



# Lenalea Near Neighbour Fund Guidance Document

March 2025

Document Classification | **Public**



# Contents

- CONTENTS ..... 1**
- WHAT ARE COMMUNITY BENEFIT FUNDS? ..... 2**
- WHAT ARE NEAR NEIGHBOUR PAYMENTS? ..... 2**
- WHO SHOULD I CONTACT FOR MORE INFORMATION? ..... 2**
- WHAT ARE THE APPLICATION TIMESCALES? ..... 2**
- WHO CAN APPLY FOR FUNDING? ..... 3**
- HOW TO APPLY FOR A NEAR NEIGHBOUR GRANT ..... 3**
- STEP 1. CONFIRM YOUR ELIGIBILITY TO APPLY TO THE NEAR NEIGHBOUR FUND ..... 3
- STEP 2. CREATE A USER ACCOUNT ..... 4
- STEP 3. REGISTER AS A NEAR NEIGHBOUR APPLICANT ..... 4
- STEP 4. COMPLETE THE APPLICATION FORM ..... 5
- WHAT HAPPENS NEXT? ..... 6**
- TROUBLESHOOTING GUIDE ..... 6**

## What are Community Benefit Funds?

SSE Renewables' and FuturEnergy Ireland 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.

## What are Near Neighbour payments?

As part of this commitment, SSE Renewables' and FuturEnergy Ireland offers near neighbour payments of €1,000 per occupied household on a principal private residence (owner) or primary residence (tenant) basis to those living within a 2km radius from the base of the nearest wind turbine on the wind farm. 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 geo-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 next 15 years. 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.

## Who should I contact for more information?

If you need more information, please contact our Community Investment Team on:  
[lenalearcbf@sse.com](mailto:lenalearcbf@sse.com)

## What are the application timescales?

Please refer to webpage for application opening and closing dates / times.

## Who can apply for funding?

Residents living within a radius of 2km from the base of the nearest turbine at the wind farm are eligible for near neighbour payments of €1,000 per occupied household. To qualify, the property must be their principle private residence (owner) or primary residence (tenant). Only one applicant account can be created by the near neighbour applicant and only one near neighbour payment can be received per applicant per year.

All applicants must have:

**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, must be submitted at the application stage.

All near neighbour payments will be paid into this account.

**An Electricity Bill** – The owner / tenant should have an electricity bill dated within the last 6 months, stating the MPRN of the eligible household.

Please have both documents to hand before you begin your application for a near neighbour payment.

## 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 the link below and select the wind farm community benefit fund relevant to your eligible property: [Ireland | SSE Renewables](#)

Below is a step-by-step guide to help with your application to the near neighbour fund.

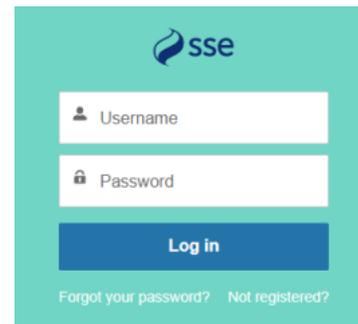
### Step 1. Confirm your eligibility to apply to the near neighbour fund

- You will be asked 3 questions to proceed to 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 payment?
  - Are you a tenant or owner of a home within the specified radius of the Wind Farm?

- Have you read the fund guidance, and do you understand and accept the terms and conditions of the payment?
- 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 (using the link above) 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
- 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. Register as a near neighbour applicant

The first time you apply for a near neighbour fund, tick the ‘Applicant not listed’ box to set yourself up as a new near neighbour applicant (see opposite or 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 that you have 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 instruction, please watch the video above.

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 Postcode

- Your registered address is the address that is eligible for a near neighbour fund i.e. your address within a radius of 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.

### Application Screen 1

- **Address and Eircode**
  - This must be the address of the home near the wind farm
- **The Property's Metre Point Reference Number (MPRN).**
  - You can find this on the electricity bill for the property. It contains 11 digits.
- **The Supply Name and Address** stated on the electricity bill for the property
- **Upload your recent Electricity Bill (dated within 3 months of your application)**
- **Building Energy Rating (BER)**
  - 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**
  - 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 the contact details for the person whose name is stated on the property's electricity bill.

### Application Screen 3

**Please tick the relevant response**

- **Confirm** the applicant lives full time at the registered address.
- **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**
  - International Bank Account Number (IBAN) – found on your bank statement.

- Bank Statement - Upload copy of a bank statement from 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: [LenaleaCBF@sse.com](mailto:LenaleaCBF@sse.com)

## Troubleshooting Guide

- We recommend using Google Chrome as your browser for the best experience of our Community Investment Portal. However, it will work in other major browsers.
- Our preferred document type for upload 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](mailto:communityfundsupport@sse.com)