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Climate Planning Fund for Business

Application for inclusion in

Directory of Green Service Providers

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*By ticking I agree, you confirm that: (a) you have complied with your own data protection obligations in respect of the personal data that you supply to us and that you are entitled to disclose such personal data to us; and (b) you will ensure that a copy of our data protection notice (available* [*here*](file:///C%3A/NRPortbl/MAIN/NNIGHRADA/here)*) is sent to data subjects (e.g. your employees) whose personal data you provide to us.*

I agree

|  |  |
| --- | --- |
| **Company name** |  |
| **Date** |  |

# Introduction

##  Climate Planning Fund for Business

The Climate Planning Fund for Business seeks to increase the agility and resilience of enterprise to climate change impacts through the development of the capability of staff. The aim of the supports is to help enterprise transition to the low carbon, more resource efficient economy of the future by incorporating sustainable practices into the day-to-day running of their business.

The Climate Planning Fund for Business includes the following supports:

1. Climate Action Voucher

2. GreenStart

3. GreenPlus

4. Strategic Consultancy

The Climate Action Voucher aims to develop an initial action plan/register of opportunities, GreenStart & GreenPlus are training, advisory & capability building supports, Strategic Consultancy is to assist large/complex energy users develop a carbon reduction roadmap.

More information on the Climate Planning Fund for Business can be found [here](https://www.enterprise-ireland.com/en/Productivity/Build-a-green-sustainable-Business/)

Th Green Directory is used by Údarás na Galetachta, IDA and LEO client companies. Údarás clients are eligible for the same green grant supports as Enterprise Ireland & the LEOs, as applicable. Information on LEO Green supports can be found [here](https://www.localenterprise.ie/green?gclid=Cj0KCQjwteOaBhDuARIsADBqRehDX1mcj8gZm-_Zr_ZnX4H1B8FQBaQ31oEHhpQN1yojmZ86wAWeaxUaAuy4EALw_wcB) and information on IDA Go Green Offer can be found [here](https://www.idaireland.com/scale-with-ida/funding-programmes-incentives#strengthening-your-sustainability-group)

##  Lean and Operational Excellence offers

Enterprise Ireland’s Lean and Operational Excellence Offers are designed to encourage clients to adopt Lean business principles in their organisation to increase performance and competitiveness. Training to improve environmental performance and incorporate sustainable business practices is supported under these offers. More information on the Lean offer (LeanStart, Plus & Transform) can be found [here](https://www.enterprise-ireland.com/en/Productivity/Lean-Business-Offer/) and Operational Excellence offer [here](https://www.enterprise-ireland.com/en/funding-supports/Company/Esetablish-SME-Funding/Operational-Excellence.html)

##  Directory of Green Service Providers

The purpose of the directory is to assist enterprise who wish to identify a green service provider who can demonstrate the necessary expertise and experience to carry out an eligible environmental improvement assignment. Please ensure you are familiar with the ‘Assignment Guidelines’ for the Climate Action Voucher, GreenStart, GreenPlus and Strategic Consultancy before completing this application form. The ‘Assignment Guidelines’ can be downloaded [here](https://www.enterprise-ireland.com/en/Productivity/Build-a-green-sustainable-Business/Directory-of-Green-Service-Providers/)

Clients are wholly responsible for selecting a service provider.

The information provided by a green service provider in this application should demonstrate the skills and experience of the provider through actual examples of projects the provider has undertaken. While the project examples do not appear on the website, applicants who do not demonstrate capability in particular areas will not be listed against those areas.

The directory is not an exclusive or exhaustive list of service providers capable of carrying out assignments under the Climate Planning Fund for Business.

The directory will be publicly available and will be updated by Enterprise Ireland on a regular basis. Inactive service providers will be removed from the on-line Directory every 2 years.

##  Making an application for inclusion in the directory.

Service providers who wish to be included on the directory must demonstrate the following in their application;

* a proven **track record** in providing **environmental consultancy / training services to business** in either the large and/or the small and medium enterprise sectors
* experience in training/mentoring to **increase the agility and resilience of business to climate change impacts**
* **expert knowledge of environmental best practice and recognised qualifications in this area**
* experience in developing and **embedding company capabilities** and skills in environmental best practice
* effective **methodologies** for delivering Green assignments
* detailed **sectoral knowledge and experience** in one or more of the following business sectors:
	+ Food
	+ Manufacturing
	+ Electronics
	+ Software
	+ Life Sciences
	+ Engineering
	+ Services
	+ Construction
	+ Telecommunications
* the **full-time resources and capacity** to deliver prompt and professional responses to enquiries from Enterprise Ireland clients and to successfully complete assignments for Enterprise Ireland clients participating on the Green/Lean programmes.

In addition to the above applicants must

* Be able to provide referees and or reference sites in respect of their application (see section 3.3 of the application form)
* Provide a soft copy of their Professional Indemnity Insurance including details of level of cover and the provider (section 3.4)
* Complete a Tax Clearance declaration (section 3.5).

Enterprise Ireland reserves the right to check the accuracy of information provided and to remove content which is inaccurate. A listing in the directory does not provide any guarantee of work. Funding support will be set by Enterprise Ireland and will be based on the prevailing maximum daily rate for business development consultancy services.

##  How to submit your completed application

Applications will be accepted in electronic format only.

Submit required documents to: green@enterprise-ireland.com

Checklist of documents to be submitted:

* Completed application in Microsoft Word and PDF format with the applicant’s signature
* Professional Indemnity Insurance incl. details of level of cover and the provider

# Company Profile & Background

##  Company Profile

|  |  |
| --- | --- |
| **Business Name\*** |  |
| **Business Postal Address\*** |  |
| **Phone Number\*** |  |
| **Web/LinkedIn Address\***  |  |
| **Main Contact Name\*** |  |
| **Job Title** |  |
| **e-mail address\*** |  |
| **Date Established**  |  |
| **Number of Staff** |  |
| **Lean Service Provider\*** | Yes/No *(delete as appropriate)* |

\*This information will be published on the directory

Note Business name will link to Web/LinkedIn address, only the county will be published (or country if outside of Ireland)

|  |
| --- |
| **Please indicate if you work with** **Micro and/or SME and/or Large companies *(delete as appropriate)\**** |
| **Micro <10 Staff** | **SME 10 to 250Staff** | **Large >250 Staff** |
| Yes/No | Yes/No | Yes/No |

\*This information will be published on the directory

##  Brief Description of Business

[This information is used for assessing the application and is not published - max 10 lines]

##  Expertise & skills in Environmental best practice

[Max 20 lines - This information is used for assessing the application and is not published]

##  Staff Profile

|  |
| --- |
| **Nominate all staff members whom you would use on Climate Planning Fund for Business** **assignments**[This information is used for assessing the application and is not published] |

|  |  |
| --- | --- |
| Staff name | Key specialist area or skill set |
| 1  |  |
| 2  |  |
| 3  |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |

## 2.5 Assignment Approach

In the following sections, outline (max 25 lines) how you would conduct an assignment.

Complete only sections relating to the programmes for which you wish to provide services.

|  |
| --- |
| **Outline how you would conduct a Climate Action Voucher Assignment** Insert n/a if not applicable  ‘Climate Action Voucher Assignment Guidelines’ can be downloaded [here](https://www.enterprise-ireland.com/en/Productivity/Build-a-green-sustainable-Business/Directory-of-Green-Service-Providers/) [This information is used for assessing the application and is not published] |

|  |
| --- |
| **Outline how you would conduct a GreenStart Assignment** Insert n/a if not applicable‘GreenStart Assignment Guidelines’ can be downloaded [here](https://www.enterprise-ireland.com/en/Productivity/Build-a-green-sustainable-Business/Directory-of-Green-Service-Providers/) [This information is used for assessing the application and is not published] |

|  |
| --- |
| **Outline how you would conduct a GreenPlus Assignment** Insert n/a if not applicable‘GreenPlus Assignment Guidelines’ can be downloaded [here](https://www.enterprise-ireland.com/en/Productivity/Build-a-green-sustainable-Business/Directory-of-Green-Service-Providers/) [This information is used for assessing the application and is not published] |

|  |
| --- |
| **Outline how you would conduct a Strategic Consultancy Assignment** Insert n/a if not applicable ‘Strategic Consultancy – Carbon Reduction Roadmap Guidelines’ can be downloaded [here](https://www.enterprise-ireland.com/en/Productivity/Build-a-green-sustainable-Business/Directory-of-Green-Service-Providers/) [This information is used for assessing the application and is not published] |

|  |
| --- |
| **Outline how you would conduct environmental training as part of a LeanTransform or Operational Excellence project.** - insert n/a if not applicableExamples include training in environmental/energy/waste/water awareness/management, life cycle assessment, circular economy, sustainable strategy and planning. The duration of training typically ranges from ½ day to 10 days.Example specifications can be found [here](https://enterprise-ireland.com/en/Productivity/Build-a-green-sustainable-Business/Directory-of-Green-Service-Providers/)  [This information is used for assessing the application and is not published] |

# Sector & Functional Experience

##  Sector Experience

Beside the following sectors, list by their commonly known name the sub-sectors in which you can demonstrate a track record of implementing programmes. For example ‘Food’ could include Dairy, Beef Processing, Whiskey Distillery etc. [*Sectoral information will be published on the website*]

|  |  |
| --- | --- |
| Food |  |
| Electronics |  |
| Software |  |
| Lifesciences |  |
| Engineering |  |
| Services |  |
| Construction |  |
| Telecommunications |  |

##  Functional experience

|  |
| --- |
| **Give examples of projects and company names opposite the relevant functional experience.** Only complete functional experiences in which you have proven experience.  [Functional experiences that match the descriptions given in italics below will be published on the website, but the examples/company names will not*.*] |
| **Functional Experience** | **Projects and outputs**  |
| Biodiversity; *training/mentoring on corporate biodiversity strategy aligned with TNFD and other biodiversity standards/guidance, biodiversity awareness, and development of a biodiversity action plan for both company operations and supply chain including tools to assess the impact of a company’s supply chain on biodiversity.* |
| Carbon Management/Carbon Footprinting; *training/mentoring to implement ISO 14064, Greenhouse Gas Protocol or similar* |
| Circular Economy Innovation; *training/mentoring to understand the relevance of circular economy and innovation. Carry out a circular gap assessment and identify new opportunities for business growth. Prepare a plan to identify and develop circular economy ideas for a more circular product, process or service.* |
| Climate Adaptation; *training/mentoring 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 similar* |
| Communications; *training/mentoring to develop skills to create internal and external sustainability reports, campaigns and communications, messaging & reporting, to reflect the purpose and value of a business to customers, clients and other stakeholders* |
| Corporate Sustainable/Climate Strategy; *training/mentoring/advice on sustainability/decarbonisation/ climate action strategy, action plans, incremental & stretch targets*. *Provide details of global & national sustainability frameworks, disclosure systems pledges, benchmarks and certifications e.g. Science Based Target Initiative, SME Climate Hub, PAS 2060 Carbon Neutral, RE 100, UN Sustainable Development Goals, CDP, GRI, EcoVadis, B Corps, Future-fit Business Benchmark, Transformational Company Benchmark, TCFD, Origin Green, Supply Chain Strategy:* |
| Eco-design; *training/mentoring in innovative design for sustainability e.g. designing a product from concept taking into account sustainability* |
| Employee & Customer Engagement; *training/mentoring to engage employees and customers, create an environmental awareness, and achieve long term sustainable behavioural change, designing effective employee engagement campaigns* |
| Energy Audit; *training/mentoring based on EN 16247, ISO50002, EU EED SI. 426 or similar.* Insert Standard(s) used for carrying out energy audit: Qualification/Award/Membership e.g. SEAI Register of Energy Auditors,Energy Institute Chartered Energy Engineer/Manager, Association of Energy Engineers Certified Energy Manager/Auditor, Practicing Non Domestic BER Assessor registered with SEAIInsert qualification/award/membership: |
| Energy Efficiency Design (EED); *training/mentoring based on I.S.399 or similar*  |
| Energy Management Systems; *training/mentoring to implement ISO 50001* *or similar* |
| Environmental Management Systems; *training to implement, ISO 14001, EMAS or similar* |
| Green Procurement; *training/mentoring in Green Procurement, Eco labels, integrating environmental sustainability into the procurement process, include if you support companies to commit to the Sustainable Procurement Pledge* |
| Green Tenders; *training/mentoring in bidding for public and private tenders where sustainable procurement criteria are driving the buyer’s decision to purchase* |
| Life Cycle Assessment - Environmental Product Declaration (Construction sector); *training/mentoring on the use of a LCA environmental footprinting tool, how to interpret and use the results and generate an Environmental Product Declaration, conforming to ISO 14025 (Environmental Labels), I.S. EN 15804 (Environmental Product Declarations), and ISOs 14040 & 14044*  |
| Life Cycle Assessment - Product Environmental Footprint (PEF1); *training/mentoring on the use of an LCA environmental footprinting tool to provide Product Environmental Footprints, using the results to identify environmental hotspots, understanding the Scope 1, 2 and 3 environmental impacts of energies, resources and materials used in the products, to ISOs 14040 and 14044* |
| Life Cycle Assessment - Organisation Environmental Footprint (OEF1); *training/mentoring on the use of an LCA environmental footprinting tool to provide an Organisation Environmental Footprint, using the results to identify environmental hotspots, understanding the environmental impacts of energies, resources and materials used by the organisation, to ISOs 14040 and 14044* |
| Metering – *Guidance to identify metering opportunities (e.g. energy, gas, diesel, oil, water and steam), prepare metering gap analysis, develop metering roadmap, training on data interpretation. It is expected that metering equipment will be installed on a temporary/permanent basis as part of the project.* |
| Plastic Management – *training/guidance to develop plastic improvement roadmap. Implement a plastic indexing tool to map and track the types, quantities and fates of each type of plastic encountered . Establish the baseline and key metrics for measuring performance overtime* |
| Sustainable Logistics; *training/mentoring* *to reduce greenhouse gas emissions and air pollutants & improve fuel efficiency, based on the GLEC framework (soon to be ISO 14083) or similar, for calculating freight transportation and logistics emissions. Scope includes all modes (road, rail, sea, air), sub-suppliers, city and reverse logistics, and their internal and external impacts* |
| Sustainable Packaging; *training/mentoring in a sustainable, responsible and circular manner of the entire packaging system* |
| Renewable Energy Potential; *Assess business and site 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. Information will be provided on cost & payback of opportunities identified. Include if you support companies align to RE100* |
| Resource Efficiency Assessment; *Identify resource, emissions and cost savings opportunities. Resources to include energy, water, materials. Opportunities include capital projects, feasibility studies, procedural changes, process changes, awareness initiatives, management initiatives and staff training. Information will be provided on cost & payback of opportunities identified.**Provide Energy audits details and examples in section above.* |
| Water Stewardship; *training/mentoring to implement European Water Stewardship Standard (EWS), Alliance for Water Stewardship Standard (AWS), ISO 46001 or similar* |
| Analytics &/ Sustainability Platform; Does your company offer/provide an Analytics &/ Sustainability Platform? *e.g. tracking Electricity, oil, gas, carbon, temperature, humidity, water, waste, light levels, motion, air quality, or a platform supporting circular economy, sustainability engagement, sustainable growth, ESG goals, supply chain engagement & alignment to Frameworks.* *If yes, provide details of the platform and activities:**Note: The Green Offer supports training and capability building* *to achieve resource and emission savings and does not support IT implementation projects, i.e. installation and customisation of new systems.*  |
| Other Functional Experience(s) you deem relevant |

1Product Environmental Footprint (PEF) and Organisation Environmental Footprint (OEF) methods are currently under development by the EU Directorate General for the Environment (DG ENV) and the Joint Research Centre (JRC), to measure and communicate the life cycle environmental performance of products and organisations.

Ineligible Activities

* Technical Feasibility Studies, 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
* Energy audits by companies already required to carry out an energy audit under the Energy Efficiency Directive
* If project is focussed on Energy Efficiency Design (EED) - company should apply to SEAI (EXEED; Stage 1). Training in EED will only be supported if EED is <50% of the project, i.e. > 50% of the project must include other activities as outlined in the Assignment Guidelines.

##  References

Enterprise Ireland reserves the right to seek contact details for up to 3 reference sites as part of the application validation process. If references are requested, you must be able to provide contact details along with confirmation of consent obtained from the referees.

##  Professional Indemnity Insurance

|  |  |
| --- | --- |
| Professional Indemnity Insurance | Please confirm YES/NO |
| Attach a copy of your Company’s Professional Indemnity Insurance including details of level of cover and the provider |  |

##  Tax Clearance - Self Declaration of Financial and Economic Capacity

|  |  |
| --- | --- |
| Tax Clearance | Please confirm YES/NO |
| 1. I confirm and declare having a current and valid Tax Clearance Certificate in place and our tax affairs are in order.

*Note: If ‘no’ you need to follow through on (C) below.* |  |
| (B) Enterprise Ireland can verify your tax clearance status through Revenue’s online facility at <https://www.revenue.ie/en/starting-a-business/tax-clearance/index.aspx>. To this end, please confirm:

|  |  |
| --- | --- |
| Do you grant Enterprise Ireland permission to verify your tax cleared position online? |   |
| Registration Number*(as shown in your Tax Clearance Certificate)* |  |
| Certificate/Access Number*(as shown in your Tax Clearance Certificate)* |  |

 |  |
| (C) I confirm that I have applied for a Tax Clearance Certificate from the Irish Revenue Service which will be made available on request, <http://www.revenue.ie/en/business/running/tax-clearance.html> / *Non-Resident applicants can download the* [TC1 - Application for a Tax Clearance Certificate form](https://www.revenue.ie/en/starting-a-business/documents/form-tc1.pdf) *and apply for tax clearance to Non-Residents Unit, Collector-General's Office, Sarsfield House, Francis Street, Limerick or by e-mail to* *nonrestaxclearance@revenue.ie* |  |
| (D) I confirm that my Tax Clearance Certificate will be current & kept up to date during my time on the Directory of Approved Service Providers. |  |

##  Declaration

|  |
| --- |
| I have read and understand the directory guidelines and declare that the information I have submitted above is true and accurate. I consent to Enterprise Ireland including the above information in the directory, to maintaining the content of the directory, and checking the accuracy of information provided.**Signed****Name****Position in Company****Date** |