provides you with full instructions with regards to operation and maintenance to ensure the technology is kept operational. This may involve on-site maintenance carried out by you, the technology supplier or a combination of both;
- 7.1.2 the technology is to be permanently mounted in a robust manner and 'hard-wired' into the building's electrical circuit (where applicable) and that it is installed in accordance with all relevant British Standards, Codes of Practice and legislative requirements; and
- 7.1.3 there is a minimum warranty against manufacturers' defects on all components of the system installed of at least 12 months and that the minimum warranty against design and installation defects of the system installed is at least two years.

8. **PERIOD OF OPERATION**

- 8.1 The technology must remain installed and in use at the property, and should not be modified in such a way as might adversely affect its performance, for a period of at least 5 years following payment of the grant.

9. **INSPECTIONS AND REPORTING**

- 9.1 You must keep a record of all relevant documentation that you obtain in relation to the technology and its installation, including:
- 9.1.1 the original of the quote provided with your application for the grant;
- 9.1.2 any original invoices from the relevant accredited installer or any other contractors involved in the installation work.

You must keep these records for at least 6 years following payment of the grant and if EST asks you to do so at any time (and as long as it gives you reasonable prior notice) you must allow authorised representatives of EST and/or the Scottish Government and/or any national audit body to inspect and take copies of these records.

- 9.2 You must permit EST (subject to EST providing you with reasonable prior notice) and its authorised inspectors or other representatives to have access to the property for the purposes of inspecting the technology and/or assessing compliance with these Conditions of Grant.
- 9.3 If EST asks you to do so at any time, you must provide such additional information and co-operation as EST may request for the purposes of EST monitoring energy use of the property and/or the performance of the technology, including the following:
- 9.3.1 information in relation to the technology's output (in kWh);
 - 9.3.2 estimated fuel savings; and
 - 9.3.3 any faults or equipment failures.

EST will be entitled to use this information, amongst other things, for the purposes of publishing reports in relation to the relevant technology.

- 9.4 EST and/or the Scottish Government reserve the right to publish such information in an aggregated form in any manner it sees fit.

10. PUBLICITY

- 10.1 If at any time you use the technology in any advertising or otherwise publish any information about the technology, you must make it clear that you have received a grant from the Scottish Government under the Energy Saving Scotland home renewables grant scheme. However, you must not do or say anything that may lead a third party to believe that you are acting as an agent of the Scottish Government or EST.

11. LIABILITY

- 11.1 The information made available by EST on its website and elsewhere in relation to the Energy Saving Scotland home renewables grant scheme and more generally in relation to microgeneration and/or energy saving technologies is intended to act as a guide only, and accordingly EST cannot and does not accept any liability for any loss or damage that you may suffer as a result of using that information.
- 11.2 Neither EST nor the Scottish Government guarantees or underwrites the performance of any technology (whether an "approved" product or otherwise) and/or any installer (whether or not an "accredited" installer). You should ensure that the installer you contract with provides you with all necessary information in relation to the warranty cover it will be providing and the insurance cover it has in place and carry out your own checks to ensure that the installer is appropriately trained and qualified to carry out the relevant work.

12. COMPLIANCE WITH LAWS

- 12.1 You must ensure that in carrying out any activities in connection with the installation and use of the technology you and anyone acting on your behalf complies with all applicable laws and regulations.

13. WITHHOLDING AND REPAYMENT OF GRANT

- 13.1 In addition to any other rights it may have under these Conditions of Grant or the general law, EST may reduce, suspend or withhold payment of any grant, or require all or part of any grant to be repaid, if any one or more of the following events occurs:
- 13.1.1 EST and/or its authorised representatives is not satisfied that the system has been installed properly;
 - 13.1.2 a decision is made by the Scottish Government or the European Commission and/or an obligation arises under any applicable law which requires that the grant should be varied, withheld, reduced, cancelled or recovered;
 - 13.1.3 you fail to implement appropriate energy efficiency measures as set out in paragraph 3 of Schedule 1;
 - 13.1.4 you cease to comply with the eligibility criteria set out in Schedule 1;
 - 13.1.5 you breach any of these Conditions of Grant;
 - 13.1.6 you or any person employed by you has offered or given or agreed to give any person any improper gift or commission or consideration of any kind in relation to any of EST's programmes;
 - 13.1.7 you become bankrupt or it appears to EST that you are likely to become bankrupt;
 - 13.1.8 any information that you provided to EST in relation to the grant (in the grant application or otherwise) is subsequently found to be materially untrue, inaccurate or incomplete;
 - 13.1.9 you sell or remove the technology within five years after the system was installed (except where the system is sold as a fixture to the property); or

13.1.10 there has been an overpayment of grant.

14. **GENERAL**

- 14.1 EST and/or the Scottish Government reserves the right, at its sole and absolute discretion and at any time, to change any of these Conditions of Grant and/or to introduce new or additional terms and conditions on giving notice to you to that effect.
- 14.2 If you do not wish to be bound by any variation notified to you, you are free to notify EST in writing at any time prior to claiming the grant that you wish to cancel your offer of grant and terminate your contract with EST. In these circumstances you will (for the avoidance of doubt) cease to be entitled to receive any grant and EST will be entitled to make the relevant funding available to other applicants.
- 14.3 Should the Scottish Government discontinue the Energy Saving Scotland home renewables grant scheme, applicants who have received a formal grant offer letter from EST will still be entitled to receive payment of the grant.
- 14.4 EST reserves the right in consultation with the Scottish Government to suspend or reject grant applications on the grounds that there are insufficient funds available in any financial year to provide to all applicants.
- 14.5 EST reserves the right to reject any application for a grant and EST's decision as to whether an applicant is eligible for a grant shall be final. EST may seek further information to determine eligibility and you must provide such information within the specified timeframe if you wish to continue with the application. Neither EST nor any of its officers, employees, agents or subcontractors shall be liable for any losses, damages or costs suffered by you which arise out of or in connection with the application process whether caused by the negligence of EST, any of EST's officers, employees, agents or sub-contractors or otherwise.
- 14.6 EST reserves the right to and shall in its sole discretion assess applications that fall outside these Conditions of Grant on a case by case basis. Such applications will be assessed on their merits, bearing in mind the intent of the Energy Saving Scotland home renewables grant scheme.
- 14.7 These Conditions of Grant and attached forms constitute the entire agreement and understanding between the parties with respect to its subject matter and shall supersede any previous agreement. For the avoidance of doubt, nothing in these Conditions of Grant are intended to confer on any third party any benefit or the right to enforce any term of these Conditions of Grant.
- 14.8 Any offer of grant made by EST is personal to you and accordingly you are not entitled to transfer any of your rights or obligations in respect of that offer and these Conditions of Grant without the prior written consent of EST.
- 14.9 EST will not lose any right that it has under these Conditions of Grant if it does not exercise that right or delays in exercising it. Exercising a right or part of one will not prevent EST from exercising that right again or any other right.
- 14.10 These Conditions of Grant shall be governed by and construed in accordance with the laws of Scotland and shall be subject to the non-exclusive jurisdiction of the Scottish Courts.

Schedule 1 - Eligibility Criteria

1. The property

- 1.1 Energy Saving Scotland home renewables grants are available for residential dwellings in Scotland only.
- 1.2 The property must not be a new build property under construction.
- 1.3 You must be the individual who will be the owner of the technology and the property at the time the grant is paid. If you are the joint owner of the property, you are entitled to apply for a grant on behalf of the other joint owners provided that they have agreed to you doing so in writing and will comply as necessary with all of these Conditions of Grant.
- 1.4 The technology must supply a residential building (a structure that satisfies the building requirements of the relevant Local Authority) or a permanently sited mobile home.
- 1.5 The property must be used by you or your family as your principal private residence. You are not entitled to receive a grant if the property is used as a holiday home or is rented to tenants.
- 1.6 The property must be used primarily for residential purposes and must not be used wholly or mainly for any business, commercial or trading purposes. The property must be registered as paying domestic council tax rates (by the Scottish Assessors Association).
- 1.7 A property that is used for both residential purposes and business purposes, such as a bed & breakfast, may be eligible for grant funding if the property is registered as paying domestic rates, as well as non-domestic rates. For the avoidance of doubt, any property with mixed business and residential use must be registered as paying

domestic council tax rates in order to qualify for grant funding. In such cases, the size of the installation must be proportionate to the residential energy requirements of the property. EST may request more information from the applicant where required. EST reserves the right to refuse funding if EST considers that a business will obtain a material benefit from funding.

1.8 The property must be owned by an individual or individuals and must not be owned by a business.

2. **The Technology**

2.1 The technology to be installed must replace, augment, or be an alternative to fossil fuelled energy or heat generation.

2.2 The proposed installation must off-set domestic heat or electricity costs and not principally be a means to generate an income. EST reserves the right to refuse funding if the proposed installation is oversized or inappropriate and is likely to generate excessive profit.

2.3 The technology to be installed at the property must be of a kind specified by EST from time to time as being suitable for inclusion in the Energy Saving Scotland home renewables grant scheme. As of the date on which these Conditions of Grant were issued, the technologies eligible for funding are as follows:

2.3.1 Solar water and space heating;

2.3.2 Ground, air and water sourced heat pumps;

2.3.3 Automated wood fuel heating systems (biomass room heaters, stoves and boilers);

2.3.4 Non-automated wood fuel boilers;

2.3.5 Lerwick District Heating Scheme connection (whereby this scheme utilises a renewable fuel source).

2.4 The installation of the technology must not commence prior to the date on which you receive an offer of grant from EST.

2.5 Grant will not be offered and should **not** be applied to:

2.5.1 Any equipment purchased or works carried out prior to the date of the grant offer letter confirming you have been successful in your application for a grant;

2.5.2 D.I.Y. installations;

2.5.3 Generators powered predominately by fossil fuels (i.e. diesel, petrol, LPG etc) regardless of whether they are part of a hybrid renewable energy system incorporating renewable energy components;

2.5.4 Fuel costs i.e. the wood fuel in the case of biomass installations;

2.5.5 Non-automated wood burning stoves (these are mature technologies with a well-established market which do not require pump-priming support); and

2.5.6 Second hand or used equipment or systems.

3. **Energy Efficiency Measures**

3.1 All applicants for grants must install appropriate energy efficiency measures at the property, in order to maximise the carbon dioxide savings and energy saving potential of the chosen technology. To this end, the minimum energy efficiency requirements as set out below in 3.2 should be in place prior to the installation of new technology:

3.2 The minimum energy efficiency requirements for the purposes of paragraph 3.1 above are as follows:-

3.2.1 Where practical you must have insulated the whole of the loft of the property with 270mm depth of mineral wool loft insulation or a suitable alternative.

3.2.2 You must have installed cavity wall insulation throughout the property where practical (i.e. where the property does have cavity walls that are suitable for cavity wall insulation);

3.2.3 You must use low energy light bulbs in appropriate light fittings in all the main rooms (i.e. kitchen, hallway and all main living rooms) in the property;

3.2.4 Where practical you must have installed basic controls for the central heating system at the property (if any), including controls that ensure that the boiler at the property only operates when there is a demand for heat and there is a programmer or timer that controls the heating system for the property as a whole.

4. **Installer and technology standards**

- 4.1 The technology must be installed by a person, firm or company specified under the Energy Saving Scotland home renewables grant scheme as an “accredited” installer in relation to the relevant technology. Eligible costs (as set out in Schedule 2) that are charged by sub-contractors are also covered by the grant providing that the design, supply and commissioning of the technology is carried out by an accredited installer.
- 4.2 Accredited installers are those who have achieved accreditation under the Microgeneration Certification Scheme. Details of all accredited installers are available from the Microgeneration Certification Scheme on 020 7090 1082 or www.microgenerationcertification.org.uk. A shorter list of all the companies based in and/or operating in Scotland is available from your local Energy Saving Scotland advice centre on 0800 512 012, or it can be downloaded from www.energysavingtrust.org.uk.
- 4.3 Certain accredited EST installers may only have “provisional” accreditation as opposed to “full” accreditation. Provisionally accredited installers are permitted to install up to five grant funded installations. Where this limit has been reached any applications from you to receive a grant in respect of a technology to be installed by that installer will be put on hold and a letter sent to you with a suitable explanation. In these circumstances you will be free to find an alternative accredited installer and submit a new application if you wish.
- 4.4 The technology to be installed must be specified under the Energy Saving Scotland home renewables grant scheme as an “accredited” product. Accredited products are products that are registered under the Microgeneration Certification Scheme or are otherwise recognised as accredited products by EST. Where products are recognised by EST but are not registered under the Microgeneration Certification Scheme, EST will determine the minimum requirements for design installation and equipment standards.

Schedule 2 - Eligible Costs

1. Grants will only be offered, and must only be applied for, towards the reimbursement of particular costs associated with the installation of particular technologies. A list of these eligible costs, by reference to each technology type is set out below:
2. For all technology types, eligible costs include non-recoverable VAT payable in respect of the costs of purchasing and installing the relevant technology (as such costs are described in paragraph 3 below) but exclude the following:
 - 2.1 the costs of any extended warranty beyond the one year warranty all accredited installers are required to offer free of charge;
 - 2.2 the costs of any other materials, works or other items whatsoever (such as, but not limited to, plumbing and heating system upgrades and upgrading of radiators or other elements of central heating systems).
3. The following costs are eligible costs in respect of which grant can be claimed:
 - 3.1 **Solar space heating:** cost of solar thermal panels, plus direct cost of fixing the panels to the roof/ground mount and connecting to the distribution system within the property;
 - 3.2 **Solar water heating:** cost of solar thermal hot water panels, plus direct costs of fixing panels to roof/ground mount connecting to water supply for property and installing a twin coil cylinder;
 - 3.3 **Ground/water/air source heat pumps:** cost of heat pump, ground loops and other equipment, plus direct costs of ground works for boring vertical or horizontal pipe work, connecting to the electrical supply and connecting to the heat distribution system at the property;
 - 3.4 **Wood fueled boilers and automated pellet heaters and stoves:** cost of relevant heater/stove/boiler equipment, plus direct costs of connecting the unit to an automated fuel system and connecting to the property’s heat distribution system; costs of the flue and of constructing boiler house/fuel storage space;
 - 3.5 **Lerwick District Heating:** cost of heat exchanger (including supply and installation and heat meter); cost of hot water storage (if applicable); cost of connecting to the heat network (NB – this refers to charges made by Shetland Heat and Power Ltd only); other plumbing costs, including plumbing materials, pipe work, specialist controls & metering.
4. Grants will not be offered and must not be applied, towards any costs other than those eligible costs specifically permitted as described above, nor towards the amount of any recoverable VAT that may be charged on eligible costs.