



Sample application form

Energy Efficient Communities Program – Food and Beverage Manufacturing Business Grants

Version 8 December 2021

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.

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.

Saving your responses

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

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

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.

You can modify saved responses up until you submit your application.

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.

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A. Program selection

Before you start your application, we need to first identify what type of entity is applying.

If you are a trustee applying on behalf of a trust we will need details of both the trust and trustee.

Before you start you should have the following details ready.

- Australian Business Number (ABN)
or
- Australian Company Number (ACN)
- Indigenous Corporation Number
- Australian Registered Body Number
- Australian Registered Scheme Number
- Incorporated Association Registration
- Co-operative Registration Number
- Charity status
- Not for profit status

A.1. Program selection

You must select from a drop-down menu the program that you are applying for. This program does not require an Invitation code.

- Field 1 select - Energy Efficient Communities Program–Food and Beverage Manufacturing Business Grants
- Field 2 select - Energy Efficient Communities Program–Food and Beverage Manufacturing Business Grants

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

The grant opportunity provides funding to small and medium sized food and beverage manufacturing enterprises to save energy by:

- replacing existing equipment with more energy efficient equipment
- installing or replacing components to help existing systems run more efficiently
- carrying out energy audits
- monitoring and optimising energy use and emissions.

You should read the [grant opportunity guidelines](#) and [sample grant agreements](#) before filling out this application. We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

You may submit your application at any time up until 5.00pm AEDT on 3 March 2022 of opportunity. Please take account of time zone differences when submitting your application.

B. Eligibility

We will ask you the following questions to establish your eligibility for the Energy Efficient Communities Program – Food and Beverage Manufacturing Business Grants, grant opportunity.

Select your entity type*

You must select one of the following from a dropdown menu to proceed to the next question.

- an entity incorporated in Australia
- a private company
- a public company
- an incorporated trustee on behalf of a trust
- a co-operative
- an incorporated not for profit organisation
- an indigenous corporation
- a sole trader
- a partnership
- none of the above.

Is your organisation a food and beverage manufacturing business whose **main activity** is classified under one of the Australian and New Zealand Standard Industrial Classification (ANZSIC) codes listed at item 4.2 of the Grant Opportunity Guidelines*?

You must answer yes to proceed to the next question.

- Is your organisation a small and medium sized enterprise with an employee headcount from 1 to 199 averaged over any consecutive 12 month period since 1 July 2019*?

You must answer yes to proceed to the next question.

- Do you certify that the project is supported by your board (or chief executive officer or equivalent if there is no board) and that you can complete the project and meet the costs of the project not covered by grant funding*?

You must answer yes to proceed to the next question.

- If you are not the facility owner, do you certify that you have consent from the facility owner or their representative*?

You must answer yes to proceed to the next question. (If you are the owner answer yes)

- Can you declare that you and any project partner/s are not included on the National Redress Scheme's website list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au)?

You must answer yes to proceed to the next question.

- Can you declare that you and any project partner/s have not been named by the Workplace Gender Equality Agency as an organisation that has not complied with Workplace Gender Equality Act (2012)?

You must answer yes to proceed to the next question.

C. Applicant address

C.1. Applicant street address

You must provide your street address

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. Applicant postal address

You must provide your postal address

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.

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D. About your organisation

D.1. Latest Financial Year Figures

- Has the applicant existed for a complete financial year?
- If no, enter the number of months completed in the financial year to date.

D.2. Recent trading performance

You must provide the following financial information about the applicant organisation.

We collect the following data from all applicants across all grant programs. We use this data to better understand your organisation and to help us develop better policies and programs.

All amounts must show a whole dollar value e.g. \$1 million should be presented as \$1,000,000. The turnover value must be that of the entity that is making the grant application (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

These fields are mandatory and entering \$0 is acceptable if applicable for your organisation.

- Sales Revenue (Turnover)

Total revenue from the sale of goods and services, as reported in your organisation's Business Activity Statements (BAS).

- Export revenue

Total revenue from export sales, as reported in your organisation's BAS.

- R&D expenditure

Expenditure on research and development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications.

- Taxable income

Taxable income or loss as per the applicant's Business Income Company Tax Return form.

- Number of employees (headcount)

Number of individuals who are entitled to paid leave (sick and holiday), or generate income from managing the business. This should include working proprietors and salaried directors.

- Number of independent contractors (headcount)

Number of individuals engaged by the business under a commercial contract (rather than an employment contract) to provide employee-like services on site.

D.3. Your ANZSIC code

Provide 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](#)).

D.4. 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.

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E. 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](#) and other government publications. Published details include:

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

E.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. Outline what it is you are going to do and how it will benefit your organisation.

E.2. Project focus area(s) and activities

Select activities from one or more of the focus areas as listed below.

You must select at least one of the focus areas from the dropdown menu to proceed to the next question. Refer to the Appendix A of the Grant Opportunity Guidelines for the full list of focus areas and eligible activities.

You may select activities up to the maximum grant value of \$25,000.

Select a focus area then select your activity within the focus area

Focus area 1: Energy audits and energy management

- audit a system or facility to AS/NZS 3598
- develop an energy management plan for your organisation
- assess the feasibility of an investment that would reduce your energy use

Focus area 2: Energy monitoring

- purchase and install equipment to meter, monitor and record energy use
- hire and install energy metering equipment
- digitalise energy meters/sub meters or sensors relating to energy using processes
- automatic fault detection for energy using equipment/processes

Focus area 3: Other motors, conveyors, blowers, fans, pumps and fluid distribution systems

- install a variable speed drive on a pump, fan or other motor
- replace a single speed fan, pump, blower, mixer or conveyor with a variable speed unit
- replace a motor, pump or fan with a higher efficiency unit, or a lower power unit that is better matched to its duty point
- replace compressed air blowers with an electrically driven blower system
- replace compressed air operated diaphragm pump with an electrically driven pump
- install a small blower or pump to efficiently service low loads or isolated loads.
- replace aerators or blowers with mixers or membrane aerated biofilm reactor

- replace surface aerators or coarse aeration with fine bubble aeration
- insulate pipework, fittings, or vessels containing hot or cold fluids*
- modify system to reduce pressure drops or the volume of fluid circulated
- replace static spray nozzles with rotary spray nozzles or impact jet cleaning nozzles for tank cleaning

* *See also, heating and cooling equipment*

Focus area 4: Power Supply

- install power factor correction
- install voltage optimisation
- replace or expand switchboard or electricity distribution to facilitate electrification of equipment

Focus area 5: Process automation and controls

- install automatic controls or monitoring equipment not covered elsewhere on this list
- replace existing control equipment to reduce energy use or improve monitoring, including sensors, actuators, controllers and user interface.
- optimise an energy using process based on sensors and meters

Focus area 6: Process cooling

- install a variable speed drive on a refrigeration compressor or fan
- install energy efficient controls for existing refrigeration equipment
- recover heat from refrigeration oil coolers, desuper-heaters or condensers
- improve insulation or sealing of existing refrigerators or cool rooms
- install rapid close doors to an existing cool room
- retrofit an electronic TX valve for a refrigeration compressor or chiller
- reconfigure process equipment to reduce cooling needs
- install a (small) low-load chiller or refrigeration unit or a variable speed compressor for low loads, isolated loads or capacity modulation
- replace an existing liquid chiller, refrigerator, compressor or cool room with a higher efficiency unit
- replace an existing motor used in a refrigeration system with an electrically commutated motor
- replace an air-cooled refrigeration/chiller unit with a water cooled-unit

Focus area 7: Process heating or drying

- replace gas-fired or electric resistance heating or drying equipment with a heat pump
- replace conventional heating or drying equipment with pulsed fruit bed drying, radiant infrared heating or drying, ohmic heating or drying, microwave heating or drying, induction heating or drying, radio frequency heating or drying
- replace an existing boiler, dryer or other heating equipment with a new high efficiency equipment
- reconfigure process equipment to reduce heating needs
- reconfigure process equipment to reduce evaporation needs
- install low-load heating equipment for small loads, isolated loads or capacity modulation
- improve the insulation or sealing of ovens or other heating equipment
- install an oxygen trim control or modulating burner on a boiler
- install a sensor-based blowdown control on a boiler

Focus area 8: Heating Ventilation and Air Conditioning (HVAC) at the manufacturing facility

- replace a HVAC fan, pump or motor with a high efficiency fan, pump or motor
- replace a split system or package unit HVAC (including portable air conditioning) with a higher efficiency unit.
- replace an existing close-control air conditioner with a high-efficiency unit.
- replace a HVAC compressor, boiler, chiller or cooling tower with a higher efficiency unit.
- replace a gas-fired HVAC boiler or hot water heater with hot water heat pump unit to generate heating hot water.

- replace a fan heater or radiator used for space heating with a reverse cycle air conditioner
- install an oxygen trim control on a boiler or hot water heater
- install a Variable Speed Drive on an existing HVAC fan or pump
- install an economy cycle on an air conditioning unit
- install heat recovery
- replace air distribution equipment to save fan energy
- retrofit electronic expansion valves to HVAC compressor or chiller
- install automatic control equipment for HVAC to reduce energy use or improve monitoring
- improve sealing of an existing clean room.

Focus area 9: Lighting

- replace non-LED lights with LEDs
- install automatic lighting control equipment

Focus area 10: Air compressors and compressed air systems

- audit the compressed air system
- replace compressed air operated diaphragm pump with an electrically driven pump
- replace compressed air blowers with an electrically driven blower system
- replace other air-powered equipment with electrically-powered equipment
- reconfigure process equipment to reduce the quantity or pressure of compressed air
- reconfigure intake to use cooler or cleaner air
- recover heat from air compressors
- install a variable speed drive on an existing air compressor
- install a variable speed compressor for low load operation or trim-control
- optimise compressed air storage
- replace an air compressor with a more efficient unit or a lower power unit that's better matched to its load

Focus area 11: Waste management

- reconfigure process equipment to reduce waste, to save production energy or waste treatment energy

For other waste water treatment measures – refer to “other motors, conveyors, blowers fans and pumps.

Add another activity

Select a focus area then select your activity within the focus area

E.3. 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 project description should answer the following questions for each focus area, if relevant:

What activity(ies) are you planning to undertake for your focus area/s?

- *Replace an existing equipment item with higher efficiency equipment? if yes, please answer the following:*
 - *Is the replacement equipment of a similar capacity to the existing equipment? (You should not use the EEC grant to increase your production capacity)*
- *Install or replace a component to help an existing system run more efficiently? If yes, please answer the following:*
 - *Does this project relate to regular or deferred maintenance of an existing system?*

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

E.4. 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.

E.5. Project duration

- Estimated project start date - June 2022
- 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.

E.6. Project location

You must provide the address where your project will be undertaken and the estimated percentage of project value expected to be undertaken at that site. If you have multiple sites you must add the address of each site.

A project site must be a street address. Do not provide a postal address, institution or building name.

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

E.7 Disclosure of financial penalties

Have any of your board members, management or persons of authority been subject to any pecuniary penalty, whether civil, criminal or administrative, imposed by a Commonwealth, State, or Territory court or a Commonwealth, State, or Territory entity?

If yes

Provide Details

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

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F. Project budget

F.1. Project budget summary

Provide a summary of your eligible project expenditure over the life of the project.

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 \$10,000.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Energy audit		\$
		2021/22	\$
	Plant and equipment		\$
		2021/22	\$
	Other		\$
		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.

F.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

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

- Value of contribution
- Date due of contribution
- Description

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

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

G. Bank account details

G.1 Bank Account Details

If your application is successful we will need to set up a payment process to pay your grant. We need your bank account details to do this. If your application is not successful we will not process these details.

We can only pay grant funding to the applicant organisation, who if successful will be party to a grant agreement with the Commonwealth. You must provide bank account details for this organisation.

Account details

Account name

BSB

Account number

Payment contact

Title

Given name

Family name

Position Title

Email address

Phone Number

Mobile number

H. Application finalisation

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

H.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.

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

If yes, describe how you anticipate managing this conflict.

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

H.2. Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

H.3. Additional documentation

You must attach the following supporting documentation.

- Trust Deed

Where you have indicated your entity type is a trustee applying on behalf of a trust, you must attach trust documents showing the relationship of the incorporated trustee to the trust.

I. 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

J. Application declaration

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

J.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](#)
- Energy Efficient Communities Program – Food and Beverage Manufacturing Business Grants
- 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
- 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 grant opportunity 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.

J.2. Applicant declaration

I declare that I have read and understood the 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 agree to participate in the periodic evaluation of the services undertaken by the department.

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

I understand that the applicant is responsible for ensuring that it has met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this grant opportunity, has undertaken and passed, a working with children check, if required under relevant state or territory legislation. The applicant is also responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.

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 acknowledge that this application comprises an offer to enter into a legally binding agreement with the Commonwealth. If this application is successful, the Commonwealth may accept this offer by providing a letter of agreement with annexed Grant Terms and Conditions a copy of which is available on [business.gov.au](https://www.business.gov.au). On provision of this letter of agreement, a legally binding agreement will be in effect comprising:

- this application
- the grant opportunity guidelines in place at the time I submitted the application form
- the letter and annexed Grant Terms and Conditions.

I declare that I am authorised to enter into an agreement with the Commonwealth on behalf of the applicant.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.