

GreenStart Assignment Guidelines

[1 Application Process 2](#_Toc112072884)

[2 Assignment Costs / Duration 2](#_Toc112072885)

[3 Progress Report & Claim 2](#_Toc112072886)

[4 Eligible Activities 3](#_Toc112072887)

[5 Ineligible Activities / Costs 7](#_Toc112072888)

[6 Environmental Legislation & Do No Significant Harm Compliance 7](#_Toc112072889)

# 1 Application Process

1.1 The company contacts their Enterprise Ireland Development Advisor to discuss their eligibility for GreenStart funding support.

1.2 The company may be invited to apply online for GreenStart funding.

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 internal and or external persons (service provider) responsible for undertaking the tasks.

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)

# 2 Assignment Costs / Duration

2.1 A GreenStart 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 external training advisory costs capped at €900 per day inclusive of travel and subsistence and all out of pocket expenses.

2.3 Total project cost up to €6,300 plus VAT, maximum EI grant up to €5,000 ex VAT.

2.4 It is the responsibility of the company to claim the GreenStart funding support.

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

# 3 Progress Report & Claim

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

3.2 The company emails the completed Claim Documentation to IndustryGrantClaims@enterprise-ireland.com prior to the Final Claim Date.

# 4 Eligible Activities

GreenStart is a **training/advisory** project of up to 7 days carried out by an external Green Service Provider directly with an eligible company. An internal company green project team/champion is identified to embed projects. The Service Provider provides training, advice and guidance to the **company green team** on **one or more activities** as outlined in Sections 4.1 – 4.19. Projects may be a combination of activities as outlined below e.g. Environmental Management & carbon footprinting.

*Companies at the early stages of their green journey are recommended to*

* *Avail of energy training on* [*SEAI Energy Academy*](https://www.seai.ie/energyacademy/)
* *Carry out an energy audit - SMEs with an energy spend >€10,000/annum that are not already mandated to get an audit are eligible for €2000 voucher towards an* [*SEAI Energy Audit*](https://www.seai.ie/business-and-public-sector/small-and-medium-business/supports/energy-audits/)

GreenStart is open to companies who do not already have a GreenStart/Plus project under way. A follow-on GreenStart 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. There is an absolute limit of 3 GreenStart project approvals per company.

|  |
| --- |
| **4.1 Environmental Management System** Review environmental activities and practices at the siteEstablish a baseline assessment to identify possible savings and KPIsIdentify resource, emissions and cost savings opportunities Assist with preparation of a basic Environmental Management System (EMS) based on a ‘Plan, Do, Check, Act’ philosophyAssist with preparation of an Environmental PolicyProvide suggestions on the format and frequency of reports, including KPI check for performance evaluationProvide training and guidance on the implementation of software tools to measure, manage and report Provide advice on risks (financial, reputational, regulatory or physical) and how to mitigate themAdvise on other tools and financial supports, e.g. SEAI supports & Energy Efficiency Obligation Scheme (EEOS) |
| **4.2 Energy Management System**Review energy activities and practices at the site, identify energy sources and significant energy usersEstablish a baseline assessment to establish Energy Performance Indicators (EnPIs) Identify energy, emissions and cost savings opportunitiesConsider renewable energy generation potential and recommend appropriate system(s)Provide suggestions on the format and frequency of Energy Reports, including EnPI check for performance evaluationProvide training and guidance 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’ philosophyAdvise on other technical and financial supports, e.g. SEAI supports & Energy Efficiency Obligation Scheme (EEOS) |
| **4.3 Carbon Footprinting (Organisation/Product)**Quantify the Organisation’s/Product(s) carbon footprint; Scope 1, 2 and 3 (if data available) based on GHG Protocol/ISO 14064-1/ISO 14067 or similarProvide/curate a spreadsheet-based data collection model to enable the company project team to quantify the Organisations/Productscarbon footprint going forwardProvide training and guidance on the implementation of software tools to measure, manage and report  |
| **4.4 Develop a Carbon Reduction Roadmap**Develop a consolidated opportunity lists for energy including ranking based on Emissions, Energy Efficiency, and payback. Quantify the Organisation’s Operational carbon footprint on existing energy data based on GHG Protocol, ISO 14064-1, or similar (Scope 1 & 2)Provide/curate a spreadsheet-based data collection model to enable the company project team to continue to quantify carbon footprint going forwardProject out carbon emissions in a do-nothing scenario to 2030 using the client companies targets & projectionsGenerate carbon reduction road maps identifying the carbon reductions from the implementation of the projects on the consolidated opportunity listsInvestigate all potentially feasible technologiesProvide guidance on the economic case for any potential investments Advise on other technical and financial supports, e.g. SEAI supports & Energy Efficiency Obligation Scheme (EEOS) |
| **4.5 Water Stewardship**Review water stewardship activities and practices at the siteProvide advice on water risks (financial, reputational, regulatory or physical) and how to mitigate themAssist with preparation of a Water Stewardship Map, Targets and Action Plan Establish a baseline assessment to identify possible savings and KPIsProvide training and guidance on the implementation of software tools to measure, manage and reportProvide introductory training for relevant staff Assist with access to other tools and resources to maintain performance and to improve water stewardship |
| **4.6 Metering**Identify Metering Opportunities (e.g. energy, gas, diesel, oil, water and steam)Assess site objectives, and purpose of metersPrepare metering gap analysis – which meters should be added & whyDevelop metering plan/roadmap Develop reporting dashboard if applicableTraining on data interpretationMetering equipment may be installed on a temporary/permanent basis as part of the project  |
| **4.7 Corporate Sustainable Strategy** Provide training/advice to develop a corporate sustainability / decarbonisation strategyAdvise on the development of corporate sustainability policies, objectives, and plansGuidance on setting appropriate sustainability performance measures, KPIs and targetsProvide training and guidance on the implementation of software tools to measure, manage and reportGuidance on the development of stakeholder engagement and materiality programmes to assess key sustainability prioritiesGuidance with aligning to global & national sustainability frameworks, pledges, and disclosure systems e.g. UN SDGs, Science Based Targets Initiative, TCFD, SME Climate Action Hub, PAS 2060, B Corps, CDP, GRI, Origin Green. |
| **4.8 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), ISO 14090 or similarGuidance on implementing the appropriate Governance structures, strategy, climate scenario planning and metrics & targets |
| **4.9 Product Environmental Footprinting and Organisation Environmental Footprinting** Provide a Product Environmental Footprint for a company’s manufactured goods and/or an Organisation Environmental Footprint for a particular production site/organisation, to act as a benchmark for further improvements, and to report footprints to the marketProvide 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 indicatorsAssist 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 marketAssist the company with preparation of Environmental Product Declarations (relevant standard EN 15804), Ecolabels or similar environmental footprint declarations |
| **4.10 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 economyCarry out a circular gap assessmentAdvise on key challenges and opportunities in transitioning to a more circular business modelProvide training on understanding the systemic changed required in buyer and supplier relationships and contracts necessary to accelerate the circular economy transitionAssist with developing a resource efficient innovation project for a more circular product, process or serviceAssist 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 |
| **4.11 Ecodesign**Provide training/advice in innovative design for sustainability e.g. designing a product from concept taking into account sustainability |
| **4.12 Green Procurement/Tenders**Provide training/advice in Green Procurement/tendering, integrating sustainability into the procurement/tendering process |
| **4.13 Sustainable Packaging**Raise knowledge and understanding around Sustainable Packaging, including design processes, strategies, tools and opportunities for development of more sustainable and circular packaging solutionsEnable 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 optionsAssist with developing more sustainable innovative packaging |
| **4.14 Plastic Management**Review and document plastic used across each DepartmentImplement 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 overtimeDevelop Roadmap of plastic improvement across each DepartmentProvide training and guidance on the implementation of software tools to measure, manage and reportProvide introductory training to relevant staff Assist with access to other tools and resources for responsible plastic management |
| **4.15 Sustainable Logistics**Provide training/advice to measurably reduce greenhouse gas emissions and air pollutants & improve fuel efficiency based on the 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 |
| **4.16 Biodiversity** Provide training/mentoring on biodiversity awareness Gain an understanding of the environmental impacts of the business and of upstream and downstream activities, e.g. extraction of raw materials, processing and use of products/service, to identify areas to focus improvement activities onDevelop a biodiversity policy and action planProvide training and guidance on the implementation of software tools to measure, manage and reportProvide introductory training to relevant staff Assist with access to other tools and resources to protect Biodiversity, natural environment, species and natural habitats |
| **4.17 Communications**Provide training/advice on internal and external sustainability communications, messaging & reporting |
| **4.18 Employee & Customer Engagement**Provide training and advice to engage employees and customers, create an environmental awareness and achieve long term sustainable behavioural change |
| **4.19 Sustainability Benchmarking**Facilitate Sustainability Benchmarking, e.g. Probe for Sustainability Excellence |

# 5 Ineligible Activities / Costs

* Technical Feasibility Studies, Capital costs e.g. General Consultancy including Market research, IT implementation e.g. installation and customisation of analytic platforms, Financial review and planning, HR consulting or Health and Safety training are not eligible.
* Energy audits by companies already required to carry out an energy audit under the Energy Efficiency Directive are not eligible.

# Environmental Legislation & Do No Significant Harm Compliance

6.1 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[[1]](#footnote-2)
* activities under the EU Emission Trading System (ETS) achieving projected greenhouse gas emissions that are not lower than the relevant benchmarks[[2]](#footnote-3);
* activities related to waste landfills, incinerators[[3]](#footnote-4) and mechanical biological treatment plants[[4]](#footnote-5); and
* activities where the long-term disposal of waste may cause harm to the environment.

Applicants are required to confirm compliance with relevant EU and National environmental legislations and the ineligible projects listed above.

6.2 The EU’s Recovery and Resilience Facility (RRF) requires that no measure (i.e. no investment or reform) should lead to significant harm to any of the six environmental objectives set out under Article 17 of the EU Regulation on the framework for sustainable investment (‘Do No Significant Harm’)[[5]](#footnote-6).

Applicants are required to confirm that the supported project will comply with these requirements., i.e. that the project will do no significant harm (DNSH) to the environmental objectives under each of the six headings. These are set out in the table below, with a description of each objective provided.  A brief justification for compliance with the objectives is required in the application (sample text is given below).

|  |  |
| --- | --- |
| **Objective** | **Description of DNSH objective** |
| 1. Climate change mitigation
 | Investment will not lead to significant greenhouse gas (GHG) emissions |
| 1. Climate change adaptation
 | Investment will not lead to an increased adverse impact of the current climate and the expected future climate, on the activity itself or on people, nature or assets |
| 1. The sustainable use and protection of water and marine resources
 | Investment is not detrimental to the good status or the good ecological potential of bodies of water, including surface water and groundwater, or to the good environmental status of marine waters |
| 1. The circular economy, including waste prevention and recycling
 | Investment will not lead to significant inefficiencies in the use of materials or in the direct or indirect use of natural resources, OrInvestment will not significantly increase the generation, incineration or disposal of waste, Or Investment will not lead to long-term disposal of waste that may cause significant and long-term environmental harm; |
| 1. Pollution prevention and control to air, water or land
 | Investment will not lead to a significant increase in emissions of pollutants into air, water or land; |
| 1. The protection and restoration of biodiversity and ecosystems
 | Investment is not significantly detrimental to the good condition and resilience of ecosystems, or detrimental to the conservation status of habitats and species, including those of Union interest. |
| **Declaration:**I declare that this project will comply with the above objectives  | 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 for the development of a decarbonisation plan, delivered through consultancy, and will have an insignificant foreseeable impact on any of the six environmental objectives above.* |

1. 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-2)
2. 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-3)
3. 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-4)
4. 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-5)
5. REGULATION (EU) 2020/852 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 June 2020 on the establishment of a framework to facilitate sustainable investment [↑](#footnote-ref-6)