



Australian Government

Department of Industry,
Innovation and Science

Department of the
Environment and Energy

Business

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Grant Opportunity Guidelines

Solar Communities Program - Round 2

Opening date:	13 March 2018
Closing date and time:	05:00 pm AEST on 7 June 2018
Commonwealth policy entity:	Department of the Environment and Energy
Administering entity	Department of Industry, Innovation and Science
Enquiries:	If you have any questions, contact us at business.gov.au .
Date guidelines released:	May 2018
Type of grant opportunity:	Demand-driven

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1. Solar Communities Program - Round 2 processes

The Solar Communities Program is designed to achieve Australian Government objectives

This grant opportunity contributes to the Department of the Environment and Energy's (DoEE) 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.

DoEE has worked 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



We assess all grant applications

We assess the applications against eligibility criteria.



Grant decisions are made

The decision maker decides which applications are successful up to the limit of funds in each eligible region.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until execution of grant agreements with successful applicants.



We enter into a grant agreement

We will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature of the grant and proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your grant agreement.



Evaluation of the program

We evaluate the specific grant activity and grant opportunity 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 Solar Communities Program (the program) will provide \$2.2 million over 2017-18 and 2018-19, comprising \$1.8 million in grants in 2017-18 and \$400,000 for independent safety inspections in 2018-19.

The objective of the program is to:

- support community groups to undertake small-scale renewable energy generation and energy storage projects

The intended outcomes of the program are to:

- build awareness of the financial and environmental benefits of small-scale renewable energy generation and energy storage projects

This grant opportunity is only available to eligible regions listed in appendix A.

This document sets out:

- the eligibility criteria
- how we consider and assess grant applications
- how we monitor and evaluate grantees
- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Innovation and Science (the department) is responsible for administering this grant opportunity on behalf of the Department of the Environment and Energy.

We have defined key terms used in these guidelines in appendix B.

We will publish the [opening and closing dates](#) and any other relevant information on business.gov.au and [GrantConnect](#).

In addition to projects selected through this grant selection process, the Minister may also choose to fund other strategic or exceptional projects, and any such projects will be evaluated against the objectives and outcomes of the program, and considered for value for money.

We administer the program according to the Commonwealth Grants Rules and Guidelines (CGRGs)¹.

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

3. Grants available

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

- The minimum grant amount is \$2,500
- The maximum grant amount is \$12,500.

Section 5 outlines the minimum requirements for your chosen renewable energy system.

If your total budget costs are greater than the maximum grant amount of \$12,500, you will have to meet the additional project costs yourself.

Sections 7 and 9 outline further details on grant amounts and payments for successful applicants.

¹ <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

3.1. Project duration

The maximum grant period is 6 months.

We may approve a further 3 months extension provided you complete your project by 31 December 2018. Refer to Section 9.10.

3.2. Independent safety inspections for solar photovoltaic generator systems and batteries connected to a solar photovoltaic system

Solar photovoltaic generator systems and batteries connected to a solar photovoltaic systems installed under the program will be subject to an independent safety inspection. We will directly fund the Clean Energy Regulator to arrange for an independent inspector to conduct these safety inspections.

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 be:

- a community organisation that is a legal entity, able to enter into a grant agreement with the Commonwealth

For the purpose of this program, a community organisation is any organisation engaged in community-based activities operating under Australian law and not established for making a profit. This definition can include not-for-profit entities pursuing a range of 'for-profit' commercial activities. The key activities of the organisation should include a group of people who meet regularly for a common interest such as:

- community sporting clubs
- Scout or Guide groups
- Aboriginal and Torres Strait Islander community group
- surf lifesaving clubs
- community owned kindergartens
- welfare centres
- Men's Sheds
- community centres
- women's associations
- country fire authorities
- community owned child care centres

4.2. Additional eligibility requirements

In addition to the eligibility criteria above, you must also:

- be located in an eligible region, listed in appendix A
- have an Australian Business Number (ABN)

- provide a letter of consent from the building owner/manager, if you are not the building owner/manager (see template at appendix C)
- ensure you use an appropriately licensed and accredited installer as set out in Section 5
- provide the relevant mandatory attachments.

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 for-profit entity
- a Commonwealth, State, Territory, or local government body (including government business enterprises)
- an individual
- not a community organisation as defined in Section 4.2 above
- an educational facility such as primary, secondary schools, tertiary (universities, colleges, TAFE) and/or related entity such as P&C association
- a group that use facilities operating primarily for gambling or the sale of alcohol
- a political party, political organisation, lobbyist or of a political nature
- a military service unit
- any group whose activities unnecessarily seek to exclude individuals or groups of residents by means of a form of discrimination
- a solar installation service provider or associated with a solar installation company
- a gaming venue.

5. Eligible grant activities

5.1. Eligible projects

To be eligible your project must:

- include eligible activities and eligible expenditure
- have at least \$2,500 in eligible expenditure.

We cannot fund your project if it receives funding from another Commonwealth, State or Territory government grant. You can apply for a grant for your project under more than one Commonwealth, State or Territory program, but if your application is successful, you must choose either the Solar Communities Program grant or the other government grant. This restriction does not affect grants for separate, unrelated projects that you may be undertaking.

5.2. Small Scale Renewable Energy Scheme

Under the program, you may be eligible to receive small-scale technology certificates (STCs) through the [Small-scale Renewable Energy Scheme](#) (SRES).

As a condition of the grant, you are required to sign over the certificates to your chosen installer, which will reduce the cost of the system to you and in turn reduce the amount of grant you need to apply for. Your installer should separately detail this reduction in any quote or estimate provided. You will need to document the amount by which the transfer of STCs reduces the cost of the system in your application form. Ensure you capture any reduction in costs when calculating the installation's dollar per Watt value.

For more information about STCs and the SRES, visit the [Clean Energy Regulator's](#) website.

5.3. Eligible activities

Eligible activities must include the purchase, installation and final inspection of one or more of the following:

- solar photovoltaic panels
- batteries connected to a solar photovoltaic system
- solar hot water systems.

It is your responsibility to ensure your chosen installer is appropriately qualified, insured and licensed to undertake the work.

5.4. Solar photovoltaic generator system requirements

To be eligible, installers must be:

- accredited with the [Clean Energy Council](#)
- accredited and licensed to perform the relevant electrical work.

In addition, your solar photovoltaic system must:

- be listed on the [Clean Energy Council's](#) website of approved solar PV products
- represent value for money.

You must calculate the value based on the size of the system (measured in Watts of installed capacity) relative to the costs for supply, installation and connection to the grid, with a maximum benchmark value of \$2 per Watt.

In the application form, you will need to enter the cost and size of the system in Kilowatts (kW). If your system does not calculate to be less than or equal to the maximum benchmark value, you will not be able to submit your application.

The metrics you enter in the application form must match the quote from your preferred installer. You must attach the quote to your application form.

Example

\$12,500 quote for a 10 kW Solar System:

$\$12,500 / 10 \text{ kW} = \$1,250 \text{ per kW}$

$\$1,250 / 1000 = \1.25 per watt

On completion of your project, you must allow the system to be subject to an independent safety inspection. An independent inspector appointed by the Clean Energy Regulator will contact you to arrange a suitable inspection time. We will meet the costs of this inspection.

5.5. Solar photovoltaic battery storage system requirement

To be eligible your solar photovoltaic batteries must have a minimum of 2,000 recharge cycles as specified by the manufacturer.

Installers must be:

- accredited with the [Clean Energy Council](#)
- accredited and licensed to perform the relevant electrical work.

On completion of your project, you must allow the system to be subject to an independent safety inspection. An independent inspector appointed by the Clean Energy Regulator will contact you to arrange a suitable inspection time. We will meet the costs of this inspection.

5.6. Solar hot water system requirements

To be eligible your solar hot water system must:

- comply with Australian Standard [AS/NZS 2712](#)
- be listed on the Clean Energy Regulator's [register of solar water heaters](#)
- have a minimum of 30 small-scale technology certificates (STCs)

Installers must be:

- accredited and licensed to perform the relevant electrical and/or plumbing work.

To determine the approximate number of small-scale technology certificates (STCs) the installation is eligible to receive you must complete the [STC Calculator](#).

The metrics you enter in the application form must match the quotes from your preferred installer. You are responsible for ensuring your installer is appropriately qualified and licensed. As the Clean Energy Regulator does not inspect solar hot water systems, you must arrange an independent safety inspection of your solar hot water system. You can allow up to \$500 for the inspection costs to be included in your calculations for grant funds. You must attach quotes to your application form.

5.7. Eligible expenditure

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

Eligible expenditure items are:

- purchase of eligible:
 - solar photovoltaic generator systems
 - solar photovoltaic battery storage systems
 - solar hot water systems.
- installation costs of eligible systems
- safety inspection of solar hot water systems

Not all expenditure on your project may be eligible for grant funding. The program delegate makes the final decision on what is eligible expenditure at the time of the application assessment and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project audit activities.

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.

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](#) on business.gov.au
- provide all the information requested
- address all eligibility criteria
- include all necessary attachments

You can submit an application between the published opening and closing dates of the funding round, and we will assess and approve applications in the order we receive them, subject to the funding limit of the grant opportunity. When the funding for an eligible region is fully committed, we will close the application form and publish an announcement on business.gov.au and GrantConnect.

When you submit your online application, we will provide you with an automated receipt number and a link. The link goes to a page where you can enter your email address to receive acknowledgment and a copy of your complete application. You must retain a copy of your application, as it will form part of your grant agreement.

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 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

We require the following documents with your application:

- quotation for the solar photovoltaic generator system, solar photovoltaic battery storage system, or solar hot water system
- letter of consent from the building owner/manager (where applicable) (appendix C)
- trust deed (where applicable)
- evidence to support your source/s of funding if the total budget costs are greater than the maximum grant amount of \$12,500

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.

We will close applications when the funding for each eligible region runs out.

If you are successful, we expect you will be able to commence your project from June 2018.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	June 2018
End date of grant commitment	December 2018

7. The selection process

We assess your application against the eligibility criteria. We will then award funds to applications that satisfy the eligibility criteria, subject to available funds in each eligible region.

The Minister decides which grants to approve taking into account the application assessment and the availability of grant funds.

The Minister's decision is final in all matters, including the:

- approval of applications for funding
- amount of grant funding awarded
- terms and conditions of funding.

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

In addition to projects selected through this grant selection process, the Minister may also choose to fund other strategic or exceptional projects, and any such projects will be evaluated against the objectives and outcomes of the program, and considered for value for money.

8. Notification of application outcomes

If you are successful, you will receive a written offer, including any specific conditions attached to the grant.

If you are unsuccessful, we will notify you in writing.

9. If your application is successful

9.1. Grant agreement

You must enter into a grant agreement with the Commonwealth. We may use one of two types of grant agreement in this program as outlined in sections 9.2 and 9.3. Our selection will depend on the size and complexity of your project. Sample [grant agreements](#) are available on [business.gov.au](#) and GrantConnect.

We must execute a grant agreement with you before you can commence your project and we can make any payment.

Funding approval may have specific conditions determined by the assessment process or other considerations made by the Minister. We will identify these in the offer of funding.

If you enter an agreement under the program, you cannot receive other grants for this project from other Commonwealth, State or Territory granting programs. This restriction does not affect grants for separate, unrelated projects that you may be undertaking.

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

9.2. Approval letter grant agreement

We may use an approval letter grant agreement when we have no need to clarify any details in the application form. This grant agreement comprises your completed application form and the approval letter we send advising that your application has been successful. We consider the agreement to be executed (take effect) from the date of our approval letter.

9.3. Exchange of letters grant agreement

We may use an exchange of letters grant agreement when we need to clarify or amend any details in your application form. 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 consider the agreement to be executed (take effect) from the date you sign the letter. You will have 30 days from the date of our letter to sign and return to us otherwise the offer may lapse.

9.4. Legal requirements and approvals

All projects must comply with relevant Commonwealth, State, Territory and local authority, environmental, heritage and planning laws, including the National Code of Practice for the Construction Industry. The grant agreement will specify this requirement.

9.5. 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.

If we assess your application as eligible and funds are available, we will collect your nominated bank details to arrange payment.

We will pay 100 per cent of the grant on execution of the grant agreement.

For solar hot water systems, you will be required to provide a report at the completion of the project. For all other systems, the Clean Energy Regulator independent safety inspection is all that is required.

9.6. How we monitor your project

Solar photovoltaic generator systems and/ or batteries

On completion of your solar PV and/or battery system project, you must allow the system to be subject to an independent safety inspection. An independent inspector appointed by the Clean Energy Regulator (CER) will contact you to arrange a suitable inspection time. We will meet the costs of this inspection.

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

Solar hot water systems

For solar hot water systems, you must arrange an independent safety inspection and you must submit reports in line with the grant agreement. We will provide a sample report template as appendices in the grant agreement. You will also be able to download them from business.gov.au and GrantConnect. We will remind you of your reporting obligations before the report is due. We will expect you to report on:

- project expenditure, including an independent safety inspection and expenditure of grant funds

We will monitor the progress of your project by assessing the report 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.

9.7. Ad-hoc report

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.

9.8. 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.

9.9. 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 not beyond 31 December 2018
- changing project activities.

Note 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 grant agreement 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.

9.10. 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.

9.11. Evaluation

We will evaluate the program to determine the extent to which the funded activity is contributing to the program objectives and outcomes. 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 one year after you finish your project for more information to assist with this evaluation.

9.12. Tax obligations

If you are registered for the Goods and Services Tax (GST), we will add GST to your grant payment where applicable 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.

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.

9.13. Grant acknowledgement

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

‘This project received grant funding from the Australian Government through the Solar Communities Program.’

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

10. Conflicts of interest

10.1. Your conflict of interest responsibilities

A conflict of interest will occur if your private interests conflict with your obligations under the grant. Conflicts of interest could affect the awarding or performance of your grant. A conflict of interest can be:

- real (or actual)
- apparent (or perceived)
- potential.

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

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to your grant, you must inform us in writing immediately.

10.2. Our conflict of interest responsibilities

We recognise that conflicts of interest may arise with our staff, technical experts, and others delivering the program between:

- their program duties, roles and responsibilities and
- their private interests.

We manage our conflicts of interest according to the APS Code of Conduct (section 13 (7) of the *Public Service Act 1999* (Cth)). We publish our [conflict of interest policy²](#) on the department's website.

Program officials must declare any conflicts of interest. If we consider a conflict of interest is a cause for concern, that official will not take part in the assessment of relevant applications under the program.

11. How we use your information

Unless the information you provide to us is:

- confidential information as per 11.1, or
- personal information as per 11.3,

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.

11.1. 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.

11.2. 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

²<https://www.industry.gov.au/AboutUs/InformationPublicationScheme/Ourpolicies/Documents/Conflict-of-Interest-and-Inside-Trade-Expectations-Policy.pdf>

- 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.

11.3. 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](#)³ 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.

11.4. Public announcement

We will publish non-sensitive details of successful projects on [business.gov.au](#) and [GrantConnect](#). We are required to do this by the *Commonwealth Grants Rules and Guidelines* and the [Australian Government Public Data Policy Statement](#)⁴, unless otherwise prohibited by law. 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
- organisation location
- your organisation's industry sector.

³ <http://www.industry.gov.au/Pages/PrivacyPolicy.aspx>

⁴ <http://www.dpmc.gov.au/resource-centre/data/australian-government-public-data-policy-statement>

We publish this information to ensure open access to non-sensitive data within Australian Government agencies to enable greater innovation and productivity across all sectors of the Australian economy.

11.5. Freedom of information

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

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

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

12. 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 - Business Services

Department of Industry, Innovation and Science

GPO Box 2013

CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman⁵](#) with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

⁵ <http://www.ombudsman.gov.au/>

Appendix A. Eligible regions

The following regions are eligible to apply under the Solar Communities Program. You can check the electorate of your project site address at aec.gov.au.

Region	State
Banks	NSW
Barton	NSW
Bennelong	NSW
Dobell	NSW
Gilmore	NSW
Greenway	NSW
Hughes	NSW
Macarthur	NSW
Macquarie	NSW
North Sydney	NSW
Page	NSW
Reid	NSW
Richmond	NSW
Solomon	NT
Bonner	QLD
Brisbane	QLD
Forde	QLD
Herbert	QLD
Lilley	QLD
Moreton	QLD
Mayo	SA
Braddon	TAS
Ballarat	VIC
Bendigo	VIC
Bruce	VIC
Corangamite	VIC
Flinders	VIC
Higgins	VIC
Kooyong	VIC
La Trobe	VIC
Maribyrnong	VIC
Melbourne Ports	VIC
Burt	WA
Cowan	WA
Perth	WA
Tangney	WA

Appendix B. Definitions of key terms

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, Innovation and Science responsible for administering this grant opportunity on behalf of the Department of the Environment and Energy.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.3.
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 5.7.
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.
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 Minister for the Environment and Energy.
Non-income-tax-exempt	Not exempt from income tax under Division 50 of the <i>Income Tax Assessment Act 1997</i> (Cth) or under Division 1AB of Part III of the <i>Income Tax Assessment Act 1936</i> (Cth).
Personal information	Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is: <ul style="list-style-type: none"> Information or an opinion about an identified individual, or an individual who is reasonably identifiable: <ul style="list-style-type: none"> a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
Program Delegate	An AusIndustry general manager within the department with responsibility for the program.

Term	Definition
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.

Appendix C. Letter of consent from building owner/manager

This letter of consent must be completed and attached to the online application form for all grant applications where the applicant is not the building owner/manager.

Solar Communities Program

I am the authorised building owner/representative of the building at [include name and physical address].

This letter confirms my support for the grant application from [name of community organisation] who occupies the building and is seeking financial assistance under the Solar Communities Program to install a renewable energy system at the building.

I endorse the grant application from [name of community organisation].

I note that [name of community organisation] will enter into a grant agreement with the Commonwealth Government in relation to this grant.

I have, or will request, all necessary Commonwealth, State, Territory and local planning permits and approvals required to undertake the project.

I acknowledge that, as the building owner/manager, I am responsible for obtaining advice on, and being satisfied as to, the suitability of the renewable energy system for the building.

I agree to work with [name of community organisation] to manage the installation of the renewable energy system identified according to product specifications.

I acknowledge that I will take on all rights and responsibilities for the ownership and ongoing maintenance, including costs and insurance obligations of the assets, including the renewable energy system, installed.

Name of building owner/manager:

Signature:

Date:

Name of witness:

Signature:

Date: