

## **Annex No. I/4**

# **Submitting applications for a subsidy and administration thereof**

## **1. Administration of applications**

### **A. Energy savings in heating**

Applications shall be submitted before, during or after the measure implementation within 12 months from completion (from the notice of building use or from the issue of occupancy permit or certificate of acceptance). The support shall be finally granted after the measure has been completed and evidence has been provided that the required conditions under Annex No. I/2, Section A have been met.

The project shall be submitted for assessment to the regional branch of the Fund. If the Fund's opinion is positive, the application will then be submitted to the entity responsible for further administration of the application. The authorised entity or Fund shall pay the granted subsidy to the account specified in the Contract based on the Contract, document of measure completion (e.g. notice of building use, occupancy permit or certificate of acceptance), invoice for material and work (specifying the data under Annex No. I/10) and a document of payment for the material and work. The submitted documents shall be provided to the Fund for filing.

In Subsidised Area A it is necessary to register systems and products used for measure implementation in the List of Products and Technologies. This is not necessary for repairs of existing windows and doors. In such case, the project author shall document a calculation of the coefficient of heat transfer through these window and door panels.

The measure must be implemented by companies registered in the List of Qualified Suppliers.

### **B. Construction in the passive energy standard**

Applications shall be submitted before or during the measure implementation based on the issued building permit or notice of construction, or after the measure implementation within 12 months from the notice of building use or from the issue of occupancy permit. The support shall be finally granted after the measure has been completed and evidence has been provided that the required conditions under Annex No. I/2, Section B have been met.

The project shall be submitted for assessment to the regional branch of the Fund. If the Fund's opinion is positive, the application is submitted to the entity responsible for further administration of the application. The authorised entity or Fund shall pay the granted subsidy to the account specified in the Contract based on the Contract, document of measure completion (notice of building use, occupancy permit), invoice for material and work (see the sample in Annex No. I/10) and a document of payment for the material and work. The submitted documents shall be provided to the Fund for filing.

### **C. Use of renewable energy sources for heating and hot water preparation**

Applications for the subsidy shall be submitted before or during the measure implementation or within 12 months from completion by putting the equipment into permanent service as evidenced by the relevant certificate. The support shall be finally granted after the measure has been completed and evidence has been provided that the required conditions under Annex No. I/2, Section C have been met.

Permanent operation starts on the day the work is put into permanent operation as evidenced by the certificate of putting into permanent operation issued by the supplier. For new buildings not registered in the Land Register at the time of submitting the application, a statement of the Building Authority shall be presented under Act No. 183/2006 Coll. (e.g. occupancy permit), stating that the building is used for permanent habitation. The application is submitted to the entity responsible for further administration of the application. The authorised entity or Fund shall pay the granted subsidy to the account specified in the Contract based on the Contract, document of measure completion (e.g. notice of building use, occupancy permit, certificate of acceptance, certificate of putting into permanent operation), invoice for material and work specifying the data under Annex No. I/10 and a document of payment for the material and work. The submitted documents shall be provided to the Fund for filing.

In Subsidised Area C it is necessary to register systems and products used for measure implementation in the List of Products and Technologies. The equipment must be installed by companies registered in the List of Qualified Suppliers.

### **D. Subsidy bonus for selected combinations of measures**

An application for an increased support in the form of bonus is submitted together with a combination of applications subject to the subsidy bonus under Annex No. I/2, Section D. The support shall be finally granted after the measure has been completed and evidence has been provided that the required conditions under Annex No. I/2, Sections A, B, C have been met.

## **2. General provisions**

The authorised entity or Fund shall pay the granted subsidy to the account specified in the Contract based on the Contract, document of measure completion (notice of building use, occupancy permit, certificate of acceptance or certificate of putting into permanent operation), invoice for material and works (see sample in Annex No. I/10) and a document of payment for the material and works. The submitted documents shall be provided to the Fund for filing.

The period of effect of the Decision for applications lodged before or in the course of the measure implementation has been set out as follows for each subsidised area:

- Subsidised Area A: 18 months
- Subsidised Area B: 24 months
- Subsidised Area C: 9 months

in all cases before 31<sup>st</sup> December 2012. For combinations of measures the longer period of decision effect shall always apply to both measures.

Applications for subsidies will be accepted until 31<sup>st</sup> December 2012 or until the Programme funds are drawn down.

Applications for subsidies under the Programme shall follow the samples published on the Programme's website and shall include all required documents specified in Annex No. I/5. Application acceptance is conditional upon receipt of evidence of all specified information for each announced subsidised area.

For the purposes of the Programme, an expert opinion is the project scope as specified in Annex No. I/7 or documents of the subsidised product installation in the building and its technical systems.

The Fund reserves the right to request additional necessary documents for further specification of the application in the course of its administration, if the scope and contents of the presented documents are not sufficient for direct handling the application. This right shall also apply to entities charged with the Programme administration.

Notices with up-to-date points for lodging the applications for a subsidy in the sub-areas are published on the Programme's website.

If the prescribed parameters and criteria are met, subsidy applications will be handled continually and subsidies will be granted up to the financial limits for the specified Programme period.

Based on evaluation of the Programme's success, conditions for granting the subsidies may be adjusted in order to make their use more effective and to improve the expected benefit level.