

# **CLP Solar Grant Programme**

## **Terms and Conditions**

### **1. Introduction**

CLP Solar Grant Programme is funded by CLP Community Energy Saving Fund and introduced by CLP Power Hong Kong Limited (“CLP”) to subsidise and assist:

- (a) schools (except Government and profit-making schools); and
- (b) welfare non-Governmental organisations (“NGOs”) which are receiving recurrent subventions from the Social Welfare Department (“SWD”) / are exempted from taxes under section 88 of the Inland Revenue Ordinance (Cap. 112)

in installing solar energy generation systems at the applicant’s premises located in CLP’s supply area.

Please note that these Terms and Conditions set out hereunder shall be binding on you once you submit your application for CLP Solar Grant.

### **2. Scope of CLP Solar Grant Programme**

CLP Solar Grant Programme is a programme funded by CLP Community Energy Saving Fund. The programme aims to promote the development of local renewable energy and to encourage students and young people to better understand renewable energy and build awareness to combat climate change by providing a once-off grant towards the purchase and installation of small-scale solar energy generation systems at the premises of the applicant in CLP’s supply area.

Solar energy generation systems for installation on rooftop, land and other locations can be considered.

The applicant is responsible for the procurement, installation and maintenance of the solar energy generation systems. The applicant must apply for CLP’s Feed-in Tariff (FiT) Scheme.

### **3. Eligibility**

The following schools and welfare NGOs which have the legal right to use their premises located in CLP’s supply area for installing solar energy generation systems are eligible to apply for joining CLP Solar Grant Programme:

- (a) Schools (except Government and profit-making schools); and

- (b) Welfare NGOs which are receiving recurrent subventions from the SWD / are exempted from taxes under section 88 of the Inland Revenue Ordinance (Cap. 112)

#### **4. Priority**

Priority will be given to applicants fulfilling the following criteria:

- 1) Cost effectiveness of the solar energy generation systems (e.g. cost of installation of solar energy generation system, estimated annual electricity generation, etc.);
- 2) Availability of the eligible applicant to operate and maintain the solar energy generation systems to be installed under Solar Grant for the entire lifetime of the solar energy generation systems concerned, or up to end of 2033, whichever is latter (factors including but not limited to, whether there are any restrictions set out in the land lease / tenancy agreement (if applicable) in relation to participation in Solar Grant and / or FiT Scheme, their source of finance for supporting the on-going operation and maintenance costs of the solar energy generation systems in future);
- 3) Site accessibility and readiness for solar generation installation works;
- 4) Whether there are existing functioning solar energy generation systems at the premises;
- 5) Whether the applicant have received / will receive alternative sources of funding for solar energy generation installations; and
- 6) Whether the applicant has submitted application to install more than one solar energy generation system and / or more than one application under Solar Grant.

#### **5. Application Process**

The application will be processed according to the following steps:

- 1) Eligible schools and welfare NGOs may submit application form on the CLP website with required documents and supplementary information (if available) uploaded.
- 2) The applicant must exercise utmost prudence in procuring goods or services for the project, for every procurement the aggregate value of which is equal to or more than HK\$10,000, tenders should be invited from at least three prospective suppliers. Other than tendering bids, quotations received from the prospective suppliers will also be considered, provided that written evidence (e.g. email, fax) showing that the quotations were invited at the same time can be provided.
- 3) Based on the information provided in the application forms, required documents and supplementary information (if available), preliminary assessment will be conducted by CLP with the prioritising criteria set in paragraph 4 afore.
- 4) Under the circumstances that all required documents have been submitted, generally the applicant will be notified of the result within 1 month after submission of application.

- 5) The Applicant should select the supplier among the bidders of the project whereas the contract can be awarded after receiving CLP's approval.
- 6) The applicant must apply for CLP's FiT Scheme.
- 7) CLP reserves the rights to conduct on-site inspection and request for document and information when it deems necessary for verifying the application information, with prior notice to the applicant, and adjust the subsidy amount if any inaccurate, not updated information of the application is found.

## **6. Purchase Requirements**

For every procurement the aggregate value of which is equal to or more than HK\$10,000, Tenders should be invited from at least three prospective suppliers.

The prospective suppliers shall specify the unit costs and the number of units of each item in their submitted bids for CLP's reference in approving the funding, otherwise the bid will be considered as invalid and no funding will be granted if the supplier with invalid bid is selected.

In case where the quoted pricing in a particular tender bid is deemed to be unreasonable, CLP reserves the right to approve funding closer to market prices as assessed or otherwise the right to reject the application.

Other than tendering bids, quotations received from prospective suppliers will also be considered, provided that written evidence (e.g. email, fax) showing that the quotations were invited simultaneously can be supplemented.

## **7. Funding Mechanisms**

The subsidy ceiling for each CLP electricity supply account is HK\$100,000 while funding of the Programme lasts. The amount of funding would be 80% of supply and installation costs of the lowest tender bid (excluding costs of project insurance, statutory submissions, structural and builders' works, recurrent operational and/or maintenance costs, etc) irrespective of the bidder ultimately selected.

The Applicant shall specify and shall keep CLP updated, with details including the source, amount, and approval status, whether it has applied for, will apply for or has received funding from alternative sources for the project. The total sum of the funding amount acquired from the programme and alternative sources shall not be more than the total actual payment of the project which made and to be made.

## **8. Project Timeline**

The whole Project must be completed within 18 months after receiving the Acknowledgement Letter. Under the circumstance which appropriate justification(s) can be provided by the applicant for extension of time request

(e.g. network reinforcement), CLP will at its sole discretion determine whether to accept the request of time extension.

## **9. Disbursement of Funds**

The funding will be disbursed on a reimbursement basis; namely, the applicant must settle payment of the project cost on its own before seeking reimbursement from the Grant.

Payment will be made upon successful completion of site work and CLP's verification process. To facilitate the payment process, the applicant shall thereafter provide the followings upon project completion:

- a. CLP's FiT Completion Letter for the solar energy generation systems applying for Solar Grant;
- b. A copy of the signed contract or contract award notification;
- c. Certified copies of invoices & receipt; and
- d. Solar Grant Project Completion Sheet

The funding will be reimbursed through billing credit to the electricity account registered for the solar energy generation systems of the premises.

Under special circumstances which appropriate written justification(s) can be provided, the funding can be reimbursed by cheques payable to the applicant whereas such special arrangement shall be subject to approval by CLP at its sole discretion.

All expenditure items must be procured between the date of receiving application approval and date of project completion. The funding amount shall not exceed 80% of the actual payment to be made in respect of a Project. Hence, if the actual payment made for a Project is less than that budgeted for in the application, the funding amount will accordingly be adjusted downwards. However, where the actual payment is likely to exceed the amount budgeted for in the application, any upward adjustment of the grant amount will be subject to prior approval from CLP.

The Applicant must specify, with details (including the source, amount and approval status), whether it has applied for, and whether or not it has received, funding from other sources for the installation/s covered by the Project. Additionally, the Applicant's intention to seek funding from other sources should be stated if details are not available when their applications are submitted. The Applicant is required to immediately notify CLP if it decides to seek funding from other sources after submission of its application for the Grant, and if its other application/s is/are approved. CLP reserves the right to revise the level of funding granted for a particular Project in the event the Applicant receives assistance from other sources following approval of its Project by CLP.

## **10. Undertaking for the Solar Energy Generation Systems Installed under CLP Solar Grant Programme**

The applicant is fully responsible in ensuring the design, construction, operation and maintenance of the solar energy generation systems at all times comply with all ordinances, regulations and statutory requirements of the Government of the Hong Kong Special Administrative Region. Under no circumstances shall CLP be held liable, financially or otherwise, for any loss or damage or liabilities (including direct or indirect loss of profit or loss of income or any other indirect or consequential loss or damage) arising from the solar energy generation systems installed under Solar Grant howsoever caused.

The applicant shall undertake that the solar energy generation systems will be maintained and used continuously at the premises as stated in the application. The installed solar energy generation systems shall not be relocated, have not been resold, or the usage shall not deviate from the original purpose, without prior written approval from CLP.

If the installed solar energy generation systems are no longer in use or in operation within 60 months after installation and commissioning, CLP may claim back any part of the reimbursement and the applicant will be liable to pay to CLP for such amount as determined by CLP.

The applicant shall ensure the solar energy generation systems are regularly checked and take adequate safety measures against severe weather (e.g. securely anchored the system components in case of typhoons).

## **11. Important Points to Note**

During the application stage, the applicant should provide the supporting documents and supplementary information as set out in the application form as far as possible for CLP's assessment. Applications without the necessary documents or information in full will be considered with lower priority.

The applicant is encouraged to consult the local community to assess whether the latter has any possible concerns (such as glare reflection, visual impact, etc.) in respect of the installation of solar energy generation systems in their neighbourhood.

The applicant shall comply with relevant codes, conditions and requirements spelt out in ordinances, circular memorandums, letters, manuals, etc. for the participation in Solar Grant.

CLP reserves the right to update and amend these Terms and Conditions from time to time with prior written notice.

## **12. Validity of these Terms and Conditions**

Any part of these Terms and Conditions which is invalid for any reason shall be ineffective only to the extent of such invalidity, and shall not affect the validity of the remaining provisions hereof or the validity of such provision.

The Chinese translation of these Terms and Conditions is for reference only. In case of any discrepancy between the English version and the Chinese version, the English version shall prevail.

## **13. Governing Law and Jurisdiction**

The CLP Solar Grant and these Terms and Conditions are governed by and will be construed in accordance with the laws of the HKSAR. The applicant agrees to submit to the exclusive jurisdiction of the courts of the HKSAR.