Sample application form

Energy Efficient Communities Program Community Energy Efficiency and Solar Grants 2020

Version February 2020

This document shows the questions included in the online application form for this grant opportunity. It will help you prepare your responses and the mandatory attachments you need before you apply online.

Instructions

The online form captures the information required by the department to assess and manage your application for services and funding.

The first page of the application page contains the following instructions.

Completing your application

The application consists of separate pages as shown in the navigation menu on the left hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all of the information you have entered. A green tick indicates a validated page.

A red asterisk * indicates a mandatory question. A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered.

You can save your changes at any time by using the Save button.

Participants

You may invite others to assist in completing your application via the application summary page. To do this:

- Select the Participants button
- Enter the details

An email will be sent to the participant inviting them to assist with your application.

Submitting your application

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

- On Windows: The latest versions of Mozilla Firefox and Google Chrome
- On Mac: The latest versions of Safari and Google Chrome

Getting help

If you require further assistance completing this form, contact us by email or web chat or on 13 28 46.

A. Program selection

We need to first identify what type of entity is applying. If you are a trustee applying on behalf of a trust the details are slightly different.

A.1. Trustee and trust details

If you have selected trustee on behalf of a trust we require details of both trust and trustee. A trustee must be incorporated.

Trust details

We require the following details.

When you have entered your ABN, the form should populate some details for you.

- Australian Business Number (ABN) of the trust
- Legal name of the trust
- Business name of the trust

Your business may have registered one or more business name. If you operate under a business name, you must provide the alternative name.

- Date of registration of ABN of the trust
- GST registration status

Trustee details

We require the following details.

When you have entered your ABN, the form should populate some details for you.

Do not enter your trust ABN into the trustee field. You may not have a separate ABN for the trustee in which case you should leave this field blank.

- Australian Company Number (ACN) of the trustee

  Or

- Australian Business Number (ABN) of the trustee (if different to trust)
- Legal name of the trustee
- Charity status of the trustee
- Not for profit status of the trustee

A.2. Other type of entity details

If you are not a trustee / trust entity you will be asked to complete the following details.

When you have entered your ABN, the form should populate some details for you.

- Australian Business Number (ABN)
- Australian Company Number (ACN)
- Organisation Legal name
- Organisation Business Name

Your business may have registered one or more business name. If you operate under a business name, you must provide the alternate name.

- Date of registration of ABN

- GST registration status

- Charity status

- Not for profit status

A.3.   Program selection

You must select from a drop-down menu the program that you are applying for.

- Field 1 select Community Energy Efficiency and Solar Grants 2020 [STATE]

- Field 2 select Community Energy Efficiency and Solar Grants 2020 [STATE]

When you have selected the program, the following text will appear.

Provides grants of up to $12,500 to community organisations to improve energy efficiency practices and technologies, and to better manage energy consumption to reduce their power bills.

You should ensure you have read the grant opportunity guidelines and sample grant agreement before applying.

Applications must be submitted by 11 May 2020 5:00pm AEST

Open Electorates

List

Closed Electorates

List

B.   Eligibility

We will ask you the following questions to establish your eligibility for the Community Energy Efficiency and Solar Grants 2020 grant opportunity.

Questions marked with an asterisk are mandatory.

You must answer yes to at least one of the following questions to proceed to the next set of questions.

- Do you have an Australian Business Number (ABN)? * *(note answered under program selection)*
- Are you an incorporated not-for-profit organisation? *
- Are you a rural fire service, country fire authority or other state/territory equivalent?*

Please answer the following questions

- Are you using an appropriately licensed and accredited supplier/installer for all works? *
- Do you have a completed Supplier Declaration form from the supplier or installer confirming that the products installations and works meet the eligibility requirements? *
- Do you have current quote(s) for your project that meets the requirements set out in Appendix A of the Guidelines? *
- Do you agree to obtain approval for grid connection prior to installing any solar photovoltaic system (if applicable)? *
- Do you have a letter of consent from the building or facility owner/manager if you are not the owner/manager of the project site? *

C. Applicant address

C.1. Business street address

You must provide your business street address (Australian Head Office).

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

C.2. Business postal address

You must provide your business postal address (Australian Head Office).

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

D. Project information

On this page you must provide the detailed information about your proposed project.

If your application is successful, we will publish some grant details on GrantConnect. Published details include:

- *name of the grant recipient*
- *a project title*
- *a brief project description and its intended outcome*
- *amount of grant funding awarded.*

D.1. Project title and description

Provide a project title.

Your response is limited to 75 characters including spaces and does not support formatting.

Provide a brief project description.

Your response is limited to 750 characters including spaces and does not support formatting.

Ensure your project description focuses on your project's key activities and outcomes. Explain what it is you are going to do and how it will benefit your organisation.

Example: The project will replace the air-conditioning system in our community hall with a new, energy efficient system.

D.2. Detailed project description and key activities

This information will be included in your grant agreement if your application is successful.

Provide a detailed description of your project including the project scope and key activities.

Your response is limited to 5000 characters including spaces and does not support formatting.

D.3. Project outcomes

This information will be included in your grant agreement if your application is successful.

Provide a summary of the expected project outcomes.

Your response is limited to 5000 characters including spaces and does not support formatting.

D.4. Equipment and installation site details

Solar photovoltaic

Do you intend to purchase and install solar photovoltaic generator system? *

If yes

Are your solar photovoltaic generator system retailer, products and installer approved by the Clean Energy Council (CEC)? *

You can find details of accredited retailers, products and installers by following the links below:

- *approved retailers*

- *approved products*
- *accredited installers.*

If installing solar voltaic panels, are you replacing existing panels? *

Your solar photovoltaic panels must not be replacing existing solar photovoltaic panels. You can supplement existing panels or replace an existing inverter to accommodate more panels or a battery-connected system, provided that Clean Energy Council approved retailers and products are used and installed by an accredited installer.

Please provide the installer name, business name and location of your CEC-accredited installer, as listed on the CEC website *

Note that detailed information will need to be recorded by your supplier for each of the purchases for the final report. This will also include documenting the number of small scale technology certificates (STCs) created by the installation.

Please refer to the Supplier Report Form template.

Battery systems

Do you intend to purchase and install a battery system? *

If yes

Is your system designer/installer accredited for battery storage by the Clean Energy Council? *

You can find a list of approved batteries on the CEC website.

If you are using products that contain lithium ion batteries, are the products approved by the Clean Energy Council? *

You can find a list of approved batteries on the CEC website.

Please provide the brand, manufacturer, model name and number of your battery *

Please provide the name, business name and location of your CEC-accredited installer, as listed on the CEC website *

Solar hot water heater or air source hot water heat pumps

Do you intend to purchase and install a solar hot water heater or air source hot water heat pumps? *

If yes

Are you replacing an existing, working system *

You must be replacing an existing, working hot water system.

Is your replacement system of similar, or smaller capacity than the system it is replacing? *

Is your replacement system listed on the Clean Energy Regulator website? *

You can find approved systems on the Clean Energy Regulator website

If known, please provide the name, brand, size (in litres) and model of the new system being installed

Name, brand, size and model text boxes

e.g. electric, gas, solar etc

What is the type of hot water unit being replaced?

Airconditioning systems

Do you intend to purchase and install an airconditioning system? *

If yes

Is your system replacing an existing, working airconditioning system that is a split system unit, a packaged unit or a window-wall unit? *

You must be replacing an existing, working airconditioning system that is a split system unit, a packaged unit or a window-wall unit.

Is your replacement unit a split system unit? (it may be ducted or non-ducted, and can be single or multi-split) *

Your replacement unit must be a split system unit (it may be ducted or non-ducted, and can be single or multi-split).

Does your replacement unit have a similar or smaller cooling capacity than the unit(s) it is replacing? *

Your replacement unit must have a similar or smaller cooling capacity than the unit(s) it is replacing.

Is your replacement unit a package unit, window-wall unit, portable unit or an evaporative cooler? *

*Your replacement unit must **not** be a package unit, window-wall unit, portable unit or evaporative cooler.*

If known, what is the brand, model and cooling capacity of your replacement system?*

Please provide the approximate occupancy hours of the facility (how many hours per week)*

If known, please provide the make and model of the existing unit

If known, please provide the approximate age of the existing unit

Lighting Upgrades

Do you intend to install lighting upgrades?

If yes

Are you replacing existing non-LED (Light Emitting Diode) lighting with LED lighting and/or installing energy saving lighting controls such as motion sensors and timers? *

*Are you replacing existing non-LED (Light Emitting Diode) lighting with LED lighting and/or installing energy saving lighting controls such as motion sensors and timers? ***

You must be replacing existing non-LED (Light Emitting Diode) lighting with LED lighting and/or installing energy saving lighting controls such as motion sensors and timers.

Does your quote include confirmation that pricing excludes any certificates or other financial incentives that would normally be created if the project was subject to a State or Territory energy retailer obligation scheme *

When requesting a quote, you must stipulate that the pricing should does not allow for any certificates or other financial incentives that would normally be created if the project was subject to a State or Territory energy retailer obligation scheme (such as the NSW Energy Savings Scheme, the Victorian Energy Efficiency Target scheme, the ACT Energy Efficiency Improvement Scheme or the SA Retailer Energy Efficiency Scheme).

Please provide a brief description of any proposed changes to lighting control arrangements

Please note that detailed information will need to be recorded by your supplier for the final report. Please refer to the Supplier Report Form template.

Please provide current approximate lighting running hours per week

Please provide the approximate occupancy hours of the facility (how many hours per week)

Please provide the product brand, model and wattage of your replacement equipment

Energy Audits

Will you be conducting an energy audit?

If yes

Does your audit meet Australian Energy Audit Standard AS/NZS 3598? *

You can find more information on the Australian Energy Audit Standards (AS/NZS 3598) on their website

Please note that detailed information will need to be recorded by your supplier for the final report. Please refer to the Supplier Report Form template for questions answered in this section.Project duration

D.5.   Project Duration

Your project must be completed within twelve months

Earliest project start date 26th March 2020.

- Estimated project start date *
- Estimated project end date *
- Estimated project length (in months)

The project length will be calculated by the start and end dates you enter. Your project can be no longer than 12 months.

D.6.   Project location

*You must provide a **single location** address where your project will be undertaken and the estimated percentage of project value expected to be undertaken at that site. **Applications that list more than one project site cannot be accepted.***

A project site must be a street address not a postal address.

- Project site address
- Estimated percentage of project value expected to be undertaken at site

D.7.   Project Electorate

Please select which electorate you are in *

Select electorate from drop down list

E. Project budget

E.1. Project budget summary

You must provide a summary of your eligible project costs over the life of the project in a table as shown below.

If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

The minimum project expenditure for this grant opportunity is $1,000

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			$
	Contractor Costs		$
		2019/20	$
		2020/21	$
		2021/22	$
	Materials		$
		2019/20	$
		2020/21	$
		2021/22	$
	Other		$
		2019/20	$
		2020/21	$
		2021/22	$
Total			

Grant funding requested

You will be asked to enter the amount of grant funding you are requesting. Validations will limit your request to be within the grant opportunity guidelines.

E.2. Source of funding

In this section you must provide details of how you will fund the project, other than the grant funding sought.

The total of all sources of funding plus your grant, should be equal to your total project expenditure in the section above.

Your own contribution to the project is also considered a 'source of funding' and must be provided.

You will need to provide the following information for all other sources of funding

- Name of contributor
- Type of contributor

Contributors are divided into the following types

  o *Your contribution*
  o *Other Commonwealth government grants*
  o *Other non-Commonwealth government grants*
  o *Other non-government contribution*

- Value of contribution
- Date due of contribution
- Details

You may need to provide details around whether your contribution is sourced from bank loans, equity or cash flow etc.

You can only receive other grants for this project from other Commonwealth, State or Territory granting programs if the total value of all grants remains below or equal to the total value of the project.

Where you are receiving other government funding you will need to provide details.

F.   Application finalisation

You must answer the following questions and add any supporting documentation required.

F.1.   Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.

If yes, describe the perceived or existing conflicts of interest and how you anticipate managing them.

Your response is limited to 750 characters including spaces and does not support formatting.

F.2.   Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

F.3.   Supporting documentation

You must attach the following supporting documentation.

- Evidence of not-for-profit status

Evidence of your not-for-profit status, unless you are a rural fire services, country fire authorities, or equivalent

- Quote(s)

At least one quote(s) to validate your project costs. Quote(s) must be current and include details required in Appendix A of the Guidelines

- Letter of consent (if applicable)

Letter of consent from the building or facility owner/manager (where applicable)

- Completed supplier declaration form

Completed Supplier Declaration from your designer/installer/retailer

- Trust deed (if applicable)

Trust deed (where applicable)

- Evidence to support your source of funding

Evidence to support your source(s) of funding if the total budget costs are greater than the maximum grant amount of $12,500 (e.g. bank statements)

F.4.   Australia and New Zealand Standard Industrial Classification (ANZSIC) details

You must select from a drop down menu:

- your organisation's main revenue earning division under the Australian and New Zealand Standard Industrial Classification (ANZSIC)

- your organisation's main revenue earning class under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#))

F.5. Indigenous organisation

Is your organisation Indigenous owned?

An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.

Is your organisation Indigenous controlled?

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

G. Primary contact page

You must provide the details of a primary contact for your application. The details include

- Given name
- Family name
- Position title
- Email address
- Phone number
- Mobile number
- Primary address

H. Application declaration

In order to submit your application you will be required to agree to the following declaration.

H.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science, Energy and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- grant opportunity guidelines
- applicable Australian laws

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants and

b. to facilitate research, assessment, monitoring and analysis of other programs and activities

unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

H.2. Applicant declaration

I declare that I have read and understood the [program/grant opportunity] guidelines, including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth)*.*

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I declare that I am authorised to complete this form and acknowledge that by including my name in this application I am deemed to have signed this application.

I approve the information in this application being communicated to the department in electronic form.