



**Australian Government**

**Department of Industry, Science and Resources**

**Department of Climate Change, Energy,  
the Environment and Water**

## Sample application form

# Energy Efficiency Grants for Small and Medium Sized Enterprises Round 1

Version December 2022

This document shows the questions included in the online application form for the Energy Efficiency Grants for Small and Medium Sized Enterprises Round 1 Grant Opportunity. It will help you prepare your responses and the mandatory attachments you need before you apply online.

# Instructions

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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, Google Chrome and Microsoft Edge
- On Mac: The latest versions of Safari and Google Chrome

## Getting help

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

## A. Program selection

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

*Some programs we offer allow entities without an ABN to apply. The form is designed to accommodate these entities. However for this grant opportunity, an ABN is mandatory. If you do not have an ABN this grant opportunity will not appear in the program selection at the bottom of the first page and you will not be able to continue.*

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 your Australian Business Number (ABN) ready

### A.1. Program selection

You must select from a drop-down menu the program that you are applying for. If you have been provided with an Invitation code, you will be able to enter it here which will select the program for you.

- Field 1 select - Energy Efficiency Grants for Small and Medium Sized Enterprises Round 1 (state)
- Field 2 select - Energy Efficiency Grants for Small and Medium Sized Enterprises Round 1 (state)

*When you have selected the program and under which state, the following text will appear.*

The Energy Efficiency Grants for Small and Medium Sized Enterprises (the program) will run over 2 years from 2022-23 to 2023-24.

The objectives of the program are:

- improve energy efficiency practices and increase the uptake of energy efficient technologies
- assist small and medium businesses to manage their energy usage and costs
- reduce greenhouse gas emissions.

The intended outcomes of the program are:

- increase awareness of energy efficiency opportunities and help businesses to save energy
- reduced power bills for small and medium businesses
- emissions abatement to contribute to Australia reducing its emissions to 43% below 2005 levels by 2030.

The maximum grant amount is \$25,000 and the minimum is \$10,000.

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 19 April 2023. Please take account of time zone differences when submitting your application.

## B. Eligibility

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We will ask you the following questions to establish your eligibility for the Energy Efficiency Grants for Small and Medium Sized Enterprises Round 1 grant opportunity.

*Questions marked with an asterisk are mandatory.*

Select your entity type? \*

- an entity incorporated in Australia
- a partnership
- a sole trader
- none of the above

*You must select one of the eligible options from a drop down menu to proceed to next question.*

Is your project aimed at reducing the energy consumption of your business?\*

*You must answer yes to proceed to the next question.*

Does your project have at least \$10,000 in eligible expenditure? \*

*You must answer yes to proceed to the next question.*

Does your project include one or more of the eligible activities listed in Appendix B of the grant opportunity guidelines? \*

*You must answer yes to proceed to the next question.*

Has your employee headcount averaged from 1 to 199 employees over any consecutive 12 month period since 1 July 2019?\*

*You must answer yes to proceed to next question.*

Are you the owner of the project location or do you have consent from the owner of the project location or their representative to undertake the project? \*

*You must answer yes to proceed to next section.*

## C. Applicant address

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### 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.*

Sample

## D. About your organisation

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*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.*

### D.1. Latest financial year figures

*All values must be whole numbers. For example*

*6.5 months should be presented as 7 months*

*\$2 million should be presented as \$2,000,000*

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

You must provide the following financial information about the applicant organisation for the financial year you have entered above.

*Values must be that of the entity applying (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 Statement (BAS).*

- Export revenue

*Total revenue from export sales, as reported in your organisation's Business Activity Statement (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 humankind, culture and society, and the use of this stock of knowledge to devise new applications.*

- Taxable income

*Taxable income or loss as per your organisation's income tax return form.*

- Number of employees (headcount)

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

- Number of independent contractors (headcount)

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

### D.2. 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.3. 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.*

Sample

## E. Project information

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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 improve the energy efficiency of your organisation.*

### E.2. Project focus area

Select the focus area(s) that apply to your project

*You should select all focus areas that apply do your project. You must select at least one focus area.*

- Energy audits and energy management
- Energy monitoring
- Power supply
- Lighting
- Heat Pumps
- Process automation and controls
- Reconfigure/ Optimise Processes
- Upgrades to motors/ including for compressors/ pumps/ fans/ conveyors/ mixers and blowers
- Building fabric upgrades
- Heating Ventilation and Air Conditioning (HVAC)
- Commercial refrigeration
- Compressed Air Improvements
- Water Heating



### **E.3. Detailed project description and key activities**

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

*You should provide details of eligible activities that your project will deliver from the list in Appendix B of the grant opportunity guidelines.*

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

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

### **E.4. Project outcomes**

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

*You should provide details of the expected energy savings and/or emissions abatement as per the intended program outcomes at Section 2 of the grant opportunity guidelines.*

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**

*If successful we expect your project to commence around 1 June 2023.*

*Your project must be completed within 12 months.*

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

*Your project can be no longer than 12 months.*

### **E.6. Project milestones**

Provide details on the project milestones including the key activities occurring at each milestone. You can add up to 4 milestones.

*The milestone start and end dates must be between the project start and end dates.*

- Milestone title

*Your response is limited to 100 characters including spaces and does not support formatting.*

- Description

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

- Estimated start date
- Estimated end date

### **E.7. Ownership of project location**

Are you the owner of the project location or do you have consent from the owner of the project location or their representative to undertake the project? \*

- I am the owner
- I have consent

*If you are not the owner of the project location you will need to provide evidence of the owner's authority to conduct the project at the nominated site as per the template on business.gov.au and GrantConnect) providing authority to you to conduct the project.*

## **E.8. Project location**

*You must select the application form that corresponds to the jurisdiction you are applying for. Your project location must be in the jurisdiction you are applying for.*

*If you have selected the incorrect jurisdiction form and your project location is in a different jurisdiction, you should withdraw this application and start a new application using the form for the correct jurisdiction.*

*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

## 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			\$
	Contract costs (including expert advice)		\$
		2022/23	\$
		2023/24	\$
	Planning and approvals		\$
		2022/23	\$
		2023/24	\$
	Materials and equipment (purchase or hire)		\$
		2022/23	\$
		2023/24	\$
	Other eligible expenditure		\$
		2022/23	\$
		2023/24	\$
Total			\$

If you selected 'other eligible expenditure' provide details of this expenditure.

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

### F.2. Source of funding

In this section you must provide details of how you will fund the project.

*The total of all sources of funding, should be equal to your total project expenditure in the section above. Sources of funding include:*

- *grant amount sought*

- *your contribution*
- *other contributions as allowed in the grant opportunity guidelines*

### **F.3. Grant amount sought**

You must enter the amount of grant funding you are requesting. We will add GST to this where applicable.

*The minimum grant amount under this grant opportunity is \$10,000. The maximum grant amount under this grant opportunity is \$25,000.*

### **F.4. Contributions**

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 Commonwealth government grants*
- *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

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### 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.*

### G.2. Account details

Account name

BSB

Account number

### G.3. Payment contact

Given name

Family name

Email address

Phone number

## H. Application finalisation

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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. Additional information

You must attach the following supporting documentation. You should only attach documents we have requested.

*The total of all attachments cannot exceed 20 MB.*

*Individual files must be smaller than 2.0mb, and be one of the following types: doc, docx, rtf, pdf, xls,xlsx, csv, jpg, jpeg, png, gif.*

*Filenames should only include letters or numbers and should be fewer than 40 characters.*

- Evidence of the owner's authority to conduct the project at the nominated site(s)

*Where you are not the owner, you must provide letter(s) (as per the template on business.gov.au and GrantConnect) providing authority to you to conduct the project.*

- Trust deed (where applicable)

*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.*

### **H.3. Program feedback**

How did you hear about the grant opportunity?

*You must select from a drop-down menu.*

Did you read the grant opportunity guidelines?

*You must select from a drop-down menu.*

We welcome any additional feedback on the guidelines.

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

How satisfied were you with the process of applying for this grant?

*You must select from a drop-down menu.*

We welcome any additional feedback on the application process.

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

Sample

## I. Primary contact

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

*The primary contact is the person authorised to act on behalf of the applicant. We consider them our primary contact point for all aspects of this application. We will send all email correspondence to this person. If these details change, you must inform us as soon as possible so automated emails can be redirected. The details include*

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

Sample



## J. Application declaration

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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 and Resources (the department) will use the information I provide in accordance with the following:

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

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

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
- 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 grant agreement, 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 applicant and any project partners are not listed on the [National Redress Scheme](#) list of institutions, where sexual abuse has occurred, that have not joined or signified their intent to join the Scheme.

I declare that the applicant is not named by the [Workplace Gender Equality Agency](#) as an organisation that has not complied with the *Workplace Gender Equality Act 2012*.

I confirm that the applicant, project partners and associated activities are in compliance with current [Australian Government sanctions](#).

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 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 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.