



Australian Government

Department of Industry, Science and Resources

Department of Climate Change, Energy,
the Environment and Water

Grant Opportunity Guidelines

Dealership and Repairer Initiative for Vehicle Electrification Nationally (DRIVEN) Program - Charger Grant Stream

Opening date:	28 April 2026
Closing date and time:	5.00pm Australian Eastern Standard Time on 28 August 2026 Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Department of Climate Change, Energy, the Environment and Water (DCCEEW)
Administering entity:	Department of Industry, Science and Resources (DISR)
Enquiries:	If you have any questions, contact us on 13 28 46 or DRIVENGrant@industry.gov.au .
Date guidelines released:	28 April 2026
Type of grant opportunity:	Open competitive

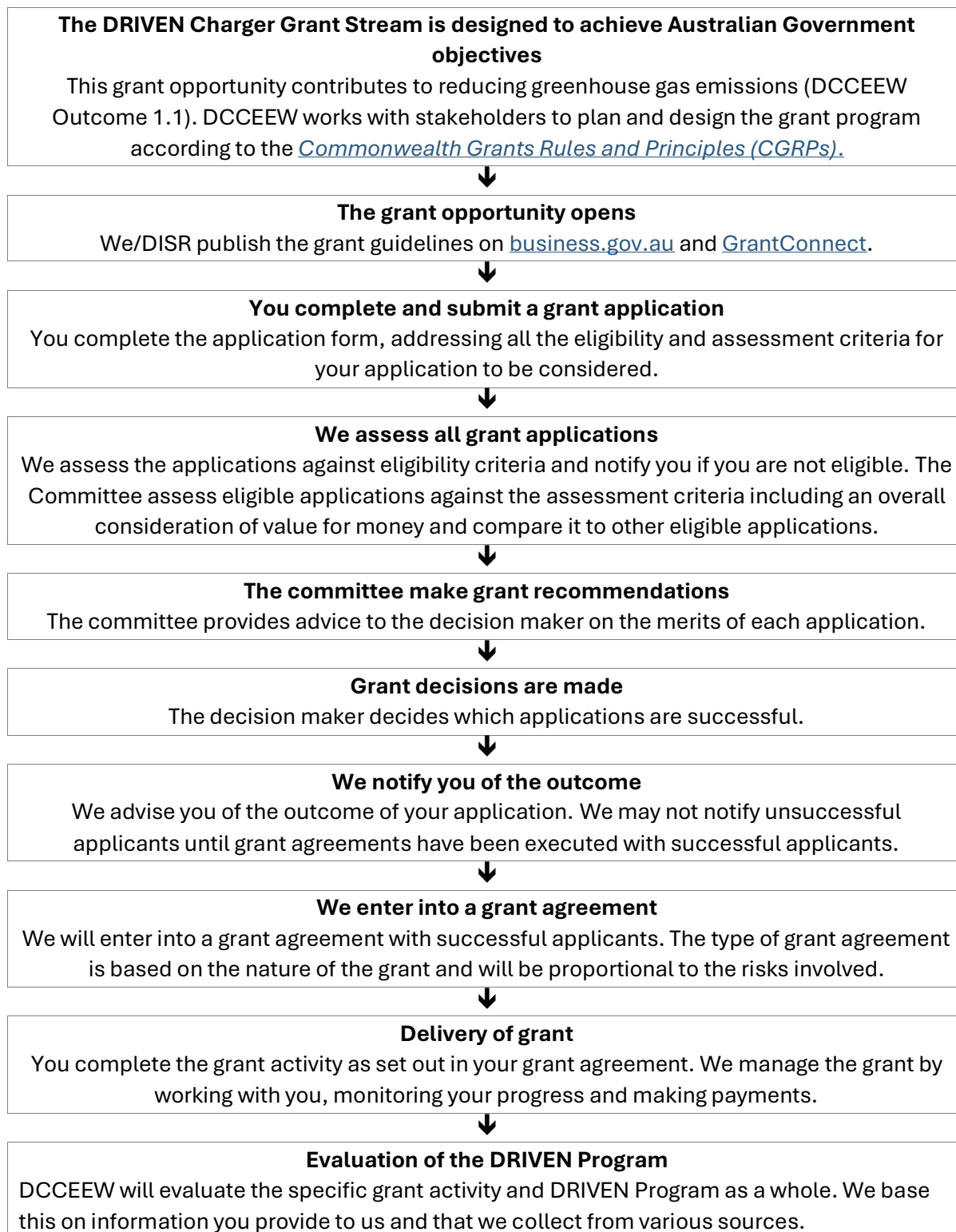
Contents

1. Dealership and Repairer Initiative for Vehicle Electrification Nationally (DRIVEN) Program - Charger Grant Stream processes	5
1.1. Introduction	6
2. About the grant program	6
2.1. About the DRIVEN Charger Grant Stream grant opportunity	7
3. Grant amount and grant period	8
3.1. Grants available	8
3.2. Project period	8
4. Eligibility criteria	9
4.1. Who is eligible to apply for a grant?	9
4.2. Who is not eligible to apply for a grant?	9
5. What the grant money can be used for	9
5.1. Eligible grant activities	9
5.2. Eligible locations	9
5.3. Eligible expenditure	10
5.4. What the grant money cannot be used for	11
6. The assessment criteria	11
6.1. Assessment criterion 1	11
6.2. Assessment criterion 2	12
6.3. Assessment criterion 3	12
6.4. Assessment criterion 4	13
7. How to apply	13
7.1. Attachments to the application	14
7.2. Joint (consortia) applications	15
7.3. Timing of grant opportunity processes	15
7.4. Questions during the application process	16
8. The grant selection process	16
8.1. Assessment of grant applications	16
8.2. Who will assess applications?	17
8.3. Who will approve grants?	17
9. Notification of application outcomes	18

9.1.	Feedback on your application	18
10.	Successful grant applications	18
10.1.	The grant agreement	18
10.2.	Specific legislation, policies and industry standards	19
10.2.1.	Building and construction requirements	19
10.2.2.	WHS Scheme	19
10.3.	How we pay the grant.....	19
10.4.	Grant payments and GST	20
11.	Announcement of grants	20
12.	How we monitor your grant activity	20
12.1.	Keeping us informed	20
12.2.	Reporting	21
12.2.1.	Progress reports	21
12.2.2.	Ad-hoc reports.....	22
12.2.3.	End of project report	22
12.3.	Audited financial acquittal report	22
12.4.	Grant agreement variations.....	22
12.5.	Compliance visits	23
12.6.	Record keeping.....	23
12.7.	Evaluation	23
12.8.	Acknowledgement.....	23
13.	Probity	23
13.1.	Enquiries and feedback	23
13.2.	Conflict of interest	24
13.3.	Privacy	25
13.4.	Confidential information	25
13.5.	Freedom of information	26
14.	Glossary	27
Appendix A.	Eligible expenditure	34
A.1	How we verify eligible expenditure.....	34
A.2	Specific eligibility provisions	34
A.3	Plant and equipment expenditure.....	35

A.4	Labour expenditure	36
A.5	Labour on-costs and administrative overhead	36
A.6	Contract expenditure.....	37
A.7	Construction or modifications of buildings or facilities.....	38
A.8	Other eligible expenditure	38
Appendix B. Ineligible expenditure		39
Appendix C. Project delivery requirements		41
Appendix D. Benefits and Project Plan		43

1. Dealership and Repairer Initiative for Vehicle Electrification Nationally (DRIVEN) Program - Charger Grant Stream processes



1.1. Introduction

These guidelines contain information for the Dealership and Repairer Initiative for Vehicle Electrification Nationally (DRIVEN) Program Charger Grant Stream (guidelines).

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with successful grant applicants (grantees)
- how we monitor and evaluate grantees' performance.

This grant opportunity and process will be administered by the Department of Industry, Science and Resources (the department/DISR) on behalf of Department of Climate Change, Energy, the Environment and Water (DCCEEW).

Key terms used in these guidelines are defined in the Glossary (section 14).

You should read this document carefully before you fill out an application.

2. About the grant program

To support Australia's economy-wide net zero emissions target by 2050, the Australian Government is committed to accelerating the roll-out of electric vehicle (EV) charging stations across Australia to support those who choose to make the switch to an EV.

The DRIVEN Program will support the Australian automotive industry transition to selling and servicing a higher proportion of EVs by encouraging the installation of EV charging stations at Australian automotive dealership and EV repairer premises.

The program recognises dealerships and EV repairers play an important role in educating consumers on the features and benefits of EV ownership and can support customers to make fully informed decisions when buying their next vehicle.

Through the DRIVEN Program, the Australian Government will provide \$60 million over 5 years (from 2024-25 to 2028-29) to fund the purchase and installation of EV charging units at automotive dealership and EV repairer premises across Australia.

The Program Objectives of the DRIVEN Program are to:

- support automotive businesses selling passenger and light commercial vehicles and their role in decarbonising the automotive sector through:
 - selling and repairing a higher proportion of EVs in response to the *New Vehicle Efficiency Standard Act 2024* (Cth)
 - increasing the scale and visibility of EV charging units throughout Australia
 - enhancing staff and customer awareness and knowledge of EVs and charging technologies, to support uptake of EVs across Australia.
- support the automotive sector by:

- distributing appropriate funding to as many eligible businesses as possible
- supporting the timely deployment of charging solutions to meet the immediate needs of the sector.

The intended outcomes of the program are:

- a supported Australian automotive sector as it transitions to selling and repairing more EVs
- increased uptake of EVs, by providing more EV charging stations Australia wide
- reduced transport emissions to support achievement of Australia's economy-wide net zero emissions target by 2050.

The DRIVEN program is made up of two grant opportunities:

- **DRIVEN Charger Rebate Stream**, this [rebate opportunity](#) makes \$40 million in rebates available to dealerships and EV repairers for the purchase and installation of smart EV chargers at eligible sites.
- **DRIVEN Charger Grant Stream**, this grant opportunity (covered by these guidelines) makes \$20 million in grant funding available in co-funding for the preparation, construction and installation of new, public, fast EV charging stations at automotive dealership and EV repairer premises in metro, regional and journey enablement areas as identified in the [EVCI Mapping Tool](#).

We administer the program according to the [Commonwealth Grants Rules and Principles \(CGRPs\)](#)¹.

2.1. About the DRIVEN Charger Grant Stream grant opportunity

The DRIVEN Charger Grant Stream grant opportunity makes \$20 million available for the installation of new, public, fast EV charging stations at automotive dealership and EV repairer premises and, in turn, bolsters Australia's public fast charger network.

The objectives of the DRIVEN Charger Grant Stream are to:

- deliver charging stations at automotive dealership and EV repairer premises
- encourage installation of charging stations in regional areas of Australia
- support automotive dealerships and EV repairers looking to host charging stations
- facilitate partnerships between Australian automotive dealerships or EV repairers and EV charging businesses (e.g. Charge Point Operators).

Applications that propose charging stations in regional and journey enablement areas, or include sites in multiple area types, will be considered more meritorious under assessment criterion 3. This reflects the DRIVEN program's commitment to equitable access to charging

¹ <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-and-principles-2024>

stations across Australia, acknowledging the installation challenges faced in those areas to support national coverage of the public charging network.

3. Grant amount and grant period

3.1. Grants available

For the DRIVEN Charger Grant Stream, \$20 million is available over 4 years to build charging stations at dealership and EV repairer premises nationwide (as defined in the Glossary).

The maximum grant amount is \$8,000,000.

Successful applicants are required to contribute towards the grant activities. The grant amount will be dependent on the zone in which the proposed stations are located, up to 80 per cent of total eligible project expenditure. These zones are based on the [EVCI Mapping Tool](#) current at the time of your application.

The level of grant funding support available under the DRIVEN Charger Grant Stream is:

- for metropolitan zones: up to 50 per cent of eligible expenditure per charging station
- for regional and journey enablement zones: up to 80 per cent of eligible expenditure per charging station.

If approved for grant funding, you are responsible for the remaining eligible expenditure and ineligible project costs.

To assist potential applicants, DCCEEW will facilitate a registration of interest process for potential site hosts (dealerships and EV repairers) interested in hosting charging stations. DCCEEW will publish a register of interested site hosts online. This register is intended to support partnership development and help applicants identify suitable sites for their projects. Use of the register is not mandatory and applicants may still identify suitable sites and site hosts not contained in the register.

Each eligible organisation can only receive one grant under the DRIVEN Charger Grant Stream (as determined by the organisations ABN). If you submit more than one application under the same ABN, only the application submitted closest to the application closing date will be considered for funding.

We cannot fund your project if it receives funding for the same activities from another Commonwealth, state and territory or local government grant. You can apply for a grant for your project under more than one grant program, but if your application is successful, you must choose either the DRIVEN Charger Grant Stream or the other grant program.

3.2. Project period

You must complete your project by 31 March 2029.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

4.1. Who is eligible to apply for a grant?

To be eligible you must:

- have an Australian Business Number (ABN)
- have an account with an Australian financial institution, and
- be an entity, incorporated in Australia.

Joint applications are acceptable, provided you have a lead organisation who is the main driver of the project and is eligible to apply. For further information on joint applications, refer to section 7.2.

We cannot waive the eligibility criteria under any circumstances.

4.2. Who is not eligible to apply for a grant?

You are not eligible to apply if you, or any project partner, are any of the following:

- an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- an employer of 100 or more employees that has not complied with the Workplace Gender Equality Act (2012)
- a Regional Development Australia Committee
- a non-corporate Commonwealth entity.

5. What the grant money can be used for

5.1. Eligible grant activities

To be eligible, you need to demonstrate that:

- your project will support preparation, construction and installation of charging stations at automotive dealership and EV repairer premises in metro, regional and journey enablement areas as identified in the [EVCI Mapping Tool](#)
- your project meets the [Minimum Operating Standards \(MoS\) for government-funded charging stations](#) and minimum project delivery requirements set out in Appendix C
- charging station(s) will include at least one Combined Charging System (CCS) Type 2 plug for each charging bay.

Your application must include a minimum of 25 charging bays (as defined in the glossary).

5.2. Eligible locations

For the purpose of these guidelines, an eligible location is referred to as a site.

The eligible charging stations must be installed at a site that is a dealership or EV repairer premises.

Dealership or EV repairer premises means:

- a place of business of a dealership or EV repairer; and/or
- any land that:
 - is directly adjacent to or across a road from that place of business of a dealership or EV repairer; and
 - the dealership or EV repairer has the necessary right or consent to install charging stations on.

Refer to the Glossary for definitions of 'dealership' and 'EV repairer'.

5.3. Eligible expenditure

Grant funding must only be used for eligible expenditure directly related to the delivery of charging stations at an eligible site.

Eligible expenditure items include:

- EV supply equipment such as charging stations, including cables, charging plug(s) and port(s)
- associated civil works (e.g. charging bays, trenching, bollards, signage, lane markings)
- electricity network connections specific to the project site (including associated network upgrades)
- installation activities
- on-site battery.

For further detail on eligible expenditure refer to Appendix A.

To be considered eligible, expenditure must:

- be a direct cost of the project and clearly linked to the delivery of the charging station(s)
- be incurred by you for required project audit activities.
- eligible expenditure must be incurred between the project start and end dates as included in your grant agreement.

The Program Delegate (a Manager within the department responsible for administering the program) will make the final determination on eligible expenditure and may provide additional guidance if required.

If your application is successful, you may be required to verify project costs provided in your application, prior to the execution of a formal grant agreement. Evidence such as supplier quotes may be requested.

You may elect to commence your project from the date we notify you of your successful application. However, the Commonwealth is not liable for any expenditure incurred prior to the execution of a formal grant agreement.

5.4. What the grant money cannot be used for

You can only spend the grant on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

For guidance on ineligible expenditure, refer to Appendix B.

If your application is successful, you may be required to verify project costs estimates provided in your application, prior to the execution of a formal grant agreement. Evidence such as supplier quotes may be requested.

Not all expenditure or stations included in your project may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

6. The assessment criteria

You must address all assessment criteria in your application. The Committee will assess your application based on the weighting given to each criterion and the quality and level of detail of the information provided in your application.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays character limits for each response. You may refer to elements of your project plan to support your answers.

We will only award funding to applications that score at least 50 per cent against each assessment criterion.

You may refer to elements of your project plan to support your answers against the merit criteria.

6.1. Assessment criterion 1

Organisational Capability and Capacity to Deliver the Project (20 points)

You should demonstrate this through detailing your (or any subcontractors you propose to engage for the project):

- a. experience delivering similar infrastructure or capital works projects, including:
 - planning and design of infrastructure
 - installation of infrastructure and engineering works
 - managing electricity distribution grid connection approval processes
 - managing site operations
 - financial and risk management
 - coordinating infrastructure builds across multiple sites.

- b. experience in maintaining charging stations or infrastructure projects of a similar nature
- c. access to personnel with relevant skills and experience in project delivery

6.2. Assessment criterion 2

Charging station design and project delivery (30 points)

You should demonstrate this by addressing the following points:

- a. details of the charging station(s) to be delivered, including the address(es) at which it will be installed
- b. how you will collaborate with and support the site host(s) for the life of the project. This should include an outline of the incentives or benefits to the automotive business(es) that will host the charging station(s)
- c. site concepts or designs which demonstrate the delivery of the project will meet the requirements as set out in Appendix C, which includes compliance with the [Minimum Operating Standards \(MoS\) for government-funded public charging stations](#). This may include information such as customer amenities, overflow parking or weather protection
- d. status of network connections e.g. evidence of initial connection enquiry lodged for each site
- e. how you will manage delivery of the construction and capital works for your project, including proposed timeframes for stations to become operational
- f. how you will manage ongoing operation of the proposed charging stations, including ongoing customer support and operations and maintenance
- g. how you will manage your project budget and a breakdown of contingencies built in for each project component
- h. how you will manage risk, including a risk assessment and proposed risk-mitigation strategies
- i. an itemisation of the grant funding sought, with total amounts per each financial year of the proposed project
- j. a list of any subcontractors that the grantee proposes to engage to deliver the project.

6.3. Assessment criterion 3

Proposed charging station location(s) (30 points)

You must demonstrate how the collective impact, value and viability of your proposed charging station(s) contribute to the Program Objectives by detailing:

- a. the geographic spread and diversity of the proposed charging stations(s), and the extent to which your project includes charging stations located across metro, regional, and journey enablement zones, as identified in the [EVCI Mapping Tool](#)
- b. how the proposed charging stations support the rollout in regional and journey enablement zones and contribute to national coverage of the public fast charging network
- c. how the station(s) improve public amenity, meets local public charging demand and provides a collective benefit to surrounding businesses
- d. the planning zones, overlays and related information pertaining to each site
- e. the justification and rationale behind selecting sites, and the comparative strengths and features of each proposed site (as set out in Appendix D)
- f. level of support, permission and certainty that has been given to occupy, build and operate on the site(s) for at least 5 years (letter of support, evidence of tenure or ownership etc.)

6.4. Assessment criterion 4

Cost and value for money offered by the project (20 points)

You must demonstrate value for money with reference to Program Objectives by detailing the:

- a. cost to kW (charging capacity) to be delivered per charging station and total minimum charging capacity to be delivered across all charging stations
- b. rationale for the number of charging bays at each charging station
- c. grant funding requested compared to the total project value
- d. expected return on investment for the project including revenue projections, maintenance costs and customer support.

7. How to apply

Before applying you should read and understand these guidelines, the sample [application form](#) and the sample [grant agreement](#) published on business.gov.au and GrantConnect.

Applicants should read all eligibility and assessment criteria closely and attach detailed evidence that supports the assessment criteria. You will need to set up an account to access our online [portal](#).

To apply, you must complete and submit the application through the online [portal](#):

- provide all required information
- address all eligibility and assessment criteria
- include all necessary attachments.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code Act 1995](#). If we

consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

After submitting your application, we can contact you for clarification if we find an error or any missing information, including evidence that supports your eligibility or merit. The acceptance of any additional information provided after the submission of your application is at the discretion of the Program Delegate. Additional information should not materially change your application at the time it was submitted and therefore may be refused if deemed to be purely supplementary.

You can view and print a copy of your submitted application on the portal for your own records.

If you need further guidance around the application process, or if you have any issues with the portal, [contact us](mailto:contact@business.gov.au) at business.gov.au, email DRIVENGrant@industry.gov.au or by calling 13 28 46.

7.1. Attachments to the application

You must provide the following documents with your application:

- a stakeholder engagement plan or communications plan
- a project plan, including detailed budget as outlined in Appendix D
- a project benefit plan as outlined in Appendix D
- an accountant declaration (template provided on business.gov.au and GrantConnect)
- for each site host that is a dealership and/or service centre:
 - a copy of their motor trader/dealer license or evidence of its motor trader/dealer license number
- for each site host that is an automotive dealership a copy of evidence of at least one member of staff being qualified to work on EVs, including but not limited to:
 - AURETH101 (Depower and Reinitialise Battery Electric Vehicles)
 - AUR32721 Certificate III in Automotive Electric Vehicle Technology
 - AURSS00063 - Battery Electric Vehicle Diagnose and Repair Skill Set
 - AURSS00064 - Battery Electric Vehicle Inspection and Servicing Skill Set
 - on the job training provided by or on behalf of a vehicle manufacturer.
- a signed letter of support for each site host, confirming their intent to host for a minimum of 5 years, including:
 - a copy of the relevant executed contractual agreement with the site host (if applicable)
 - evidence of the site host's exclusive tenure or land ownership (if applicable)
 - written consent from the landowner and/or property manager that allows for the implementation of the proposed project on each project site (where applicable), including:
 - evidence in writing of a legal right permitting you to access the land of each site and deliver the project lease for duration of the program (e.g. copy of a contractual agreement, lease or licence).

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. Individual file sizes cannot be greater than 25MB, while the total of all attachments cannot exceed 50MB. We will not consider information in attachments that we do not request.

Further details of your project plan requirements can be found in Appendix D.

7.2. Joint (consortia) applications

We recognise that some organisations may want to join together as a group to deliver a project. In these circumstances, you must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application must identify all other members of the proposed group and include a letter of support from each of the project partners.

Each letter of support should include:

- details of the project partner
- an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project
- an outline of the relevant experience and/or expertise the project partner will bring to the group
- the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the grant agreement.

7.3. Timing of grant opportunity processes

You can only submit an application between the published opening and closing dates. We cannot accept late applications.

If you are successful, we expect you will be able to commence your project around January 2027.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	8 weeks
Approval and announcement of successful applicants	10 weeks from application assessment
Negotiations and award of grant agreements	1-5 weeks after announcement of successful applicants

Activity	Timeframe
Notification to unsuccessful applicants	After announcement of successful applicants
Earliest start date of project	The date the grant agreement is executed
Project completion date	31 March 2029
End date of grant commitment	30 June 2029

7.4. Questions during the application process

If you have any questions during the application period, [contact us](#) at business.gov.au, email DRIVENGrant@industry.gov.au or by calling 13 28 46.

8. The grant selection process

8.1. Assessment of grant applications

We first review your application against the eligibility criteria.

If eligible, your application will be assessed against the assessment criteria. Only eligible applications will proceed to the assessment stage.

We consider your application on its merits, based on:

- how it scores against each assessment criterion
- how it compares to other applications
- whether it provides value for money.

Project costs will be assessed based on the following:

- the quality and detail in project budget and assumptions, including contingency plans to manage cost overruns
- the level of detail and credibility in capital cost estimate, including equipment, network upgrades and station security
- the level of detail and credibility in operational cost estimates, including maintenance, revenue projections, customer support and other relevant costs.

When assessing the extent to which the application represents value for money, we will have regard to the:

- overall objective(s) of the grant opportunity
- evidence provided to demonstrate how your project contributes to meeting those objectives
- relative value of the grant sought
- geographical spread and the extent to which the geographic location of the application matches identified priorities.

When assessing applications and making recommendations for funding, we may also take into account the mix of applications being recommended, to best meet Program Objectives.

If more than one application receives the same total Assessment criteria score, the Committee will consider value for money and alignment to the program objectives to decide which applications are recommended for funding.

We also consider any national interest, financial, legal, regulatory, governance or other issue or risk that we identify during any due diligence process that we conduct in respect of the applicant. This includes its directors, officers, senior managers, key personnel, its related bodies corporate (as defined in the *Corporations Act 2001 (Cth)*) or its application that could bring the Australian Government into disrepute if it were to fund the applicant. Such issues and risks include where we consider that funding the application under this grant opportunity is likely to directly conflict with Australian Government policy. Where possible², we will provide you with an opportunity to comment on any material risks identified during this due diligence process prior to our determining the extent (if any) to which those issues or risks affect our assessment of the application and, if so, whether they are sufficient to warrant the exclusion of your application from the assessment process.

8.2. Who will assess applications?

We will establish a committee composed of representatives from the Business Grants Hub and DCCEEW to assess your application. (see section 14). The Committee may also seek additional advice from independent technical experts or advisors to inform the assessment process.

The Committee will assess your application against the assessment criteria and compare it to other eligible applications before recommending which projects to fund. The Committee, and any expert or advisor, will be required to perform their duties in accordance with the CGRPs.

The Committee may seek additional information about you or your application. They may do this from within the Commonwealth, even if you do not nominate the sources as referees. The Committee may also consider information about you or your application that is available as a result of the due diligence process or through the normal course of business.

8.3. Who will approve grants?

A senior executive officer within DCCEEW decides which grants to approve taking into account the application assessment and the availability of grant funds.

The senior executive officer within DCCEEW's decision is final in all matters, including:

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding.

We cannot review decisions about the merits of your application.

The senior executive officer within DCCEEW will not approve funding if there are insufficient program funds available across relevant financial years for the program.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

9.1. Feedback on your application

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us.

10. Successful grant applications

10.1. The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on business.gov.au and GrantConnect.

We will manage the grant agreement through the online portal. This includes issuing and executing the grant agreement. Execute means both you and the Commonwealth have accepted the agreement. You may elect to commence your project from the date we notify you that your application is successful. We are not responsible for any expenditure you incur until a grant agreement is executed. The Commonwealth will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Program Delegate

We will identify these in the offer of grant funding.

If you enter an agreement under the DRIVEN program, you cannot receive other grants for this project from other Commonwealth, state or territory granting programs.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

We will use a standard grant agreement.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Minister.

10.2. Specific legislation, policies and industry standards

You must comply with all relevant laws, regulations and Australian Government sanctions in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- state/territory legislation in relation to working with children.

10.2.1. Building and construction requirements

Wherever the government funds building and construction activities, the following special regulatory requirements apply:

- Australian Government Building and Construction WHS Accreditation Scheme (WHS Scheme)³ These regulations are subject to the level of funding you receive as outlined below.

10.2.2. WHS Scheme

The WHS Scheme is administered by the [Office of the Federal Safety Commissioner](#)⁴.

The Scheme applies to projects that are directly or indirectly funded by the Australian Government where:

- the value of the Australian Government contribution to the project is at least \$6 million and represents at least 50 per cent of the total construction project value; or
- the Australian Government contribution to a project is \$10 million (GST inclusive) or more, irrespective of the proportion of Australian Government funding; or
- a head contract under the project includes building work of \$4 million or more (GST Inclusive).

10.3. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contribution provided by you and/or a third party.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

³ <https://www.fsc.gov.au/how-do-i-know-if-i-need-use-accredited-builder>

⁴ <https://www.fsc.gov.au/about-fsc>

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

We set aside 20 per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory end of project report demonstrating you have completed outstanding obligations for the project. We may need to adjust your progress payments to align with available program funds across financial years and/or to ensure we retain a minimum 20 per cent of grant funding for the final payment.

10.4. Grant payments and GST

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities⁵.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on your particular taxation circumstances.

11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of execution.

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the Commonwealth Grants Rules and Principles (CGRPs). Section 5.4. We may also publish this information on [business.gov.au](#). This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

12. How we monitor your grant activity

12.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

⁵ See Australian Taxation Office ruling GSTR 2012/2 available at [ato.gov.au](#)

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details
- joint/consortia partners and related arrangements (if applicable).

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

12.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones and outcomes
- project expenditure, including expenditure of grant funds
- contributions of participants directly related to the project.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits or request records to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

12.2.2. Ad-hoc reports

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

12.2.3. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- be submitted by the report due date.

12.3. Audited financial acquittal report

We will ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is available on business.gov.au and GrantConnect.

12.4. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project but within the maximum time period allowed in program guidelines
- changing project activities
- changing project budget allocations.

The program does not allow for an increase of grant funds.

Variation requests must be put in writing at least 6 months before the project end date. You can submit a variation request via our online portal.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. This is subject to Budget process decisions. If approval to move the funds is not granted, we cannot move the funds and you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- policy authority: how long the project was approved to run for

- your project progress and adherence to the grant agreement
- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

12.5. Compliance visits

We may visit you during the project period to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.6. Record keeping

We may also inspect the records you are required to keep under the grant agreement.

12.7. Evaluation

DCCEEW will evaluate the grant program to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

12.8. Acknowledgement

If you make a public statement about a project funded under the program, including in a brochure or publication, you must acknowledge the grant by using the following:

‘This project received grant funding from the Australian Government.’

13. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRPs.

13.1. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46, email DRIVENGrant@industry.gov.au, by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

General Manager
Business Grants Hub
Department of Industry, Science and Resources
GPO Box 2013
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#) with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

13.2. Conflict of interest

Any conflicts of interest, or perceived conflicts of interest can affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel, including sub-contractor has a:

- professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/grant program/grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our [conflict of interest policy](#)⁶ on the department's website. The Commonwealth policy entity also publishes a conflict of interest policy on its website.

⁶ <https://www.industry.gov.au/publications/conflict-interest-policy>

13.3. Privacy

Unless the information you provide to us is:

- confidential information as per below, or
- personal information as per below.

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, the committee, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)⁷ on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

13.4. Confidential information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

We may disclose confidential information to:

- the committee and our Commonwealth employees and contractors, to help us manage the program effectively
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Assistant Minister
- a House or a Committee of the Australian Parliament.

We may also disclose confidential information if:

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

13.5. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

14. Glossary

Term	Definition
administering entity	When an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
assessment criteria	The specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application ranking.
charge point operator (CPO)	<p>An organisation or an individual that operates electric vehicle charging station(s). This includes the electric vehicle charging infrastructure (EVCI), hardware, and software systems.</p> <p>The CPO may also be:</p> <ol style="list-style-type: none"> a. involved in the installation of the charging infrastructure b. contracted by the charge point owner to be responsible for ensuring maintenance, safety, compliance, payment systems, customer information, and customer support c. a charge point owner.
charging bay	A parking space where an electric vehicle (EV) may legally be parked for the purpose of charging. There may be fewer bays than there are charging plugs.
charging station(s)	<p>A collective bank of one or more charging bays operated by a charge point operator (CPO).</p> <p>For the purpose of this program, charging stations refer to new, public, DC fast charger EV charging stations and associated infrastructure.</p>

Term	Definition
Committee	The body established by Program Delegate to consider and assess eligible applications and make recommendations to the Minister for funding under the program. The Committee comprises of representatives from the Business Grants Hub and Department of Climate Change, Energy, the Environment and Water.
Commonwealth Grants Rules and Principles (CGRPs)	Establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	The expected date that the grant activity must be completed and the grant spent by.
dealership	A business registered in Australia that holds a current and valid licence to deal or trade in motor vehicles, issued by an authority of the Commonwealth or a State or Territory. This also includes service centres associated with that business.
dealership or EV repairer premises	Any place of business of a dealership or EV repairer; and Any land: <ul style="list-style-type: none"> a. that is directly adjacent to or across a road from, that place of business of a dealership or EV repairer; and b. in respect of which that dealership or EV repairer has the necessary right or consent to install charging stations on it
decision maker	The person who makes a decision to award a grant.
Department	The Department of Industry, Science and Resources (DISR).

Term	Definition
electric vehicle (EV)	A vehicle that uses chemical energy stored in a rechargeable battery to power at least one electric motor. The definition of EV encompasses battery electric vehicles (BEV), plug-in hybrid vehicles (PHEVS) and fuel cell electric vehicles (FCEV).
electric vehicle charging infrastructure (EVCI)	The equipment (hardware and physical assets) which collectively support electric vehicle (EV) charging. This includes but is not limited to charging bays, electric vehicle supply equipment (EVSE) including charging plug(s) and port(s), electrical equipment, on-site batteries, and renewable energy generation equipment.
electric vehicle charging infrastructure (EVCI) mapping tool	A tool developed by the Australian Government in collaboration with all states, territories, and EVenergi. It guides investment and supports improved coordination and planning of charging infrastructure across Australia. The tool will continue to be updated and enhanced over time. Visit https://evciroadmap.evenergi.com
eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
eligible grant activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
eligibility criteria	Refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.3 and Appendix A.

Term	Definition
EV repairer	<p>A business registered in Australia whose primary business is the service or repair of passenger and light commercial vehicles. This may include smash repairers and panel beaters.</p> <p>EV repairer means a business registered in Australia that employs at least one member of staff whose scope of employment includes, and is suitably qualified to undertake, repairs of electric vehicles in a manner that complies with Australian Standard 573;2022.</p>
General Manager	Position title for Senior Executive Service level staff within DISR.
grant	<p>For the purposes of the CGRPs, a ‘grant’ is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> a. under which relevant money⁸ or other Consolidated Revenue Fund (CRF) money⁹ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government’s policy outcomes while assisting the grantee achieve its objectives.
GrantConnect	The Australian Government’s whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRPs.
grant activity/activities	Refers to the project/tasks/services that the grantee is required to undertake.
grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
grant agreement	A legally binding contract that sets out the relationship between the Commonwealth and a grantee for the grant funding, and specifies the details of the grant.

⁸ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁹ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
grant opportunity	Refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	A ‘program’ carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	The individual/organisation which has been selected to receive a grant
journey enablement (area)	Journey enablement zones as specified in the EVCI Mapping Tool
kilovolt-amperes (kVA)	A kilovolt-amperes is a measure of units of instantaneous total electrical power demand.
kilowatt (kW)	A kilowatt is a measure of how much power an electric appliance consumes. 1000 watts (W) = 1kW
light commercial vehicle	Vehicles such as vans, utilities and some heavier SUVs designed to operated with heavier loads that require more energy to move (refer to ‘Type 2 vehicles’ as defined under Part 2, Division 2 of the <i>New Vehicle Efficiency Standard Act 2024 [Cth]</i>).
metro (area)	Metro areas are taken as any significant urban areas that was connected to a capital city as defined in the EVCI Mapping Tool .
Minimum Operating Standards (MOS)	The minimum operating standards for government-supported public electric vehicle charging infrastructure (available here), as referenced in Appendix C.
Minister	The Commonwealth Minister for Climate Change and Energy.

Term	Definition
non-income-tax-exempt	Not exempt from income tax under Division 50 of the <i>Income Tax Assessment Act 1997</i> (Cth) or under Division 1AB of Part III of the <i>Income Tax Assessment Act 1936</i> (Cth).
passenger vehicle	Vehicles such as sedans, hatchbacks and most sport utility vehicles (SUVs), designed to carry lighter loads (refer to ‘Type 1 vehicles’ as defined under Part 2, Division 2 of the <i>New Vehicle Efficiency Standard Act 2024 [Cth]</i>).
Personal information	Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is: Information or an opinion about an identified individual, or an individual who is reasonably identifiable: a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
Program Delegate	A Manager within the Business Grants Hub in DISR with responsibility for administering the program.
program funding or program funds	The funding made available by the Commonwealth for the program.
project	A project subject of an application under these guidelines.
project completion date	The expected date that the grant activity must be completed and the grant spent by.
project partner	Each of the members of a Joint (consortia) application made in accordance with section 7.2 of these Guidelines.
regional (area)	Regional areas are zones which include towns outside metropolitan areas that serve as local centres for economic activity, tourism and community services, based on EVCI Mapping Tool .

Term	Definition
registration of interest (process)	The process described in section 3.1 of these guidelines for dealerships and EV repairers to register their interest in being site hosts for charging stations to be installed by a successful applicant of the grant.
site host	<p>The landowner or lessee of the electric vehicle (EV) charging site. They may also be the charge point owner / operator.</p> <p>Depending on the commercial arrangement, a charging site host/owner may be responsible for access and safety of the broader site. For example, access and fire stairwells of a multi-story carpark.</p>
value for money	<p>Value for money in this document refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ol style="list-style-type: none"> a. the quality of the project proposal and activities; b. fitness for purpose of the proposal in contributing to government objectives; c. that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved; and d. the potential grantee’s relevant experience and performance history.

Appendix A. Eligible expenditure

This section provides guidance on the eligibility of expenditure. We may update this guidance from time to time; check you are referring to the most current version from the [business.gov.au](https://www.business.gov.au) website before preparing your application.

A.1 How we verify eligible expenditure

If your application is successful, we may ask you to verify the project budget that you provided in your application when we negotiate your grant agreement. You may need to provide evidence such as quotes for major costs.

The grant agreement will include details of the evidence you may need to provide when you achieve certain milestones in your project. This may include evidence related to eligible expenditure.

If requested, you will need to provide the agreed evidence along with your progress reports.

You must keep payment records of all eligible expenditure, and be able to explain how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

At the end of the project, you will be required to provide an independent financial audit of all eligible expenditure from the project.

A.2 Specific eligibility provisions

The following are considered examples of eligible expenditure:

- expenditure for plant installed for the charging station(s) at the full delivered cost of the plant, GST inclusive, less any GST credits the recipient is entitled to claim. This includes:
 - purchase of electric vehicle supply equipment (EVSE), such as chargers, cables, and electrical equipment
 - civil works related to the installation of charging infrastructure, including connection to the electricity network
 - on-site battery
 - site analysis and electrical capacity analysis
 - signage and lane marking
 - bollards and wheel stops.
- expenditure on plant used for the construction of a charging station(s), calculated on the basis of hire or lease costs, and running costs directly related to the construction-phase of the project, such as rent, power, fuel and repairs and maintenance
- expenditure on legal, audit and accounting costs related directly to the project. The cost of an independent audit of project expenditure (where we request one) up to a maximum of 1 per cent of total eligible project expenditure

- expenditure such as relevant licence fees or intellectual property purchase costs, where the recipient needs to access specific technology to carry out the development of the charging station(s).

A.3 Plant and equipment expenditure

We consider costs of acquiring, or construction of, plant and equipment, as well as any related commissioning costs as eligible expenditure. You must list commissioning costs as a separate item within the project budget in the application form, and on reports of expenditure during project milestones.

We cannot consider any expenditure paid before your application has been found successful as eligible expenditure. Commissioning and installation costs of plant and equipment incurred before you have been notified your application is successful is not eligible expenditure, even if those costs are paid after that point in time.

You may purchase, lease (finance lease or operating lease under certain conditions) or build plant and equipment. In claiming the purchase price of capital items, you must take out any costs related to financing, including interest. You can claim related freight and installation costs on capital expenditure.

Eligible costs for plant and equipment will need to be on your balance sheet.

We will only consider costs for plant and equipment not on your balance sheet under certain circumstances. We will only consider project costs with an operating lease to be eligible if you:

- integrate the plant or equipment into your process; and
- cannot transfer the plant or equipment and the lease period is at least 4 years.

Where you need to pay in instalments to purchase capital items (for example deposits, payment on installation, or payment on commissioning), you can claim the grant amount for the items progressively across multiple progress reports up to the end of the project period. Alternatively, you can choose to claim the full amount in a single report, when you pay for the capital item.

For leased items, you will need to show an executed copy of the lease identifying the capital cost of the item and the lease period. We can pay you the full grant funding when you:

- have received the capital item
- have entered into a formal lease agreement, and
- make the initial payment.

You may show expenditure on plant and equipment by providing evidence of:

- purchase price
- payments (e.g. tax invoices and receipts from suppliers confirming payment)
- commitment to pay for the capital item (e.g. supplier contract, purchase order or executed lease agreement)
- receipt of capital items (e.g. supplier or freight documents)
- associated costs such as freight and installation (e.g. supplier documents)
- the capital item on your premises (e.g. date stamped photographic evidence).

If you claim expenditure for the construction of plant and equipment, we limit this to:

- the costs of materials
- direct construction labour salary costs
- contractor costs
- freight and establishment costs.

Evidence for construction expenditure may include construction contracts, purchase orders, invoices, payment documentation, photographic evidence (date stamped) of the capital item in your premises and details of labour costs.

Grant funding for capital items may affect your tax obligations. We recommend that you seek independent professional advice on tax related matters.

A.4 Labour expenditure

Eligible labour expenditure for the grant covers the direct labour costs of employees you directly employ on the core elements of the project. We consider a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions.

We consider costs for technical, but not administrative, project management activities eligible labour expenditure. However, we limit these costs to 10 per cent of the total amount of eligible labour expenditure claimed.

We do not consider labour expenditure for leadership or administrative staff (such as CEOs, CFOs, directors, accountants, lawyers and engineering staff) as eligible expenditure, even if they are doing project management tasks.

Eligible salary expenditure includes an employee's total remuneration package as stated on their Pay As You Go (PAYG) Annual Payment Summary submitted to the ATO. We consider salary-sacrificed superannuation contributions as part of an employee's salary package if the amount is more than what the Superannuation Guarantee requires.

The maximum salary for an employee, including packaged components, that you can claim through the grant is \$175,000 per financial year.

For periods of the project that do not make a full financial year, you must reduce the maximum salary amount you claim proportionally.

You can only claim eligible salary costs when an employee is working directly on agreed project activities during the agreed project period.

A.5 Labour on-costs and administrative overhead

You may increase eligible salary costs by an additional 30 per cent allowance to cover on-costs such as employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the purchase or provision of computing equipment directly required or related to the delivery of the project.

You should calculate eligible salary costs using the formula below:

$$\text{Eligible salary costs} = \text{Annual salary package} \times \frac{\text{Weeks spent on project}}{52 \text{ weeks}} \times \text{percentage of time spent on project}$$

You cannot calculate labour costs by estimating the employee's worth. If you have not exchanged money (either by cash or bank transactions) we will not consider the cost eligible.

Evidence you will need to provide can include:

- details of all personnel working on the project, including name, title, function, time spent on the project and salary
- ATO payment summaries, pay slips and employment contracts.

A.6 Contract expenditure

Eligible contract expenditure is the cost of any agreed project activities that you contract others (such as third party, subsidiary company, project partner(s)) to do. These can include contracting:

- another organisation
- an individual who is not an employee, but engaged under a separate contract.

It is not a requirement for contracts to be in place at the time of your application. However, for major items of contract expenditure, such as purchases of major items of hardware to be incorporated in the charging station(s), applicants will be expected to have some form of documentary evidence, such as written quotes from suppliers, to substantiate the expenditure included in the financial estimates.

All contractors must have a written contract prior to starting any project work—for example, a formal agreement, letter or purchase order which specifies the:

- nature of the work they perform
- applicable fees, charges and other costs payable.

Invoices from contractors must contain:

- a detailed description of the nature of the work
- the hours and hourly rates involved
- any specific plant expenses paid.

Invoices must directly relate to the agreed project, and the work must qualify as an eligible expense. The costs must also be reasonable and appropriate for the activities performed.

We will require evidence of contractor expenditure that may include:

- an exchange of letters (including email) setting out the terms and conditions of the proposed contract work
- purchase orders
- supply agreements
- invoices and payment documents.

You must ensure all project contractors keep a record of the costs of their work on the project. We may require you to provide a contractor's records of their costs of doing project work. If you cannot provide these records, the relevant contract expense may not qualify as eligible expenditure.

A.7 Construction or modifications of buildings or facilities

Costs associated with the construction of new buildings or facilities are eligible expenditure, limited to:

- the costs of materials
- direct construction labour salary costs
- contractor costs
- freight and establishment costs
- building modifications where you own the modified asset and the modification is required (if required for the charger).

Evidence of construction expenditure may include purchase orders, invoices, payment documentation, and details of labour costs.

A.8 Other eligible expenditure

Other eligible expenditures for the project may include:

- staff training and skills development that directly supports the achievement of project outcomes
- financial auditing of project expenditure, the cost of independent audits of project expenditure (where we request them) up to a maximum of 1 per cent of total eligible project expenditure
- costs you incur in order to obtain planning, environmental or other regulatory approvals during the project period. However, associated fees paid to the Commonwealth, state, territory and local governments are not eligible
- purchase or hire of ICT hardware and software (including user licenses) directly related to the project.

Other specific expenditures may be eligible expenditure as determined by the Program Delegate.

Evidence you need to supply can include supplier contracts, purchase orders, invoices and supplier confirmation of payments.

Appendix B. Ineligible expenditure

This section provides guidance on what we consider ineligible expenditure. We may update this guidance from time to time; check you are referring to the most current version from the [business.gov.au](https://www.business.gov.au) website before preparing your application.

The Program Delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines in a grant agreement or otherwise by notice to you.

Examples of ineligible expenditure include:

- expenditure outside of the project activity start and end dates in the grant agreement
- activities, equipment or supplies that are already being supported through other sources
- any in-kind contributions
- any domestic or international travel expenses
- financing costs, including interest and debt financing. Grant funds cannot be used to make loan payments, service a debt, or be used as security for lines of credit
- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles (including construction vehicles), computers, printers or photocopiers
- costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware that are not related to your project
- non-project-related staff training and development costs
- insurance costs (the grantee and any project participants must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations
- depreciation of plant and equipment
- costs of purchasing, leasing or depreciation of land
- renewable energy generation equipment
- “Charge de Move” (CHAdMO) connectors
- site preparation activities which are not directly related to the project
- opportunity costs relating to any production losses due to allocating resources to the agreed grant project
- costs of defending IP rights and IP protection, including fees to a patent office for the cost of filing patent applications, patent searches and examination fees
- running costs for the plant or facility including items such as rent, light and power, repairs and maintenance
- routine operating expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges
- ongoing upgrades, updates and maintenance of existing ICT systems and computing facilities, including websites, customer relationship management systems, databases, the cost of ongoing subscription-based software and IT support memberships, and warranties for purchases that are not directly related to the project

- costs associated with registering a business and creating a governance plan for managing your project and relationship with partners
- costs related to preparing the grant application, preparing any project reports (except costs of independent audit reports we require) and preparing any project variation requests.

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where the Program Delegate decides that they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objective of the program.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.

Appendix C. Project delivery requirements

The overall proposal and all site concepts should comply with the standards set out in the [Minimum Operating Standards \(MoS\) for government-funded charging stations](#).

However, the following requirements are the minimum requirements for each project and must be met:

	Metro	Regional	Journey Enablement
Site location	All charging stations must be located at an automotive dealership, or EV repairer premises (and located in a metro, regional or journey enablement area as per the EVCI Mapping Tool). The automotive business name and address should be identified for each proposed charging station.		
Minimum number of stations & charging bays	<ul style="list-style-type: none"> Minimum of 25 charging bays No minimum number of charging stations 		
Charging plug specification	<ul style="list-style-type: none"> Charging station must include at least one Combined Charging System (CCS) Type 2 plug for each bay. 		
Minimum charging bay specification	<ul style="list-style-type: none"> All bays rated at a minimum of 75kW per bay when all are in use. At least 50% of charging bays rates at a minimum of 175 kW per bay. 	<ul style="list-style-type: none"> All bays rated at a minimum of 75kW per bay when all bays are in use. At least one 22kW AC redundancy charger – per charging station. 	<ul style="list-style-type: none"> All bays rated at a minimum of 50kW per bay when all bays are in use. At least one 22kW AC redundancy charger – per charging station.
Reporting	<ul style="list-style-type: none"> Once commissioned, uptime data for all charging units must be provided through the Charge@Large platform 		
Minimum availability (up time)	<ul style="list-style-type: none"> Each plug at each station should have at least 98 percent annual uptime, calculated per the Minimum Operating Standards.¹⁰ 		

¹⁰ Service outages caused by vandalism or force majeure events are excluded from the calculation.

<p>Interoperability</p>	<ul style="list-style-type: none"> ▪ All installed chargers must be Open Charge Point Protocol (OCPP) 2.0.1 capable (recommended), with OCPP 1.6J as a minimum) ▪ All installed chargers must also be ISO15118 <i>Road vehicles -- Vehicle to grid communication interface</i> compliant.
<p>Public accessibility</p>	<ul style="list-style-type: none"> ▪ All consumers should be able to have access and the ability to use Australia’s public charging stations. Refer to the Minimum Operating Standards (MoS) for government-funded charging stations for further guidance on accessible charging. ▪ Chargers may be operated for a fee. No other fees can be asked of the drivers from co-located businesses in exchange for use of the chargers. ▪ At least two charging bays reserved exclusively for public EV charging at all times, and they must be made publicly available 24/7. ▪ Maintain a 24/7 customer helpline.

Note that under the grant agreement, the grantee will be required to comply with specified laws and policies.

Appendix D. Benefits and Project Plan

Your benefits plan must:

- provide an overarching commercial offer to site hosts, or details of bespoke agreements with specific site hosts
- detail benefits to EV drivers – such as accessibility friendly facilities or any amenities to enhance consumer experience
- demonstrate your plan for long term sustainability beyond the life of the project including:
 - an operation, repair and maintenance plan and budget - detailing networking, expected pricing/billing
 - insured events and scheduled maintenance expenditure.

Applications can display additional merit by including information which demonstrates how the project will exceed the minimum project delivery requirements (set out in Appendix C), providing enhanced public amenity. Such as:

- weather protection, lighting, seating
- drive through/pull through charging bays
- overflow parking to ensure safe queuing for other EV drivers
- site's ability to host a variety of vehicles (including heavy or long vehicles) readiness for projects to commence construction and time frame for station(s) to become operational.

Your project plan must address the following:

- the location of proposed charging stations and the rationale for each site selection. This may include analysis of the comparative strengths and features such as:
 - forecasts of expected charger usage at each location and how this has been determined
 - proximity to public amenities
 - proximity to major roads
 - proximity to other dealership and/or EV repairer businesses
 - existing public infrastructure (e.g. lighting or parking)
 - ease of public access and safety
 - level of public visibility
 - zoning, restrictions, overlays (and related information) for each project site/location
 - project deployment (including project staging, milestones, and a timeline for constructions and completion) including how you will manage project dependencies e.g. sourcing resources and approvals from issuing authorities and meet program delivery timeframes.
- overall project capital budget and assumptions, including:
 - total project value and breakdown of all funding sources (grant amount requested, applicant co-contribution and any other funding sources)
 - level of contingency – up to a maximum of 15% of total eligible project expenditure
 - budgets for each new station – can be based on locality type (e.g. for metro, regional, journey enablement)

- detailed cost estimates by category such as equipment, hardware, network upgrades, site lease, construction.
- risk assessment and proposed risk mitigation strategy, including:
 - station concepts or design(s) which demonstrate the delivery of the project will meet the requirements as set out in Appendix C
 - rationale to support station concepts/designs, this should include information such as:
 - technical specifications such as number of bays, charging speed, battery integration
 - the ability to charge all available EV models
 - the reliability to output rated capacity (ability for stations to consistently and reliably deliver energy to drivers at the rated capacity)
 - the feasibility of network connections for each site, proposed connection size (e.g kVA to site) and if the network connection process has commenced / how far progressed.

You must disclose if you have applied for other grants for this project from other Commonwealth, state or territory granting programs.