

Guidance for installers for Home Energy Scotland Grant and Loan

What this document is for

This document is to help installers produce eligible quotes for the Home Energy Scotland Grant and Loan scheme.

Initial quote

Every quote must have a certain layout and information clearly presented to be accepted for the Home Energy Scotland Grant and Loan funding. These include:

- The quote must be on company headed paper and have the company's address
- A fully itemised quote showing each component of the installation
- Total costs must show a breakdown of VAT
- Be addressed to the applicant including their name and full address where the installation is happening
- Be dated with the date the quote was issued
- Certification number for accreditation scheme e.g., TrustMark, MCS

An example of how the quote should be broken down and itemised below:

Nibe 1155 3-12kW Ground Source Heat Pump + 300L Domestic Hot Water Cylinder - GC				
Description	Product Code	Quantity	Rate	Amount
Nibe S1155 Ground Source Heat Pump, 3-12kW	065438	1.00	8,380.05	8,380.05
Nibe HA-WH5 Megacoil 300 litre cylinder	G1110003	1.00	1,635.69	1,635.69
Nibe UKV100, 100 litre Buffer Vessel	088207	1.00	326.52	326.52
Grundfos UPS3 15-50/65 (SP)		1.00	118.30	118.30
TF1 Magnetic filter, 22mm (Compact) (SP)		1.00	126.26	126.26
Installation NIBE GSHP (New Build) Please refer to the installation specification for more details Includes plumbing & electrics	INSTNNGSHP	1.00	2,950.00	2,950.00
Nibe Electric Meter 100A	EM112	1.00	90.31	90.31
Ground Collector, 400m x 40mm, SDR17, PE100	PE40X400SDR17COIL	1.00	551.15	551.15
Bio-degradable antifreeze with inhibitor - CoolFlow, (25L)	DTX-HP-25	6.00	115.00	690.00
Brine Filling Unit	LK521	1.00	174.49	174.49
Collector Reducing Kit		1.00	30.00	30.00
Design, Commissioning & MCS Certification - Heat Pumps	DCM-HP	1.00	695.00	695.00
Travel & Accommodation Based on one trip		1.00	0.00	0.00
Delivery (GSHP)	DEL	1.00	195.00	195.00
			Subtotal	15,962.77
			VAT	0.00
			Total	15,962.77

Drawdown invoice

If claiming drawdown for renewable technologies (*drawdown can only be claimed for renewable technologies and not for any energy efficiency improvements*), an itemised invoice can secure the initial 60% drawdown. Once at the claim stage and the work has been completed, Energy Saving Trust will require a final drawdown invoice outlining a full breakdown of the actual works completed. This is to show any changes in costs during the installation. This is a requirement for the further 40% of the funding to be released.

Further conditions

Hybrid heat pumps

If you are installing a hybrid heat pump, there are extra conditions around what needs to be submitted on the quote.

Energy Saving Trust will need evidence that includes:

- A written guarantee that the system will meet MCS conditions after the installation
- Evidence that the heat pump component will provide hot water e.g., a new hot water cylinder is quoted
- The quote shows that the hybrid being installed is a hybrid system and not a hybrid unit

Biomass boilers

If you are installing a biomass boiler, Energy Saving Trust will need written evidence outlining why a heat pump is not suitable for the property. This could include examples such as:

- The property cannot be insulated
- The distribution system cannot be upgraded
- The heat pump cannot meet the space heating demand required for the property

Heating controls and cylinder thermostat

For a new heating system, the Home Energy Scotland Grant and Loan will not offer additional funding outside the maximum funding for the technology for heating controls and cylinder thermostats. These are only separately funded when upgrading an existing heating system to make it more efficient. This will require a report such as an Energy Performance Certificate to recommend upgrading the existing heating controls for an existing system.

As heating controls and a cylinder thermostat are part of a new heating system, they do not receive separate funding as 'secondary improvements' and are part of the overall heating system funding. For



example, if you are installing a heat pump, the heating controls and cylinder thermostat will come under the £15,000 maximum funding for the heat pump (£16,500 if the heat pump qualifies for rural uplift). These should be itemised individually on the quote, so it is clear to see them.

Distribution systems

If upgrading the distribution system is a necessary part of the installation to make the new heating system run efficiently, then the Home Energy Scotland Grant and Loan will cover the cost of this within the maximum funding for the technology.

For example, if you are installing a heat pump, and the heat pump unit costs £10,000, the remain £5,000 available funding (£6,500 if household qualifies for rural uplift) can be used to cover other components of the system such as upgrades to the distribution system and heating controls. Again, this should be itemised individually on the quote to clearly show the cost of this.