



Australian Government

Department of Industry, Science and Resources

Department of Climate Change, Energy,
the Environment and Water

Energy Efficiency Grants for Small and Medium Enterprises – Round 2: Additional Information

What business types are eligible to apply for a grant?

This grant opportunity is for small and medium sized businesses with an employee headcount of 1 to 199 employees.

A business with an Australian business number (ABN) that is one of the following entity types can apply:

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

Applicants must provide evidence of costs for project items and/or activities (e.g. quote/s, catalogue/website advertised price etc).

Applicants must also have consent from the owner of the project location to undertake the project (if they are not the owner of the project location).

Please refer to the guidelines for the full list of eligibility criteria.

My business structure is not listed in the Eligible Criteria, am I eligible to apply?

If an organisation meets one of the eligible entity types, and is not explicitly precluded in the “Who is not eligible?” section of the guidelines, then they are an eligible entity.

For example, if a ‘Not For Profit’ is an entity incorporated in Australia, then they are an eligible entity to apply for the grant.

Please refer to the guidelines for the full list of eligibility criteria.

What is the required employee headcount for the grant?

We can only accept applications from 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 \(Cth\)](#)).

Please refer to the guidelines for the full list of eligibility criteria.

How does the headcount requirement apply to sole traders and partnerships?

The headcount requirement also applies to sole traders and partnerships. Sole traders and partnerships can employ workers in the business. However, the sole trader or partner cannot employ themselves or be employees of the partnership.

Non-employing sole traders/partnerships would not meet the additional eligibility requirement listed in 4.2 of the Guidelines (an employee headcount from 1 to 199 employees).

How do I apply for a grant?

Businesses will need to set up an account to access the online portal at business.gov.au. To apply, a business must complete and submit its application through the online portal.

Before a business applies, they should make sure to:

- read and understand the grant opportunity guidelines
- read the sample grant agreement
- read the sample application form

Applicants must provide all required mandatory documentation when submitting their application. Applicants are responsible for making sure their application is complete and accurate.

When does the program open to applications?

Due to the demand on the Business Grants Hub portal, the opening of Round 2 applications will be staggered over 5 consecutive business days, starting from Thursday 22 February 2024.

This staggered approach will give applicants ease of access to apply for a grant in the Business Grants Hub portal. It will not affect the amount of funding available in each state or territory.

The opening dates for project applications for each state will occur at 12.00pm local time on the following days:

Jurisdiction	Opening Date	Opening Time
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

Jurisdiction	Opening Date	Opening Time
WA	Tuesday 27 February 2024	12.00pm AWST
TAS	Tuesday 27 February 2024	12.00pm AEDT
ACT	Tuesday 27 February 2024	12.00pm AEDT
QLD	Wednesday 28 February 2024	12.00pm AEST

Applications are scheduled to close at 5:00pm Australian Eastern Daylight Time on 8 April 2024 in all jurisdictions. 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.

My jurisdiction round opens later. Will I be disadvantaged?

Grant funding is distributed between the states and territories based on the distribution of small and medium businesses across the country.

As there is dedicated funding amount for each state or territory, you will only be competing against others in the jurisdiction you are applying for.

You must apply in the application round for the state or territory where your grant project will be physically located.

How will the grants be distributed across states and territories?

The grants will be awarded to businesses who meet the eligibility criteria on a first-come, first-served basis in order of application receipt, until the funding is exhausted in each jurisdiction. Grant funding is distributed between the states and territories based on the distribution of small and medium businesses across the country.

You must apply in the application round for the state or territory where your grant project will be physically located.

Please refer to the grant guidelines for more information.

Can an applicant apply for Round 2 if they received funding in Round 1?

You are not eligible for a grant in Round 2 if you were successful and received funding in Round 1.

If a business applied in Round 1 and did not receive funding, we encourage them to consider reapplying for Round 2.

Can I apply for more than one grant for different projects?

You can only receive one grant per applicant (as determined by your ABN). If you submit more than one application, only the first eligible application will be funded.

Your application can include one or more eligible activities.

Can I receive funding if my project also receives funding from another government program?

You are not eligible for funding if your project, for which you are seeking funding under this grant program, receives funding from another Commonwealth, state or territory government program.

In this context 'funding' includes, but is not limited to, grants, rebates, contributions, certifications and certificates that have a value and any other form of financial assistance.

You may apply for a grant under this grant program in addition to other funding from other Commonwealth, state or territory government programs, however, if your application is successful for any program you must elect whether to proceed with this grant program only or the alternative funding program.

If you enter a grant agreement under this grant program you cannot receive other funding for the same activities from other Commonwealth, state or territory programs.

What can the grant money be used for?

Grants from \$10,000 to \$25,000 can be used to cover up to 100% of eligible project expenditure.

Eligible projects must:

- be aimed at reducing the energy consumption of a business in Australia
- have at least \$10,000 in eligible expenditure.

Appendix B in the grant guidelines provides a detailed list of eligible activities, you must select activities from the list. You can select more than one activity.

A project may include the following activities:

- an energy audit of a business site or part of the site to AS/NZS 3598
- the design, and installation of new eligible equipment, including any necessary wiring or other electrical work required to enable the project
- measuring, monitoring and recording energy usage
- the commissioning or tuning of equipment installed.

For example grant funds could be used by:

- a motel to update its air conditioning, install wall or ceiling insulation, or replace an existing pool pump with a variable speed pump.

- a small supermarket to replace refrigerated display cabinets with a new high efficiency unit, or replace the refrigeration compressor.
- A medium size manufacturing facility to install a power factor correction unit to reduce the maximum amount of power required at the site.

In Round 1, the most common projects included heating and cooling upgrades, upgrades to motors compressors and pumps, replacement of commercial refrigerators and energy audits and energy monitoring systems.

If you choose to apply for an energy audit, you may wish to review this [Quick Reference Guide to Energy Auditing](#).

What evidence of costs should I provide for my project items?

Applicants will need to attach evidence of costs for their project items and/or activities. Evidence could include a quote or a catalogue/website advertised price for the item.

It is good practice to seek multiple quotes.

What is the grant selection process?

The program uses a demand driven selection process. First, applications must meet the eligibility criteria. If eligible, grants will be awarded to eligible applicants on a first come, first served basis until the funding is exhausted in each state or territory.

Applications will be checked to ensure they meet the eligibility criteria in order of application receipt.

The Program Delegate in the Department of Industry, Science and Resources approves grants based on the eligibility criteria and the availability of grant funds in the relevant jurisdiction.

Will I be contacted if I make a mistake in my application?

Applications must be complete, with correct information and all mandatory documentation attached upon application submission.

The Department will not contact you if the application is incomplete or mandatory documents missing.

Will there be more funding opportunities offered under the Energy Efficiency Grants program?

No further funding is available under the program.

When will businesses find out if they have been successful in getting a grant?

It is anticipated that applicants will be contacted in writing on or after June 2024 with the outcome of their application.

Acceptance of the grant application form through the online portal does not automatically constitute approval of the grant. Each application is subject to a check against the eligibility criteria and confirmation there is sufficient funding available within the allocated state budget.

If you are successful, you will be required to enter into a legally binding grant agreement with the Commonwealth.

How will this program help businesses reduce their energy costs and achieve emission savings?

The eligible grant activities cover a broad range of activities that aim to improve energy efficiency practices and increase uptake of energy efficient technologies.

Implementing energy efficient practices and technologies will mean SMEs will use less energy to achieve the same outcomes.

For further guidance on applying, go to business.gov.au, grants.gov.au, or call 13 28 46.