



Department of

**Finance and  
Personnel**

[www.dfpni.gov.uk](http://www.dfpni.gov.uk)

**Energy Performance Unit**

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**To: Energy Managers**

**Date: 17 October 2008**

**From: Sharon O'Neill  
Properties Division**

## **PUBLIC SECTOR ENERGY CAMPAIGN**

### **CENTRAL ENERGY EFFICIENCY FUND – 2009/10**

1. The Department of Finance and Personnel is pleased to invite Applications to the Central Energy Efficiency Fund (CEEF) for the 2009/10 financial year. The CEEF provides Grant assistance for energy efficiency and renewable technology projects to public sector bodies in Northern Ireland.
2. All Applications for funding will be considered by the independently chaired Public Sector Energy Working Group (PSEWG).
3. A summary of key criteria is outlined below, however this is not exhaustive. Please refer to the attached Terms & Conditions for a complete breakdown of eligibility criteria and Application guidance. **Applicants are advised to read all parts of this document thoroughly as a significant number of changes have been made from previous years. Payment of Grants is subject to acceptance of these Terms & Conditions.**
  - Applications must be submitted by a public sector organisation in Northern Ireland. Projects that reduce energy consumption and/or carbon dioxide emissions will be considered, including renewable energy technologies. Applications must be submitted electronically (preferably via email) using the CEEF 2009 programme. Applications received in any other format will **not** be accepted.



INVESTOR IN PEOPLE

- Projects must have a minimum capital cost of £3500, however smaller projects may be combined to reach this figure in limited circumstances as defined in the Terms & Conditions.
- Funding is limited and acceptance of an Application does not guarantee an offer will be made. We anticipate that £2 million will be available for the 2009/10 year.
- Grants are payable for the 2009/10 financial year only. Exceptions may be considered for larger projects where payments may be divided over two years by agreement of the PSEWG. Grants not spent or claimed during the 2009/10 year will **not** be carried forward.
- Projects must be in a position to commence as soon as possible after 1 April 2009 and complete by March 2010 (except where 2 year projects are agreed by the PSEWG). All required planning permissions, licences and statutory consents must be in place by **31 January 2009**. Projects that do not have necessary approvals by this date will **not** be eligible for consideration.
- Any Grants offered apply only to the property and project defined in the Application. They may not be used for any other purpose and are not transferable. Any unspent allocation must be returned to the Department at the earliest opportunity for reallocation to other projects. The Department reserves the right to seek evidence of project progress or completion at any time.
- Guidance on procurement issued by the Central Procurement Directorate must be adhered to where applicable.
- Applicants should be able to demonstrate a commitment to energy efficiency within their estates. This will be assessed by the return of energy usage figures to the Public Sector Energy Campaign (PSEC) and the completion of Post Project Evaluations (PPEs) on previous CEEF projects. Projects may not be considered from public bodies with outstanding energy figures or PPEs.

## **Applications**

4. Applications must be made using the CEEF 2009 version of the bids program and in the .EGY format as detailed in the attached Terms & Conditions. Applications made using earlier versions or in any other format will not be accepted. The program may be downloaded from the PSEC website: <http://www.dfpni.gov.uk/index/public-sector-energy-campaign>
5. Completed Applications should be submitted through Departmental Energy Managers where appropriate, to reach the Energy Performance Unit at the above address as soon as possible and **no later than 5.00pm 28 November 2008**. Applications received after this date will **not** be

considered by the PSEWG. It is the responsibility of the Applicant to ensure their form is received by this date.

6. Applications must be submitted in an electronic format by e-mail to noeleen.o'neill@dfpni.gov.uk. If this is not possible, applications may be submitted on a CD to the address at the top of this invitation for the attention of Noeleen O'Neill to be received by the deadline above. To meet IT security requirements, only files with an .EGY suffix should be transmitted or copied to the CD.

### **Queries**

7. Should you wish to discuss the above or any aspect of the attached Terms & Conditions please contact me on 9051 8377 (network 68377), or by e-mail (sharon.o'neill@dfpni.gov.uk). You may also contact Pat Thompson on 9054 7631 (pat.thompson@dfpni.gov.uk) or Noeleen O'Neill on 9051 8373 (noeleen.o'neill@dfpni.gov.uk).

**SHARON O'NEILL  
PROPERTIES DIVISION**