



## Grant Opportunity Guidelines

# Energy Efficient Communities Program - Small Business Grants

<b>Opening date:</b>	6 <sup>th</sup> July 2020
<b>Closing date and time:</b>	5:00PM AEST 26 <sup>th</sup> August 2020 (Please take account of time zone differences when submitting your application).
<b>Commonwealth policy entity:</b>	Department of Industry, Science, Energy and Resources
<b>Administering entity:</b>	Department of Industry, Science, Energy and Resources
<b>Enquiries:</b>	If you have any questions, contact us on 13 28 46.
<b>Date guidelines released:</b>	06 July 2020
<b>Type of grant opportunity:</b>	Demand driven

# Contents

<b>1. Energy Efficient Communities: Small Business Grants processes</b>	<b>4</b>
<b>2. About the grant program</b>	<b>5</b>
2.1. About the Energy Efficient Communities Program - Small Business Grants grant opportunity	5
<b>3. Grant amount and grant period</b>	<b>6</b>
3.1. Grants available	6
3.2. Project period	7
<b>4. Eligibility criteria</b>	<b>7</b>
4.1. Who is eligible?	7
4.2. Additional eligibility requirements	7
4.3. Who is not eligible?	7
<b>5. What the grant money can be used for</b>	<b>8</b>
5.1. Eligible activities	8
5.2. Eligible expenditure	8
5.3. What you cannot use the grant for	9
<b>6. How to apply</b>	<b>10</b>
6.1. Attachments to the application	10
6.2. Timing of grant opportunity	10
<b>7. The grant selection process</b>	<b>11</b>
7.1. Who will approve grants?	11
<b>8. Notification of application outcomes</b>	<b>11</b>
<b>9. Successful grant applications</b>	<b>11</b>
9.1. Exchange of letters grant agreement	11
9.2. Activity specific legislation, policies and industry standards	12
9.3. How we pay the grant	12
9.4. Tax obligations	12
<b>10. Announcement of grants</b>	<b>12</b>
<b>11. How we monitor your grant activity</b>	<b>13</b>
11.1. Keeping us informed	13
11.2. Reporting	13
11.2.1. Progress report	13
11.2.2. End of project report	13
11.2.3. Ad-hoc reports	14
11.3. Independent audits	14
11.4. Compliance visits	14
11.5. Grant agreement variations	14
11.6. Evaluation	14
11.7. Grant acknowledgement	14

<b>12. Probity</b> .....	<b>15</b>
12.1. Conflicts of interest .....	15
12.2. How we use your information .....	15
12.2.1. How we handle your confidential information .....	16
12.2.2. When we may disclose confidential information .....	16
12.2.3. How we use your personal information.....	16
12.2.4. Freedom of information.....	17
12.3. Enquiries and feedback .....	17
<b>13. Glossary</b> .....	<b>17</b>
<b>14. Appendix A. Example potential projects</b> .....	<b>19</b>
<b>15. Appendix B - Equipment and service performance requirements</b> .....	<b>21</b>
<b>16. Appendix C - Supplier declaration</b> .....	<b>22</b>

# 1. Energy Efficient Communities: Small Business Grants processes

## **The Energy Efficient Communities Program is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program which contributes to the Department of Industry, Science, Energy and Resource's Outcome 2: Reduce Australia's greenhouse gas emissions, adapt to the impacts of climate change and contribute to the negotiation of an effective global solution to climate change, through developing and implementing a national response to climate change; and Outcome 4: Support the reliable, sustainable and secure operations of energy markets through improving Australia's energy efficiency, performance and productivity for the community. The Department of Industry, Science, Energy and Resources works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#).



## **The grant opportunity opens**

We publish the grant guidelines on business.gov.au and GrantConnect.



## **You complete and submit a grant application**

You complete the application form, addressing all the eligibility criteria in order for your application to be considered.



## **We assess all grant applications**

We review the applications against eligibility criteria and notify you if you are not eligible.



## **We make grant recommendations**

We provide advice to the decision maker on the eligibility of each application.



## **Grant decisions are made**

The decision maker decides which applications are successful.



## **We notify you of the outcome**

We advise you of the outcome of your application.



## **We enter into a grant agreement**

We will enter into a grant agreement with successful applicants.



## **Delivery of grant**

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress.



## **Evaluation of the Energy Efficient Communities program**

We evaluate the specific grant activity and the Energy Efficient Communities Program as a whole. We base this on information you provide to us and that we collect from various sources.

## 2. About the grant program

The Energy Efficient Communities Program will run over four years from 2019-20 to 2022-23. The program will assist businesses and community organisations to improve energy efficiency practices and technologies and better manage energy consumption to reduce their power bills.

The objectives of the program are to:

- reduce greenhouse gas emissions
- improve energy efficiency practices
- increase the uptake of energy efficient technologies.

The intended outcomes of the program are:

- reduced power bills for business and community organisations
- emissions abatement.

There are two streams to the program:

- Community Organisations stream to help community organisations save energy through:
  - energy generation and storage systems
  - equipment upgrades that reduce energy consumption
  - energy audits
- Business stream to help businesses save energy through:
  - equipment upgrades that reduce energy consumption, excluding energy generation equipment such as solar photovoltaic panels
  - energy and emissions monitoring and management systems to better manage energy use
  - energy audits.

We will announce grant opportunities under each stream as part of this program. We will publish the opening and closing dates and any other relevant information on [business.gov.au](http://business.gov.au) and GrantConnect.

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)<sup>1</sup>.

### 2.1. About the Energy Efficient Communities Program - Small Business Grants grant opportunity

The Business stream will be delivered through three separate grant opportunities:

- Energy Efficient Communities Program - Dairy Farming Business Grants
- Energy Efficient Communities Program - Small Business Grants
- Energy Efficient Communities Program - High Energy Using Business Grants.

These guidelines contain information for the Energy Efficient Communities Program - Small Business Grants.

The objectives of the grant opportunity are to support small businesses (with a turnover of less than \$10 million per year) to:

- replace existing equipment with higher efficiency equipment

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<sup>1</sup> <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

- install or replace a component/s to help an existing system run more efficiently
- carry out energy audits
- carry out monitoring of energy usage and emissions.

The intended outcomes of the grant opportunity are:

- improved energy efficiency leading to reduced greenhouse gas emissions from small businesses
- increased awareness amongst small business owners of how to improve their energy efficiency
- reduced energy costs for small businesses.

This document sets out:

- the eligibility criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Science, Energy and Resources (we/the department) is responsible for administering this grant opportunity.

We have defined key terms used in these guidelines in the glossary at section 13.

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

### 3. Grant amount and grant period

The Australian Government has announced a total of \$40 million over 4 years for the program. For this grant opportunity, \$9.06 million is available over 2 years (2020-21 to 2021-22).

There will be a maximum of three projects funded per electorate.

We expect that there will be a high level of interest for this grant opportunity and it will likely be oversubscribed. This means an eligible application will not automatically be approved. We will approve grants according to meeting eligibility criteria, submission time and date and distribution across [federal electoral divisions](#)<sup>2</sup> as outlined in these guidelines.

#### 3.1. Grants available

The grant amount will be up to 100 per cent of eligible project expenditure (grant percentage).

- The minimum grant amount is \$5,000
- The maximum grant amount is \$20,000.

We cannot fund your project if it receives funding from another Commonwealth government grant. You can apply for a grant for your project under more than one Commonwealth program, but if your application is successful, you must choose either the Energy Efficient Communities - Small Business Grants grant or the other Commonwealth grant.

You can only apply for one Energy Efficient Communities Program: Business Stream grant. If your business operates from more than one location, you may split one grant across multiple sites.

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<sup>2</sup> <https://www.aec.gov.au/profiles/>

If your total budget costs are greater than the maximum grant amount of \$20,000 you will have to meet the additional project costs yourself.

You cannot use funds from the Energy Efficient Communities - Small Business Grants opportunity to meet any co-funding requirements imposed by other granting programs.

### 3.2. Project period

The project period is a maximum of 18 months from the date you execute a grant agreement with the Commonwealth. We may extend this period under exceptional circumstances, however all projects must be completed by 30 June 2022.

## 4. Eligibility criteria

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

### 4.1. Who is eligible?

To be eligible you must:

- have an Australian Business Number (ABN)
- have an annual turnover of less than \$10 million based on Business Activity Statements from the previous 12 months

and be one of the following entities:

- a company incorporated in Australia
- a co-operative
- a partnership

### 4.2. a sole trader. Additional eligibility requirements

We can only accept applications:

- where you confirm that you are authorised to undertake your project as described (for example, within your leasing arrangements)
- where you can demonstrate that you will use appropriately licensed tradespeople to install equipment, where applicable
- that include a supplier declaration (see template at Appendix C)
- that provide the mandatory attachments
- where you certify, if you have ceased operating as a result of bushfires or COVID-19, that you intend to resume operating as a business in the future.

We cannot waive the eligibility criteria under any circumstances.

### 4.3. Who is not eligible?

You are not eligible to apply if you are:

- a trust (however an incorporated trustee can apply on behalf of a trust)
- a corporate or non-corporate Commonwealth entity
- a publicly-funded research organisation
- any organisation not included in section 4.1.

## 5. What the grant money can be used for

### 5.1. Eligible activities

To be eligible your project must:

- be aimed at reducing the energy consumption of your business
- have at least \$5,000 in eligible expenditure.

Eligible activities include:

- replacing existing equipment with higher efficiency equipment
- installing or replacing a component to help an existing system run more efficiently (for example installing a variable speed drive on a pump, or installing automatic controls on energy using equipment, or installing a modulating burner on a boiler)
- energy audits
- investment feasibility studies for energy efficiency upgrades
- monitoring of energy consumption and emissions.

In the application form, you will be asked to describe the main focus areas of your project. The focus areas are:

- energy audits
- investment feasibility studies for energy efficiency upgrades
- energy monitoring
- lighting
- heating, ventilation and air-conditioning (HVAC)
- commercial refrigeration
- compressed air
- process heating, cooling and pumping
- other equipment
- motors (where not covered by another focus area)
- business and process automation (where not covered by another focus area).

Some examples of eligible projects in these focus areas are provided in Appendix A.

### 5.2. Eligible expenditure

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

To be eligible, expenditure must:

- be a direct cost of the project
- meet the equipment and service performance standards specified in Appendix B, where applicable.

Eligible expenditure items are:

- an energy audit of your site or part of your site
- costs related to feasibility studies

- purchase or hire of equipment to measure, monitor and record energy use
- purchase of equipment to replace existing equipment, where the new equipment is higher efficiency and costs to decommission, remove and dispose of the old equipment
- purchase of equipment or components to help an existing system run more efficiently
- design, and reasonable installation costs of eligible equipment
- commissioning or tuning of equipment installed or modified as part of the project, and any related equipment that is affected by the project
- building permits or approval costs to install equipment, where required.

If your application is successful, we may ask you to verify project costs that you provided in your application. You will need to provide evidence such as quotes for major costs.

We may update the guidance on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project. Not all expenditure on your project may be eligible for grant funding. The Program Delegate (who is an AusIndustry manager within the department with responsibility for the program) 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.

You must not commence your project until you execute a grant agreement with the Commonwealth.

### 5.3. What you cannot use the grant for

Expenditure items that are not eligible are:

- salaries and labour costs related to the ongoing operations of your organisation or commercial operation and not directly attributable to the project
- purchase of vehicles, new or used
- purchase of equipment that is not related to your business (e.g. equipment for domestic use or that is primarily for another type of activity at your site)
- purchase of energy generation equipment such as solar panels or biomass generation systems
- purchase of solar panel, inverter or battery components for solar-powered pumping systems
- purchase of electrical energy storage equipment, such as batteries
- maintenance and repair costs for equipment
- purchase of new equipment where it replaces equipment that is broken and no longer functional
- purchase of equipment that is primarily intended to increase your production capacity
- purchase and installation of lighting equipment that does not meet the performance specifications of Appendix B
- purchase of HVAC equipment that does not meet the performance specifications of Appendix B
- purchase of three phase motors that do not meet the performance specifications of Appendix B
- procurement of an energy audit that does not meet the performance specification of Appendix B
- purchase of power factor correction equipment

- purchase of portable consumer appliances such as domestic fridges or laptops.

You must not re-use any equipment item that is being replaced, or sell it for re-use - it must be disposed of and not re-used by you or anyone else.

## 6. 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.

To apply, you must:

- complete the online [application form](#) via business.gov.au
- provide all the information requested
- address all eligibility criteria
- include all necessary attachments.

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

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* (Cth). 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.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process, or if you are unable to submit an application online, [contact us](#) at business.gov.au or by calling 13 28 46.

### 6.1. Attachments to the application

You must provide the following documents with your application:

- Business Activity Statements for the past 12 months, to demonstrate that your turnover is less than \$10 million per year
- a supplier declaration (see template at Appendix C)
- trust deed (where applicable).

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

### 6.2. Timing of grant opportunity

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 within 16 weeks of submitting your application.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	8 weeks
Approval of outcomes of selection process	8 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	August 2020
End date of grant commitment	30 June 2022

## 7. The grant selection process

We review all applications taking into account submission time, date, and distribution across [federal electoral divisions](#)<sup>3</sup>.

There will be a maximum of three grants awarded per federal electoral division, with eligible applications in each division funded according to submission date and time.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

### 7.1. Who will approve grants?

The Program Delegate decides which grants to approve taking into account the availability of grant funds.

The Program Delegate'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 your application.

The Program Delegate will not approve funding if there is insufficient program funds available across relevant financial years for the program.

## 8. 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. Successful grant applications

### 9.1. Exchange of letters grant agreement

We will use an exchange of letters grant agreement. We will send you a letter of offer advising that your application has been successful. You accept the offer by signing and returning to us. We

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<sup>3</sup> <https://www.aec.gov.au/profiles/>

consider the agreement to be executed from the date we receive your signed document. You will have 30 days from the date of our letter to sign and return to us otherwise the offer may lapse.

## 9.2. Activity specific legislation, policies and industry standards

You must comply with all relevant laws and regulations 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
- local government planning requirements
- local government building approval requirements.

## 9.3. How we pay the grant

The grant agreement will state the maximum grant amount we will pay.

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

We will pay 100 per cent of the grant on execution of the grant agreement. You will be required to report how you spent the grant funds at the completion of the project.

## 9.4. Tax obligations

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 entities<sup>4</sup>.

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 tax.

# 10. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Guidelines](#) unless otherwise prohibited by law. 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.

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<sup>4</sup> See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

## 11. How we monitor your grant activity

### 11.1. Keeping us informed

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

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.

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.

### 11.2. 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
- project expenditure, including expenditure of grant funds.

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 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.

#### 11.2.1. Progress report

When your project period is greater than six months, you must submit six-monthly progress reports to demonstrate that your project is on track for completion by the project end date.

#### 11.2.2. 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.

### 11.2.3. 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.

### 11.3. Independent audits

We may 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](http://business.gov.au) and GrantConnect.

### 11.4. Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

### 11.5. 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:

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

The program does not allow for:

- an increase of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the project end date. We can provide you with a variation request template.

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

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department.

### 11.6. Evaluation

We will evaluate the grant opportunity 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.

### 11.7. Grant 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.’

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant.

## 12. 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 CGRGs.

### 12.1. Conflicts of interest

Any conflicts of interest could 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:

- 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
- has a 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
- has a 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 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\(7\)\)](#)<sup>5</sup> of the *Public Service Act 1999* (Cth). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our [conflict of interest policy](#)<sup>6</sup> on the department's website.

### 12.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 12.2.1, or
- personal information as per 12.2.3,

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.

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<sup>5</sup> <https://www.legislation.gov.au/Details/C2019C00057>

<sup>6</sup> [https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf\\_files\\_redirect](https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect)

### 12.2.1. How we handle your confidential information

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.

### 12.2.2. When we may disclose confidential information

We may disclose confidential information:

- to our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to 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.

### 12.2.3. How we use your personal information

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 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](#)<sup>7</sup> 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.

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<sup>7</sup> <https://www.industry.gov.au/data-and-publications/privacy-policy>

#### 12.2.4. 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.

### 12.3. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or 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:

Head of Division  
AusIndustry - Support for Business  
Department of Industry, Science, Energy and Resources  
GPO Box 2013  
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)<sup>8</sup> with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

## 13. Glossary

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
AusIndustry	The division of the same name within the department.
Department	The Department of Industry, Science, Energy and Resources.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.

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<sup>8</sup> <http://www.ombudsman.gov.au/>

Term	Definition
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 expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
<a href="#">GrantConnect</a>	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Minister	The Commonwealth Minister for Energy and Emissions Reduction.
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ul style="list-style-type: none"> <li>a. whether the information or opinion is true or not; and</li> <li>b. whether the information or opinion is recorded in a material form or not.</li> </ul>
Program Delegate	An AusIndustry manager within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
Publicly funded research organisation (PFRO)	All higher education providers listed at Table A and Table B of the <i>Higher Education Support Act 2003</i> (Cth) and corporate Commonwealth entities, and State and Territory business enterprises which undertake publicly funded research.

## 14. Appendix A. Example potential projects

The following list of potential project examples is not intended to be limiting or comprehensive. All projects are subject to the eligibility requirements set out in Section 5.

Focus Area	Example Activities
Energy monitoring	<ul style="list-style-type: none"> <li>• Purchase and install equipment to meter, monitor and record energy use</li> <li>• Short term hire of energy metering equipment</li> </ul>
Lighting	<ul style="list-style-type: none"> <li>• Replace non-LED lights with LEDs</li> <li>• Install automatic lighting control equipment</li> </ul>
Heating Ventilation and Air Conditioning	<ul style="list-style-type: none"> <li>• Replace a HVAC fan or pump with a high efficiency fan or pump</li> <li>• Replace 3 phase electric motor used in a HVAC system with a high efficiency IL3 motor (Motors with a rated power output greater than or equal to 0.73kW but less than 185kW)</li> <li>• Replace an existing motor with an electronically commutated motor to power a ventilation fan.</li> <li>• Replace an existing close-control air conditioner with a high-efficiency unit.</li> <li>• Replace a HVAC compressor, boiler, space heating hot water heater, chiller or cooling tower with a higher efficiency unit.</li> <li>• Replace a gas-fired HVAC boiler or hot water heater a hot water heat pump unit to generate heating hot water.</li> <li>• Install an oxygen trim on a gas-fired HVAC boiler or hot water heater</li> <li>• Replace a split system or package unit HVAC with a higher efficiency unit.</li> <li>• Install a Variable Speed Drive on an existing HVAC fan or pump</li> <li>• Install or upgrade an economy cycle on an air conditioning unit</li> <li>• Install carbon monoxide sensors to control ventilation in a car park</li> <li>• Install carbon dioxide sensors to control ventilation</li> <li>• Replace air distribution equipment to facilitate fan energy savings (e.g. Variable Air Volume boxes, diffusers, thermofusers).</li> <li>• Retrofit electronic expansion valves to HVAC compressor or chiller</li> <li>• Upgrade HVAC controls or BMS.</li> </ul>
Commercial refrigeration	<ul style="list-style-type: none"> <li>• Replace an existing refrigerated display cabinet with a new high efficiency unit</li> <li>• Replace an existing motor with an electrically commutated motor to power a fan in an installed display cabinet, freezer or cool room.</li> <li>• Replace 3 phase electric motor used in a HVAC system with a high efficiency IL3 motor (Motors with a rated power output greater than or equal to 0.73kW but less than 185kW)</li> <li>• Motors with a rated power output greater than or equal to 0.73kW but less than 185kW</li> <li>• Replace a refrigeration compressor</li> <li>• Upgrade to variable head-pressure control</li> <li>• Install a variable speed drive for an existing refrigeration compressor (e.g. screw compressor).</li> <li>• Install a variable speed drive on existing evaporator fans.</li> <li>• Install an automatic air purging and water purging for ammonia refrigeration systems</li> <li>• Install heat recovery from commercial refrigeration equipment to preheat hot water</li> <li>• Install night blinds</li> <li>• Install glass doors or lids</li> <li>• Upgrade insulation on a cool room</li> <li>• Install rapid close doors to refrigerated space.</li> <li>• Upgrade commercial refrigeration controls</li> </ul>

Focus Area	Example Activities
Compressed air	<ul style="list-style-type: none"> <li>• Replace air compressor with higher efficiency unit or install variable capacity unit for trim control</li> <li>• Recover heat from air compressor</li> <li>• Duct cooler/cleaner intake air</li> <li>• Install variable speed drive on air compressor</li> <li>• Reconfigure system to reduce the quantity, quality or pressure of air required including: retooling to eliminate inappropriate uses of compressed air, replacing nozzles, re-installing solenoid valves closer to the actuator.</li> <li>• Install economiser regulators</li> <li>• Optimise compressed air storage</li> <li>• Other compressed air control improvements.</li> </ul>
Processed heating, cooling and pumping	<ul style="list-style-type: none"> <li>• Replace an existing liquid chilling package with a new high efficiency unit</li> <li>• Replace an existing close control air conditioner with a new high efficiency unit</li> <li>• Replace an existing pump or fan with a higher efficiency pump or fan</li> <li>• Replace an existing gas fired steam boiler with a new high efficiency gas fired steam boiler</li> <li>• Replace an existing gas fired hot water boiler or gas fired water heater with a new high efficiency gas fired hot water boiler or gas fired water heater</li> <li>• Install an oxygen trim system on a gas fired steam boiler, hot water boiler or water heater</li> <li>• Replace a burner on a gas fired steam boiler, hot water boiler, or water heater</li> <li>• Install an economiser on a gas fired steam boiler, hot water boiler, or water heater</li> <li>• Install a sensor-based blowdown control on a gas steam fired steam boiler</li> <li>• Install a blowdown flash steam heat recovery system on a gas fired steam boiler</li> <li>• Install a residual blowdown heat exchanger on gas fired steam boiler</li> </ul>
Motors	<ul style="list-style-type: none"> <li>• Replace a motor with an electronically commutated motor</li> <li>• Replace a three phase motor with a high efficiency IL3 motor (Motors with a rated power output greater than or equal to 0.73kW but less than 185kW)</li> </ul>
Business and process automation	<ul style="list-style-type: none"> <li>• Install automatic controls or monitoring equipment, where not covered above.</li> <li>• Upgrade existing control equipment including sensors, actuators, controllers and head ends.</li> </ul>

## 15. Appendix B - Equipment and service performance requirements

### 15.1. Lighting upgrades

To be eligible you must:

- be replacing existing non-LED (Light Emitting Diode) lighting with LED lighting and/or installing energy saving lighting controls such as motion sensors and timers
- use light bulbs that have an efficiency of at least 120 lumens per Watt for LED tubes or 90 lumens per Watt for other (non-linear) bulbs
- use light bulbs, light fittings, drivers or transformers that carry the Australian Regulatory Compliance Mark

Figure 1: Regulatory Compliance Mark



- ensure all work is carried out by a licensed electrician.

### 15.2. Heating, Ventilation and Air conditioning

To be eligible, equipment must meet all applicable component efficiency requirements set out in Part J5 of the National Construction Code 2019 (or any later versions of the National Construction Code that are in effect when a grant application is submitted).

### 15.3. Three phase motors

To be eligible, you must purchase a motor that meets the IE3 efficiency requirements of the [GEMS Determination](#), where applicable. (For example, the GEMS Determination will generally apply to 3 phase single speed motors with rated output from greater than or equal to 0.73 kW to less than 185 kW).

### 15.4. Energy audit requirements

To be eligible:

- the audit must meet current Australian [Energy Audit Standards \(AS/NZS 3598, 2014\)](#)<sup>9</sup>.

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<sup>9</sup> <http://www.eec.org.au/for-energy-efficiency-providers/information-resources/energy-audit-standards#/energy-audit-standards>

## 16. Appendix C - Supplier declaration

*\*skip sections not relevant to your activity*

### IMPORTANT NOTE:

- All relevant boxes must be ticked and the form must be signed and dated or the application may be considered incomplete and ineligible.
- When saving this form please do not use special characters such as x->?\*\$ in the document file name to avoid issues with the upload of the document into the portal system.

I, as the product or service supplier/ installer have read and understood Appendix B of the [Energy Efficient Communities Program - Small Business Grants Guidelines](#). I confirm that, to the best of my knowledge all products, installations and works for this project as selected below meet the eligibility requirements as set out in the guidelines.

- Equipment Installation (generally)**
  - all installation and decommissioning works will be completed by licensed tradesperson(s)
  - all works that carry a risk of refrigerant being emitted will be completed by an ARC air conditioning technician with an ARC refrigerant handling license
  - existing equipment being replaced will be disposed of, decommissioned or recycled in accordance with appropriate regulations
- Heating, Ventilation and Air conditioning**
  - each equipment item supplied as part of this project meets any applicable component efficiency requirements specified in Part J5 of the [National Construction Code, 2019](#)
- Lighting Upgrades**
  - all works will be carried out by a licensed electrician
  - the new lighting equipment is LED, replacing a non-LED system, and/or installing energy saving lighting controls such as motion sensors and timers
  - replacement lightbulbs have an efficiency of at least 120 lumens per Watt for LED tubes or 90 lumens per Watt for other (non-linear) bulbs
  - all replacement light bulbs, light fittings, drivers or transformers that carry the Australian Regulatory Compliance Mark
- Energy Audits**
  - the audit meets the requirements of [AS/NZS 3598:2014](#)
- Three Phase Motors**
  - three phase motors meet the IE3 efficiency requirements of the [GEMS Determination](#) (the GEMS Determination will generally apply to 3 phase single speed motors with a rated output from greater than or equal to 0.73 kW to less than 185 kW)

To the best of my knowledge I understand that the products, systems and works carried out on this project will comply with all relevant state, territory and national standards and legislation. I understand that I will be required to complete a report regarding works carried out in order to assist with reporting of estimated emissions reductions for this project.

Name of supplier/installer organisation .....

Name of supplier/installer .....

Signature .....

Date: / /2020