

# 5 things your SEC needs ready before requesting EMP funding

*A pre-application checklist for community committees, from Sustainable Energy Communities Ireland.*

If your committee has formed and you're staring at the SEAI EMP application wondering "what do we actually send?", this is for you. Five things to gather. None of them require an engineer. All of them speed up the funding decision once your local SEAI mentor lodges your application.

## 01 Committee documentation pack

SEAI needs to see your SEC is real and active. Have these ready as PDFs in one shared folder:

- SEC Charter, signed by your steering committee
- Register of members (or list of organisations represented)
- Terms of reference for the committee
- Minutes from your last two meetings
- Competency assessment if you've completed one

**WHY IT MATTERS** • The mentor's first question is "show me you're a functioning group". This pack answers it in one click.

## 02 A draft scope of what your EMP should cover

One A4 page covering:

- **Geographic boundary** — name the townlands, estates, or CSO Small Areas you want included. If you don't know your Small Areas yet, your local SEAI mentor can help.
- **Target groups** — homes, businesses, public buildings, community buildings, transport. Tick which ones matter for your community.
- **Priority themes** — what does your committee want the plan to solve? Rural fuel poverty, sports-club energy bills, a community-owned solar opportunity, a school retrofit cluster.

**WHY IT MATTERS** • The clearer your scope on day one, the better the EMP your consultant delivers. Vague briefs produce generic reports.

## 03 Energy data starter pack

You don't need every bill from every household. You need enough to anchor the analysis. Pull together:

- Twelve months of utility bills from two or three community-anchor buildings: the community hall, the school, the sports club, the parish church.
- BER certificates for any of those buildings (free download at [seai.ie/ber](https://seai.ie/ber)).
- Estimated heating fuel mix at household level — oil, gas, electric, solid fuel — if anyone on the committee already knows this.
- Any local renewable installations — solar on the school roof, the GAA club's heat pump.

**WHY IT MATTERS** • This becomes your baseline. Without it the consultant works from CSO averages — fine, but less useful than your real numbers.

## 04 Your local SEAI county mentor's name and contact

Find them at [seai.ie/community-energy/sustainable-energy-communities](https://seai.ie/community-energy/sustainable-energy-communities) → “Find a local SEC” → your county.

*Note:* your mentor lodges the application on behalf of the SEC — you don't apply to SEAI directly. Your committee provides the scope and documents; the mentor formally submits.

**WHY IT MATTERS** • If you don't know who your mentor is, you don't have a route to apply. This is the single most common blocker we see.

## 05 Procurement readiness

Once funded, you need to pick a consultant. Have your evaluation framework ready before you go to market:

- **Selection criteria** — e.g. SEC track record 30%, local presence 20%, community engagement plan 25%, technical depth 25%.
- **Scoring sheet** — a 1-5 scale per criterion.
- **Sign-off process** — who on the committee makes the final call.
- **Conflict-of-interest declaration** — required if any committee member has a relationship with a bidder.

**WHY IT MATTERS** • SEAI grant rules require a defensible procurement process. Doing this up front means the funded EMP starts in weeks, not months.

### Need help getting any of these together?

Email [info@sustainableenergycommunities.ie](mailto:info@sustainableenergycommunities.ie) — initial conversation free, no commitment.

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