Yellow River Near Neighbour Fund - Applicant Guidance

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Contents

About SSE Community Benefit Funds

SSE Renewables' community benefit funds provide funds to residents, local community groups and not-for-profit organisations located near our wind farms in Ireland. The funding supports projects that will create positive social and environmental impacts ensuring the residents and communities adjacent to the wind farm receive tangible benefits from the development, creating a sustainable legacy and support the transition to a net zero future.

About SSE Near Neighbour payments

As part of this commitment, SSE Renewables' offers near neighbour payments per occupied household on a principal private residence (owner) or primary residence (tenant) basis to those living within a 0 – 1km radius from the base of the nearest wind turbine on the wind farm. Only one nominated adult owner or tenant of the property can apply for a near neighbour payment. The distance specified is from the base of the nearest turbine to the nearest part of the structure of the occupied residence (not outbuildings or other such buildings). The location is identified in the An Post address directory. The near neighbour payment is a fixed annual payment.

The payment is to share some of the benefits generated by the project with the local community over the lifetime of the fund. Apart from the direct benefit provided from near neighbour payments, it is expected that near neighbours will also receive benefit from the funding granted to community groups and social economy projects.

All near neighbour applicants must have the following documents before starting an application for a near neighbour payment.

A Bank / Credit Union Account – A bank / credit union statement showing the name and address of the resident applying for the fund, IBAN, BIC and bank branch details, dated within the last 3 months. This must be submitted at the application stage. All near neighbour payments will be paid into this account.

An Electricity Bill / **Top- Up Statement** – The owner / tenant should have their most recent electricity bill / top-up statement dated within the last 3 months, stating the applicants name (if applicable) and MPRN / account number of the eligible household.

How to Apply for a Near Neighbour Grant

Applications to the near neighbour fund are made through an online application form on the SSE Community Investment Portal.

To access the application form, please follow this link: Yellow River - Near Neighbour Fund

Below is a step-by-step guide to help with your application to the near neighbour fund.
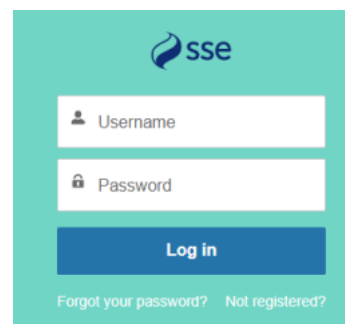
Step 1. Confirm your eligibility to apply to the near neighbour fund

After reviewing the Terms and Conditions, Eligibility Criteria and Fund Guidance, and watching the short Near Neighbour Instruction video please complete the Eligibility Questions to confirm your eligibility for the Yellow River near neighbour payment. This will help ensure that your application prevents any unnecessary effort if the applicant is not eligible for the payment.

- You will be asked 4 questions to proceed with the fund application. You must be able to answer 'Yes' to all of these to proceed.
    - Have you received a letter of invitation to apply to the fund?
    - Is your property your principal private residence (if owned) or primary residence (if rented)?
    - Is your primary residence located within the 0 - 1km eligible distance specified for this fund?
    - Have you read, understood and accepted the Terms and Conditions and Eligibility Criteria for this fund?
- Click the Proceed button at the bottom right-hand corner of the screen.
- It is essential that only a nominated adult owner or tenant of the property applies for a near neighbour payment.

Step 2. Create a user account

- Next you will be taken to the login / registration screen (see opposite).
- You must create a user account to access and submit a fund application. You will only need to register as a user once and will thereafter be able to log in any time you wish to continue writing a draft application or to view your fund details. **Please do not create more than one user account.**
- Click the "Not Registered?" link (bottom right)
- Enter your First Name, Last Name, and Email address
- You will receive an email containing your Username and a link to create a password. Keep this email safe as a reminder of your username.
- Your **username** will be your email address with **".sse"** at the end.
- Enter a unique password that meets the criteria and keep it secure – this must not be shared with anyone else.
- If you forget your password, you can click the 'Forgot your password?' link
- You can watch instructions on completing this process by clicking on this CI portal videos | SSE Renewables

Step 3. Creating a near neighbour applicant profile

The first time you apply for a near neighbour fund, tick the 'Applicant not listed' box to create a new near neighbour applicant (see opposite and refer to the instruction video). You will only need to enter this information the first time you apply for a near neighbour payment. It will remain on the Portal under the registered applicant name (accessed from the drop-down menu) for any future applications.

Yellow River Near Neighbour Fund
Please select the near neighbour you wish to use.

Please select ▼

☐ Applicant not listed. I'd like to create a new one.

If you wish to continue a draft application that you have started previously, please go to the 'My Applications' page above.

[Next]

Note: If you wish to continue a draft application you started previously, please do not register a new near neighbour applicant. Instead, select the applicant you have already created form the drop-down menu, then go to the 'My Applications' page above and click on 'launch' next to your application. For further instructions, please watch the instruction video on the website.

Questions you will be asked during the applicant set-up process.

- Personal Details
  - o Forename, surname, phone number and email address of the applicant.
- Correspondence address and registered address, including Eircode
  - o Your registered address is the address that is eligible for a near neighbour fund i.e. your address within a radius of 0 - 1km of the wind farm. You will be asked if your registered address is the same as your correspondence address. These must be the same in order to be eligible for the near neighbour payment.

Step 4. Complete the Application Form

Note: The near neighbour payment is based on the principle of one payment per occupied dwelling, on a principal residence (owner) or primary residence (tenant) basis.
Note: Your draft application will save at key points, so you can log out of the Portal and resume drafting it when you log back in, should you not wish to complete and submit it in one session. To do so, log in here and go to the section titled 'My Applications' then click 'launch' next to the relevant application.
Note: **Pre-paid electricity applicants** – Households who top up their electricity in advance and do not receive a traditional electricity bill or statement from their provider.

- Prepaid electricity customers typically use a keypad meter, top-up card, or mobile app to add credit to their account.
- To support your application, please **upload a recent Top-Up statement or receipt** dated within the last 3 months. This can be:
  - o A screenshot from your electricity provider's app
  - o A photo of a recent top-up receipt
  - o A screenshot of your most recent top-up transaction

Application Screen 1

- **Address and Eircode**

- o This must be the address of the home located within 1km of the wind farm.
- Please provide the **property's MPRN (Metre Point Reference Number).**
  - o You can find this on the electricity bill for the property or from your electricity provider. It contains 11 digits.
- Please give the **supply name and address** for this property, as displayed on your electricity bill or for pre-paid customers, on your account information.
- Upload your recent **Electricity Bill / Top-Up Statement** for the property (dated within 3 months of your application).
- Please provide the **Building Energy Rating (BER)**, if known.
  - o If you have the BER of the property, please provide it. You can access information on BERs here: [Building Energy Rating Certificate (BER)| Home Energy | SEAI](#)
- **Type of applicant,** please tick the box that applies to you.
  - o Owner-Occupier – Refers to an applicant that owns the home in which they live.
  - o Main Tenant – Refers to an applicant that is renting the property from a landlord.

Application Screen 2

Please provide the **contact details** for the person responsible for the electricity account or prepaid top-ups at this property.
- Forename and Surname
- Email Address
- Phone Number

Application Screen 3

Please tick the relevant response
- **Confirm** the applicant lives full-time at the registered address. You must be able to answer 'Yes' to this to be eligible for a near neighbour payment.
- **Declare** that the applicant is eligible for the near neighbour payment. Please refer to eligibility questions in Step 1 above.

Application Screen 4

- **Financial Details**
  - o Insert the International Bank Account Number (IBAN) – found on your bank statement.
  - o Insert the Bank Account Holders Name
  - o Upload a copy of a Bank Statement dated within the last 3 months.

Submit Button - This is the last opportunity to review / edit your application. Once you have submitted your application you will no longer be able to edit the contents.

What happens Next?

- Once you have submitted your application, we will send you an email confirming your application has been received.

- Once an application has been processed, we will send you an email with the application decision.
- If your application has been successful, will we ask you to sign a near neighbour Fund agreement. This will come to you by e-mail via Adobe Sign. Follow the instructions to electronically sign the agreement. Once you have done so, the signed agreement will be returned to us automatically.
- We will process your near neighbour payment normally within three weeks of receiving your signed fund agreement.
- If you require a copy of your application following submission, you can request one by logging into the Portal and navigating to the 'My Applications' section then clicking on 'Copy of Application' next to the relevant application.
- You will then receive an e-mail within 30 minutes, containing instructions on how to download a copy of your application.
- If you need any further information regarding how to complete the application form, or about our near neighbour funding, please contact the Community Investment Team by email on: yellowrivercbf@sse.com

Troubleshooting Guide

- We recommend using Google Chrome as your browser for the best experience of our Community Investment Portal. (Not essential)
- Our preferred document type for uploading is PDF.
- If you haven't received an e-mail from us, it is possible the e-mail has been moved into your 'spam' or 'junk' folder by your e-mail provider. Please check and then add the SSE e-mail address it was sent from to your 'Safe Senders' list – this will prevent emails from that address being moved into your spam or junk folder in the future. This can be done by;
    a) adding the address in your safe senders list or

    b) marking the e-mail as not junk and checking the box 'for this and all future messages from the relevant SSE email address'.
- If you have any IT problems while trying to access the SSE Community Investment Portal please contact communityfundsupport@sse.com

Who should I contact for more information?

If you need more information, please contact our Community Investment Team on: yellowrivercbf@sse.com