



Australian Government

Department of Industry, Science and Resources

Department of Climate Change, Energy,
the Environment and Water

Grant Opportunity Guidelines

Energy Efficiency Grants for Small and Medium Sized Enterprises Round 2

Opening date:	VIC - Thursday 22 February 2024 12.00pm AEDT NT - Friday 23 February 2024 12.00pm ACST SA – Friday 23 February 2024 12.00pm ACDT NSW – Monday 26 February 2024 12.00pm AEDT WA – Tuesday 27 February 2024 12.00pm AWST TAS, ACT - Tuesday 27 February 2024 12.00pm AEDT QLD – Wednesday 28 February 2024 12.00pm AEST
Closing date and time:	5:00pm Australian Eastern Daylight Time on 8 April 2024 Please take account of time zone differences when submitting your application. As this is a demand driven grant opportunity, applications may close earlier than this date if the available funding for the grant opportunity has been exhausted.
Commonwealth policy entity:	Department of Climate Change, Energy, the Environment and Water (DCCEEW)
Administering entity:	Department of Industry, Science and Resources (DISR)
Enquiries:	If you have any questions, contact us on 13 28 46.

Date guidelines released: 08 February 2024

Type of grant opportunity: Demand driven

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1. Energy Efficiency Grants for Small and Medium Sized Enterprises Round 2 processes

The Energy Efficiency Grants for Small and Medium Sized Enterprises Round 2 is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to the Department of Climate Change, Energy the Environment and Water's (DCCEEW) Outcome 1: Support the transition of Australia's economy to net-zero emissions by 2050; transition energy to support net zero by maintaining security, reliability and affordability; support actions to promote adaptation and strengthen resilience of Australia's economy, society and environment; and take a leadership role internationally in responding to climate change. DCCEEW works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



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 grant applications

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



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 complete the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the Energy Efficiency Grants for Small and Medium Sized Enterprises Round 2

DCCEEW will evaluate the specific grant activity and Energy Efficiency Grants for Small and Medium Sized Enterprises Round 2 as a whole. We base this on information you provide to us and that we collect from various sources.

1.1. Introduction

These guidelines contain information for the Energy Efficiency Grants for Small and Medium Sized Enterprises Round 2.

This document sets out:

- the purpose of the grant program/grant opportunity
- 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.

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

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.

2. About the grant program

The Energy Efficiency Grants for Small and Medium Sized Enterprises (the program) will run from 2022-23 to 2024-25.

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.

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

3. Grant amount and grant period

3.1. Grants available

The Australian Government has announced a total of \$62.6 million for the program. For this second round, a total of \$41.241 million is available.

Funding will be distributed between states and territories (jurisdictions) based on the distribution of small and medium sized businesses nationally. You can refer to Appendix A for a breakdown of funding available in each jurisdiction.

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

We expect that there may be a high level of interest for this grant opportunity and it may be oversubscribed. As this is a demand driven grant opportunity, grants will be awarded to eligible applicants on a first come, first served basis in order of application receipt, until the funding is exhausted in each jurisdiction. All applications are subject to an assessment against the eligibility criteria and are not automatically approved.

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

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

You are responsible for any remaining eligible expenditure and ineligible project costs.

You can only receive one Energy Efficiency Grants for Small and Medium Sized Enterprises Round 2 grant per applicant (as determined by their ABN). If you submit more than one application, only the first eligible application will be funded.

We cannot fund your project if you received any grant funding in the Energy Efficiency Grants for Small and Medium Sized Enterprises Round 1.

We cannot fund your project if it receives funding for the same activities from other Commonwealth, state or territory programs. Funding includes, but is not limited to, grants, rebates, contributions, certification and certificates that have a value and any other form of financial assistance.

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 Efficiency Grants for Small and Medium Sized Enterprises Round 2 grant or the other Commonwealth grant.

3.2. Project period

The maximum project period is 12 months.

4. Eligibility criteria

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

4.1. Who is eligible to apply for a grant?

To be eligible you must:

- have an Australian Business Number (ABN)

and be one of the following entity types:

- an entity incorporated in Australia
- a partnership
- a sole trader
- an incorporated trustee on behalf of a trust.

4.2. Additional eligibility requirements

We can only accept applications from applicants who satisfy all of the below requirements:

- small and medium sized businesses with an employee headcount from 1 to 199 employees averaged over any consecutive 12 month period since 1 July 2020. We may ask you to provide evidence of your calculation. Employee headcount includes employees across any and all related body corporates (as defined in the *Corporations Act 2001* (Cth)).
- small and medium sized businesses who have been in operation for a minimum of 24 months

- applicants that have consent from the owner of the project location to undertake the project, if the entity is not the owner of the project location (see Section 6.1 for the requirements in relation to consent)
- applicants that provide the mandatory attachments listed at Section 6.1.

We cannot waive the eligibility criteria under any circumstances.

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

You are not eligible if you received grant funding under the Energy Efficiency Grants for Small and Medium Sized Enterprises Round 1.

You are not eligible to apply if you are:

- an organisation included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- an employer of 100 or more employees that has [not complied](#) with the *Workplace Gender Equality Act (2012)*
- a business that has more than 199 employees
- an unincorporated association
- any organisation not included in section 4.1
- a trust (however, an incorporated trustee may apply on behalf of a trust)
- insolvent or have owners/directors that are bankrupt
- a Commonwealth, state, territory or local government body (including government business enterprises, public schools and public hospitals)
- a non-corporate Commonwealth entity.

4.4. What qualifications, skills or checks are required?

If you are successful, you must ensure appropriately qualified personnel are engaged to undertake agreed activities where applicable.

5. What the grant money can be used for

5.1. Eligible grant activities

To be eligible your project must:

- be aimed at reducing the energy consumption of your business in Australia
- have at least \$10,000 in eligible expenditure
- be limited to one or more of the activities listed in Appendix B
- be entirely located within the state or territory (jurisdiction) you are applying for.

5.2. Eligible expenditure

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

Eligible expenditure items are:

- an energy audit of your site or part of your site
- purchase or hire of equipment to measure, monitor and record energy use or to monitor a process, where this facilitates optimisation or energy management

- purchase of new equipment to replace, or upgrade, existing equipment, where the new equipment is higher energy efficiency
- costs to decommission, remove and dispose of the old equipment that is replaced
- purchase of new equipment or components to help an existing system run more efficiently in regard to energy
- design, and reasonable installation costs of new eligible equipment, including any necessary wiring or other electrical work required to enable the project
- 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
- the cost of suppliers, consultants and contracted labour undertaking eligible project activities.

Where a project activity includes purchase of equipment, applicants must purchase new equipment only (not used/second hand equipment).

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.

If your application is successful, we may ask you to verify project costs that you provided in your application.

Not all expenditure on your project may be eligible for grant funding. The program delegate (who is a manager within the department with responsibility for administering the program) makes the final decision on what is eligible expenditure 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.

If you enter into a grant agreement you must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise in your grant agreement.

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

5.3. What the grant money cannot be used for

Expenditure items that are not eligible include:

- purchase and/or installation of energy generation equipment such as solar panels or biomass generation systems
- any activities that support ineligible activities (e.g. installation of solar panels).
- purchase of solar panel, inverter or battery components for solar-powered pumping systems
- purchase of electrical energy storage equipment, such as batteries
- purchase of televisions, entertainment systems, laptops, computers and associated equipment
- internal salaries and labour costs for employees of your business
- the cost of business as usual activities, including: annual maintenance, rent, water, rates, and consumables such as paper, printer cartridges, office supplies, brochures and other marketing materials, kitchen supplies including food
- purchase of vehicles, new or used as well as electric vehicle chargers

- purchase of equipment that is not related to improving the energy efficiency of your business (e.g. equipment for domestic use or that is primarily for another type of activity at your site)
- maintenance and repair costs for equipment
- costs associated with switching from electricity to gas
- purchase of new equipment where it replaces equipment that is broken or no longer functional
- costs related to preparing the grant application, preparing any project reports (except costs of independent audit reports we require) and preparing any project variation requests.

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.

Applicants should read all eligibility criteria closely and attach detailed evidence that supports the criteria.

Your project must be based in the state or territory (jurisdiction) that your project activities are physically located in. You may only select one jurisdiction.

You will need to set up an account to access our online [portal](#).

To apply, you must:

- complete and submit the application form for the correct and single jurisdiction for your project location through the online [portal](#)
- provide all the information requested
- address all eligibility criteria
- include all necessary attachments.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code Act 1995](#). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

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

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

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

6.1. Attachments to the application

You must provide the following mandatory attachments with your application:

- evidence of costs for project items and/or activities (e.g. quote/s, catalogue/website advertised price etc)
- trust deed (where applicable)

- evidence of the owner’s authority to conduct the project at the nominated site(s) using the letter template on business.gov.au and GrantConnect (where you are not the owner).

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. The total of all attachments cannot exceed 20MB. We will not consider information in attachments that we do not request.

6.2. Timing of grant opportunity processes

You can submit an application between the published opening and closing dates however please note that this grant opportunity may close earlier than scheduled if funding is exhausted. We cannot accept late applications.

If your application is successful and we enter into a grant agreement with you, we expect that you will be able to commence your project around June 2024.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks
Approval and announcement of successful applicants	4 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	Execution of grant agreement
Project completion date	March 2025

You must not commence your project until a grant agreement has been executed with the Commonwealth.

6.3. Questions during the application process

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

7. The grant selection process

7.1. Assessment of grant applications

Your application will be considered through a demand driven grant process. Grants will be awarded to eligible applicants on a first come, first served basis in each jurisdiction until the funding in the relevant jurisdiction is exhausted.

We will check your application to ensure it meets the eligibility criteria in order of application receipt.

Eligible applications will be considered successful provided sufficient grant funding is available in the relevant jurisdiction.

Eligibility assessments may commence prior to the program closing date.

7.2. Who will approve grants?

The program delegate approves grants based on the eligibility criteria and 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 are insufficient program funds available across relevant financial years for the program in the relevant jurisdiction.

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. The grant agreement

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

We will manage the grant agreement through the online portal. This includes issuing and executing the grant agreement. Execute means both you and the Commonwealth have accepted the agreement as set out in Section 9.2 below. You must not commence your project and we are not responsible for any expenditure you incur and cannot make any payments until a grant agreement has been executed or such other time as agreed by the Commonwealth in writing.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the program delegate. We will identify these in the offer of grant funding.

If you enter a grant agreement under the Energy Efficiency Grants for Small and Medium Enterprises program Round 2, you cannot receive other funding for the same activities from other Commonwealth, state or territory granting programs. Funding includes, but is not limited to, grants, rebates, contributions, certification and certificates that have a value and any other form of financial assistance.

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

We will use an exchange of letters grant agreement. We will send you a letter of offer through the portal advising that your application has been successful. You accept the offer by signing and returning to us. We 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. Specific legislation, policies and industry standards

You must comply with all relevant laws, regulations and Australian Government sanctions in undertaking your project. You must also comply with the specific legislation/policies/industry

standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- state/territory legislation in relation to working with children
- local government planning requirements
- local government building approval requirements
- state/territory legislation relation to Workplace Health and Safety
- state/territory electrical safety regulations
- energy audits should meet AS/NZS 3598 2014.

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

9.4. Grant Payments and GST

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities².

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

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

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Guidelines](#), Section 5.3. 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.

² 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, Assistant 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 outcomes
- 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. 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.

We may ask you to provide information on your project, for the purpose of us developing a case study. Your agreement will be sought to participate and you will be consulted on the wording related to your project.

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.

11.3. Audited financial acquittal report

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 and GrantConnect.

11.4. Grant agreement variations

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

- changing project activities
- changing project milestones
- extending the timeframe for completing the project but within the maximum 12 month period.

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. You can submit a variation request via our online portal.

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

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

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

11.5. 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 will provide you with reasonable notice of any compliance visit.

11.6. Record keeping

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

11.7. Evaluation

DCCEEW 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. Information we request may include your Electricity National Meter Identifier or Gas Meter Installation Registration Number and/or authorisation allowing the department to access your meter data.

11.8. Acknowledgement

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

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

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. 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:

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

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

12.2. 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\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our [conflict of interest policy](#)³ on the department's website. The Commonwealth policy entity also publishes a conflict of interest policy on its website.

12.3. Privacy

Unless the information you provide to us is:

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

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

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

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

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

We may give the personal information we collect from you to our employees and contractors, 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, or Assistant 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](#)⁴ 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.

12.4. Confidential information

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

³ <https://www.industry.gov.au/publications/conflict-interest-policy>

⁴ <https://www.industry.gov.au/data-and-publications/privacy-policy>

information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

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

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

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

We may disclose confidential information:

- to 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.

12.5. 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.

13. Glossary

Term	Definition
administering entity	When an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
application form	The document issued by the program delegate that applicants use to apply for funding under the program.
Assistant Minister	The Commonwealth Assistant Minister for Climate Change and Energy.
<u>Commonwealth Grants Rules and Guidelines (CGRGs)</u>	Establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	The expected date that the grant activity must be completed and the grant spent by.
date of effect	Can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
Department	The Department of Industry, Science and Resources.
decision maker	The person who makes a decision to award a grant.
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.
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.
eligibility criteria	The mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.3.
General Manager	Position title for Senior Executive Service level staff within DISR.

Term	Definition
grant	<p>For the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> a. under which relevant money⁵ or other Consolidated Revenue Fund (CRF) money⁶ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	Refers to the project/tasks/services that the grantee is required to undertake.
grant agreement	A legally binding contract that sets out the relationship between the Commonwealth and a grantee for the grant funding, and specifies the details of the grant.
grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
grant opportunity	Refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	A 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single entity Portfolio Budget Statement Program.
GrantConnect	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 individual/organisation which has been selected to receive a grant.
jurisdiction	A state or territory.
Minister	The Commonwealth Minister for Climate Change and Energy.

⁵ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁶ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
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"> a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
program delegate	A manager within the department with responsibility for administering 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.

Appendix A. Breakdown of Funding by Jurisdiction

Jurisdiction	Count of businesses with 1-199 employees	Jurisdictional split %	Financial split \$
New South Wales	367,260	36%	14,919,307
Victoria	264,666	26%	10,751,602
Queensland	195,909	19%	7,958,467
South Australia	56,461	6%	2,293,631
Western Australia	91,433	9%	3,714,309
Tasmania	17,610	2%	715,376
Northern Territory	6,693	1%	271,892
Australian Capital Territory	15,175	1%	616,458
Australia	1,015,207	100%	41,241,042

The distribution of businesses is based on the ABS Count of Australian Businesses including Entries and Exits, July 2018 to June 2022. Businesses by Industry Division by Statistical Area Level 2 by Annualised Employment Size Ranges, June 2022. Refer to:

<https://www.abs.gov.au/statistics/economy/business-indicators/counts-australian-businesses-including-entries-and-exits/jul2018-jun2022>

Appendix B. Eligible Activities

You must select activities from this list. If you are selecting multiple activities, you can choose any combination of activities from any focus area. Activities not listed will not be funded.

Focus area	Eligible activities
Energy audits and energy management	<ul style="list-style-type: none"> ▪ Audit a system or facility to AS/NZS 3598 ▪ Develop an energy management plan for your organisation ▪ Conduct an airtightness test in accordance with AS/NZS ISO 9972 to identify possible energy efficiency improvements ▪ Conduct an engineering feasibility study for an energy efficiency upgrade ▪ Assess the feasibility of an investment that would reduce your energy use
Energy monitoring	<ul style="list-style-type: none"> ▪ Purchase and install equipment to meter, monitor and record energy use ▪ Short term hire of energy metering equipment ▪ Digitalise energy meters/sub meters or sensors relating to energy using processes ▪ Automatic fault detection for energy using equipment/processes ▪ Implement an energy data management system
Power supply	<ul style="list-style-type: none"> ▪ Install power factor correction ▪ Install voltage optimisation ▪ Replace or expand switchboard or electricity distribution to facilitate electrification of equipment
Lighting	<ul style="list-style-type: none"> ▪ Replace non-LED lights with LEDs ▪ Install automatic lighting control equipment
Heat Pumps	<ul style="list-style-type: none"> ▪ Replace existing fossil fuel or inefficient electric powered equipment for heating, drying or cooling with a heat pump system equivalent

Focus area	Eligible activities
Process automation and controls	<ul style="list-style-type: none"> ▪ Replace existing control equipment to reduce energy use or improve monitoring ▪ Optimise an energy using process based on sensors and meters ▪ Programming of controls and automation equipment ▪ Upgrade existing control equipment to enable energy efficiency ▪ Recommissioning of processes ▪ Remote monitoring equipment for agricultural water levels, stock or pasture condition and associated communications infrastructure ▪ Upgrades for other process control equipment that improves energy efficiency ▪ Install energy efficient controls for existing refrigeration equipment ▪ Compressed air control improvements that improve energy efficiency ▪ Upgrade or tune HVAC controls or Building Management System for improved energy efficiency ▪ Install temperature sensors on a heat exchanger ▪ Install and program new or replacement controllers, timers or sensors for existing air conditioning equipment ▪ Process optimisation - install sensors to improve control of hot water temperature ▪ Upgrade commercial refrigeration controls ▪ Install automatic controls or monitoring equipment that enable energy efficiency
Reconfigure/ Optimise Processes	<ul style="list-style-type: none"> ▪ Reconfigure system to reduce the quantity, quality or pressure of air required ▪ Retooling to eliminate inappropriate uses of compressed air, replacing nozzles, re-installing solenoid valves closer to the actuator ▪ Replace an inefficient compressed air system with an energy efficient electric powered system ▪ Reconfigure process equipment to reduce heating needs ▪ Reconfigure process equipment to add heat recovery, solar pre-heat, or improve condensate return ▪ Reconfigure process equipment to use UV, ultrasonic or chemical cleaning or sterilisation as an alternative to hot water or steam ▪ Recover heat from refrigeration oil coolers, desuperheaters or condensers ▪ Reconfigure process equipment to reduce evaporation needs ▪ Reconfigure process equipment to reduce cooling needs ▪ Process optimisation - install pressure sensing equipment or flow control valves to reduce pump pressure ▪ Process optimisation - modify/replace nozzles or outlets to reduce hot water demand ▪ Install other heat recovery processes

Focus area	Eligible activities
Upgrades to motors, including for compressors, pumps, fans, conveyors, mixers and blowers	<ul style="list-style-type: none"> ▪ Replace a motor with an electronically commutated motor ▪ Install a variable speed drive for any motor ▪ Replace a motor with a higher efficiency motor, or a lower power motor that is better matched to its duty point ▪ Replace a pump, fan, industrial blower, conveyor, compressor or industrial mixer with a more energy efficient equivalent
Building fabric upgrades	<ul style="list-style-type: none"> ▪ Install external shading to protect windows from sunlight ▪ Install heavyweight or insulating blinds to replace existing lightweight window coverings (or where no coverings were previously installed) ▪ Install pelmets on windows that are fitted with heavyweight drapes or insulating blinds ▪ Replace windows with double or triple/glazed windows with thermally broken or uPVC frames ▪ Insulate roofs/ceilings ▪ Insulate walls ▪ Install weather stripping or exhaust dampers to reduce air leakage ▪ Install airtight seals on windows and/or doors ▪ Install draught proofing measures
Heating Ventilation and Air Conditioning (HVAC)	<ul style="list-style-type: none"> ▪ Replace an existing chiller used in an air conditioning system with a new chiller ▪ Replace an existing air conditioning compressor, condenser and/or indoor unit with more efficient equipment ▪ Replace an existing air conditioner with a new high efficiency unit ▪ Replace a HVAC compressor, boiler, space heating hot water heater, chiller or cooling tower with a higher efficiency unit ▪ Install or upgrade an economy cycle on an air conditioning unit ▪ Install carbon monoxide sensors or carbon dioxide sensors to control ventilation ▪ Replace air distribution equipment to facilitate fan energy savings ▪ Retrofit electronic expansion valves to HVAC compressor or chiller ▪ Replace a fossil fuelled heater and/or cooler with a reverse cycle air-conditioner

Focus area	Eligible activities
Commercial refrigeration	<ul style="list-style-type: none"> ▪ Replace an existing refrigerated display cabinet with a new high efficiency unit ▪ Replace a refrigeration compressor ▪ Install an automatic air purging and water purging for ammonia refrigeration systems ▪ Install night blinds, glass doors or lids, or rapid close doors on refrigerated spaces ▪ Upgrade insulation on a cool room or upgrade a cool room to be airtight ▪ Retrofit an electronic TX valve for a refrigeration compressor or chiller ▪ Install a (small) low-load chiller or refrigeration unit or a variable speed compressor for low loads, isolated loads or capacity modulation ▪ Replace an air-cooled refrigeration/chiller unit with a water cooled-unit ▪ Replace an existing liquid chiller, refrigerator, compressor or cool room with a higher efficiency unit ▪ Install automatic controls to switch off refrigeration fan when cold room door is open
Compressed Air Improvements	<ul style="list-style-type: none"> ▪ Replace air compressor with higher efficiency unit or install variable capacity unit for trim control ▪ Reconfigure intake to use cooler or cleaner air ▪ Install economiser regulators ▪ Optimise compressed air storage
Water Heating	<ul style="list-style-type: none"> ▪ Recover heat from cooling system or air compressor ▪ Upgrade insulation on hot water pipes, valves and fittings ▪ Install chemical sanitisation equipment to reduce hot water demand ▪ Replace an existing hot water system with a more efficient new heat pump or solar thermal hot water heater ▪ Replace an existing pool heater with a new heat pump or solar thermal pool heating system ▪ Install solar thermal preheat ▪ Replace an existing pool pump with a variable speed pump ▪ Provide a swimming pool cover to a currently uncovered heated pool

Focus area	Eligible activities
Other process heating, cooling, drying and pumping improvements	<ul style="list-style-type: none"> ▪ Replace an existing liquid chilling package with a new high efficiency unit ▪ Replace an existing pump or fan with a higher efficiency pump or fan ▪ Install an oxygen trim system on a gas fired steam boiler ▪ Replace a burner on a gas fired steam boiler ▪ Install an economiser or condenser on a gas fired steam boiler ▪ Install a sensor-based blowdown control on a gas steam fired steam boiler ▪ Install a blowdown flash steam heat recovery system on a gas fired steam boiler ▪ Install a residual blowdown heat exchanger on gas fired steam boiler ▪ Convert a process from steam to hot water ▪ Replace a fossil fuel powered commercial kitchen oven, stove/cooktop, char grill, griddle, flat plate grill or deep fryer with an electric powered commercial kitchen equivalent ▪ Replace conventional heating or drying equipment with pulsed fluid bed drying, radiant infrared heating or drying, ohmic heating or drying, microwave heating or drying, induction heating or drying, radio frequency heating or drying ▪ Install low-load heating equipment for small loads, isolated loads or capacity modulation ▪ Improve the insulation or sealing of ovens or other heating equipment ▪ Install an oxygen trim control or modulating burner on a boiler ▪ Install a sensor-based blowdown control on a boiler ▪ Replace compressed air blowers with an electrically driven blower system ▪ Replace compressed air operated diaphragm pump with an electrically driven pump ▪ Install a small blower or pump to efficiently service low loads or isolated loads. ▪ Replace aerators or blowers with mixers or membrane aerated biofilm reactor ▪ Replace surface aerators or coarse aeration with fine bubble aeration ▪ Insulate pipework, fittings, or vessels containing hot or cold fluids ▪ Modify system to reduce pressure drops or the volume of fluid circulated ▪ Replace static spray nozzles with rotary spray nozzles or impact jet cleaning nozzles for tank cleaning ▪ Replace plate coolers ▪ Install or upgrade cooling towers to pre-cool product ▪ Install variable head pressure controller/sensors on refrigeration compressor ▪ Replace transfer pump with more efficient unit or lower pressure unit ▪ Install electronic control valves on chiller/compressor ▪ Install insulation, steam traps or other works to improve condensate recovery