



Lenalea Near Neighbour Fund - Applicant Guidance

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About SSE Community Benefit Funds

SSE Renewables' community benefit funds support 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 on Renewable Electricity Support Scheme (RESS) designated windfarms, 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 – 2km radius from the base of the nearest wind turbine. 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.

An Electricity Bill / Letter from Service Provider – Provide a recent electricity bill dated within the last 3 months, or for pre-paid customers a service provider letter, showing the applicant's name, address and household MPRN.



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.

We've produced a short video, providing an overview of the Portal, how to set up your user account, and how to make applications. To watch this video, click on this link: [Lenalea Near Neighbour Video on Vimeo](#)

To access the application form, please follow this link: [Lenalea - 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

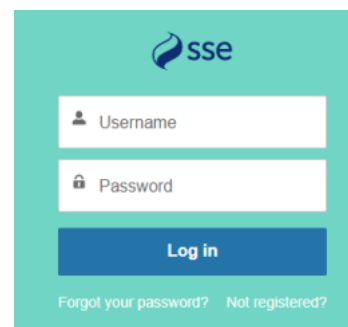
After reviewing the Terms and Conditions, Eligibility Criteria and Fund Guidance, and watching the short Near Neighbour Instruction video please complete the Eligibility Questions to confirm your eligibility for the Lenalea near neighbour payment. This will help ensure that your application prevents 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 an invitation from SSE's Community Investment Team to apply for a Near Neighbour grant?
 - Is your property your principal private residence (if owned) or primary residence (if rented)?
 - Is your primary residence located within the 0 - 2km 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.



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 from 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
 - Forename, surname, phone number and email address of the applicant.
- Correspondence address and registered address, including Eircode
 - Your registered address is the address that is eligible for a near neighbour fund i.e. your address within a radius of 0 - 2km 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 **service provider letter**, showing the applicant's name, address and household MPRN.

Application Screen 1

- **Address and Eircode**
 - This must be the address of the home located within 2km of the wind farm.
- Please provide the **property's MPRN (Metre Point Reference Number)**.
 - 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 service provider letter.
- Upload your recent **Electricity Bill** dated within 3 months of your application or, for pre-paid customers, a **Service Provider Letter**. The document must show the applicant's name, property address and household MPRN.
- Please provide the **Building Energy Rating (BER)**, if known (optional).
 - 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.
 - Owner-Occupier – Refers to an applicant that owns the home in which they live.
 - Main Tenant – Refers to an applicant that is renting the property from a landlord.

Application Screen 2

Please provide contact **details** for the person responsible for the electricity account at this property. For pre-paid customers, upload a service provider letter only; a top-up statement is not acceptable.

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



Step 5. Final Declaration

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.



Renewal Applications – Guide for Existing Applicants

This section is for existing applicants who have previously received a Near Neighbour payment and are completing a renewal application through the Community Investment Portal.



Step 1. Access your existing application profile

- Log in to the Community Investment Portal.
- Go to 'My Applications'.
- Select your previous Near Neighbour application and proceed to renewal.



Step 2. Applicant details

- **Applicant name:** your forename and surname will be automatically populated from your existing profile.
- **Property address:** your address and Eircode will be auto-filled from your previous application or registered profile.



Step 3. Confirmation questions

- **Residency confirmation:** tick to confirm that the property is your principal private residence, if owned, or primary residence, if rented, and that you live at this address full-time.
- **MPRN confirmation:** tick to confirm that the MPRN has not changed since your last award.



Step 4. Payment details

- **Bank account holder name:** enter the forename and surname of the bank account holder.
- **IBAN:** enter your International Bank Account Number, which can be found on your bank statement.



Step 5. Supporting documentation

- **Electricity account verification:** upload a recent electricity bill or, for pre-paid customers, a service provider letter. A top-up statement is not acceptable. The document must show the applicant's name, property address and MPRN and be dated within the last 3 months.
- **Bank statement:** upload a copy of a recent bank statement dated within the last 3 months. It must show the applicant's name, address, IBAN and sort code.



Step 6. Final declaration

- Tick to confirm that you have read, understood and accepted the Terms and Conditions and Eligibility Criteria.

- Carefully review all entered information and uploads before submitting.
- Ensure all documents are correct, up to date and match the applicant details.
- **Once submitted, you will not be able to edit your renewal application.**



Renewal checklist

- Profile details are correct.
- Address remains eligible.
- MPRN is unchanged.
- Electricity proof has been uploaded.
- Electricity bill has been uploaded or, for pre-paid customers, a service provider letter has been uploaded. A top-up statement is not acceptable.
- IBAN and account name have been entered.
- All confirmations have been ticked.



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, we will 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: LenaleaCBF@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: LenaleaCBF@sse.com.