## Grant Opportunity Guidelines

# Energy Efficient Communities Program – Food and Beverage Manufacturing Business Grants

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| **Opening date:** | **12 January 2022** |
| **Closing date and time:** | 05:00pm Australian Eastern Daylight Time on 3 March 2022 |
| | Applications can be submitted until the available funding for this grant opportunity is fully subscribed, or by the closing date, whichever occurs earlier. |
| | Please take account of time zone differences when submitting your application. |
| **Commonwealth policy entity:** | Department of Industry, Science, Energy and Resources |
| **Administering entity:** | Department of Industry, Science, Energy and Resources |
| **Enquiries:** | If you have any questions, contact us on 13 28 46. |
| **Date guidelines released:** | 8 December 2021 |
| **Type of grant opportunity:** | Demand Driven |

# Contents

# 1. Energy Efficient Communities Program: Food and Beverage Manufacturing Business Grant processes

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| **The Energy Efficient Communities Program is designed to achieve Australian Government objectives**<br><br>This grant opportunity is part of the above grant program which contributes to the Department of Industry, Science, Energy and Resource's Outcome 3: Support the reliable, secure and competitive operation of energy markets for the long term benefit of the Australian community through improving Australia's energy supply, efficiency, quality, performance and productivity. The Department of Industry, Science, Energy and Resources works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines.* |

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| **The grant opportunity opens**<br><br>We publish the grant guidelines on business.gov.au and GrantConnect. |

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| **You complete and submit a grant application**<br><br>You complete the application form, addressing all the eligibility criteria in order for your application to be considered. |

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| **We assess all grant applications**<br><br>We review the applications against eligibility criteria and notify you if you are not eligible. |

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| **We make grant recommendations**<br><br>We provide advice to the decision maker on the eligibility of each application. |

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| **Grant decisions are made**<br><br>The decision maker decides which applications are successful. |

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| **We notify you of the outcome**<br><br>We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants. |

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| **We enter into a grant agreement**<br><br>We will enter into a grant agreement with successful applicants. |

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| **Delivery of grant**<br><br>You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress. |

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| **Evaluation of the grant opportunity**<br><br>We evaluate the specific grant activity and the Energy Efficient Communities program as a whole. We base this on information you provide to us and that we collect from various sources. |

# 2. About the grant program

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

The objectives of the program are to:

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

The intended outcomes of the program are:

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

There are two streams to the program:

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

Information about grant opportunities under this program, including opening and closing dates and any other relevant information, is published on business.gov.au and GrantConnect.

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

## 2.1. About the Energy Efficient Communities Program: Food and Beverage Manufacturing Business grant opportunity

These guidelines contain information for the Energy Efficient Communities Program: Food and Beverage Manufacturing Business Grant (the grant opportunity) which will run until 2022-23. This grant opportunity is part of the Energy Efficient Communities Program.

The objective of the grant opportunity is to support small and medium sized food and beverage manufacturing businesses to save energy by:

- replacing existing equipment with more energy efficient equipment
- installing or replacing components to help existing systems run more efficiently
- carrying out energy audits
- monitoring and optimising energy use and emissions.

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[1] https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines

This grant opportunity also aims to support small and medium sized food and beverage manufacturing businesses to:

- increase knowledge of energy efficiency practices, and
- be positioned to adopt future technological advancement in energy consumption.

The intended outcomes of this grant opportunity for small and medium sized food and beverage manufacturing businesses are:

- lower energy costs through the adoption of energy efficiency practices and equipment
- increased awareness of energy efficiency opportunities
- energy savings leading to reduced greenhouse gas emissions.

This document sets out:

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

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

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

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

# 3.    Grant amount and grant period

The Australian Government announced a total of $40 million over 4 years for the program. For this grant opportunity, $19.98 million is available in the 2021-22 financial years.

Funding will be distributed between states and territories with the following percentage breakdown which is based on the distribution of small and medium sized food and beverage manufacturing businesses nationally.

We expect that there may be a high level of interest for this grant opportunity and it may be oversubscribed. Grants will be awarded to eligible applicants on a first come, first served basis until the funding is exhausted in each jurisdiction[2].

| Jurisdiction | NSW | VIC | QLD | WA | SA | TAS | NT | ACT |
|---|---|---|---|---|---|---|---|---|
| Budget limit | $6,171,973 | $5,723,652 | $3,126,638 | $1,955,891 | $2,113,849 | $643,446 | $92,916 | $155,635 |
| Percentage | 30.9% | 28.7% | 15.6% | 9.8% | 10.6% | 3.2% | 0.5% | 0.8% |

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[2] *The distribution of businesses is based on the ABS Count of Australian Businesses including Entries and Exits, June 2016 to June 2020. Business counted were operating at the end of financial year 2020, with an annualised employment size range of 1 to 199 employees and with Australia New Zealand Standard Industry Classification Code 1111 to 1214 inclusive. Refer to:* https://www.abs.gov.au/statistics/economy/business-indicators/counts-australian-businesses-including-entries-and-exits/jul2016-jun2020/816502.xls

| Notional number of grants | 246 | 228 | 125 | 78 | 84 | 25 | 3 | 6 |
|---|---|---|---|---|---|---|---|---|

## 3.1. Grants available

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

- The minimum grant amount is $10,000

- The maximum grant amount is $25,000.

You will only need to contribute to costs if your project costs more than the maximum grant amount of $25,000 or if your project includes expenditure that is not eligible for funding.

We cannot fund your project if it receives funding from another Commonwealth government grant.

You can only receive one Energy Efficient Communities Program: Business Stream grant. If you have previously successfully applied for an Energy Efficient Communities grant from the Business Stream, you will not be eligible for this 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 be eligible you must:

- have an Australian Business Number (ABN)

and be one of the following entities:

- an entity incorporated in Australia

- a private company

- a public company

- an incorporated trustee on behalf of a trust

- a co-operative

- an incorporated, not-for-profit organisation

- an indigenous corporation

- a sole trader

- a partnership.

## 4.2. Additional eligibility requirements

We can only accept applications:

- from food and beverage manufacturing businesses, whose main activity is classified under one of the following Australian and New Zealand Standard Industrial Classification (ANZSIC) codes 2006 (Revision 2.0) ABS Cat. no. 1292.0.

| 1111 – Meat Processing | 1173 – Biscuit Manufacturing (Factory based) |
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| 1112 – Poultry Processing | 1174 – Bakery Product Manufacturing (Non-factory based) |
| 1113 – Cured Meat and Smallgoods Manufacturing | 1181 – Sugar Manufacturing |
| 1120 – Seafood Processing | 1182 – Confectionery Manufacturing |
| 1131 – Milk and Cream Processing | 1191 – Potato, Corn and Other Crisp Manufacturing |
| 1132 – Ice Cream Manufacturing | 1192 – Prepared Animal and Bird Feed Manufacturing |
| 1133 – Cheese and Other Dairy Product Manufacturing | 1199 – Other Food Product Manufacturing n.e.c. |
| 1140 – Fruit and Vegetable Processing | 1211 – Soft Drink, Cordial and Syrup Manufacturing |
| 1150 – Oil and Fat Manufacturing | 1212 – Beer Manufacturing |
| 1161 – Grain Mill Product Manufacturing | 1213 – Spirit Manufacturing |
| 1162 – Cereal, Pasta and Baking Mix Manufacturing | 1214 – Wine and Other Alcoholic Beverage Manufacturing |
| 1171 – Bread Manufacturing (Factory based) | |
| 1172 – Cake and Pastry Manufacturing (Factory based) | |

Further information on ANZSIC codes can be found at

*https://www.abs.gov.au/ausstats/abs@.nsf/Latestproducts/1292.0Search12006%20(Revision%202.0)*

*Note: Your business registration on the Australian Business Register includes the ANZSIC code for your business.*

- 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 2019. We may ask you to provide evidence of your calculation.

- where you certify that the project is supported by your board (or chief executive officer or equivalent if there is no board) and that you can complete the project and meet the costs of the project not covered by grant funding

- certify that you have consent from the facility owner or their representative to undertake the project, if you are not the facility owner.

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 business that employs more than 199 employees

- a business whose ANZSIC code is not between the ANZSIC Class Codes between 1111 to 1214. For example:

    - a business whose main activity is agriculture, horticulture or aquaculture

    - a business whose main activity is fishing

    - a business whose main activity is operating a cafe, restaurant or takeaway food service, including a catering service

    - a business whose main activity is packaging

    - a business whose main activity is producing food packaging materials

- a business whose main activity is producing or selling equipment used by the food and beverage manufacturing industry
- an organisation, or your project partner is 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' (www.nationalredress.gov.au)
- an employer of 100 or more employees that has not complied with the *Workplace Gender Equality Act (2012)*.
- unincorporated association
- any organisation not included in section 4.1
- trust (however, an incorporated trustee may apply on behalf of a trust)
- a Commonwealth, State, Territory or local government body (including government business enterprises)
- a non-corporate Commonwealth entity.

# 5. What the grant money can be used for

## 5.1. Eligible activities

To be eligible your project must:

- be aimed at reducing energy consumption of your business
- have at least $10,000 in eligible expenditure
- include activities that are listed in Appendix A.

You may:

- select one or more activities from any of the focus areas listed in Appendix A
- select activities up to the maximum grant value of $25,000.

The focus areas are:

- energy audits and energy management
- energy monitoring
- heating ventilation and air conditioning at the manufacturing facility
- lighting
- other motors, conveyors, blowers, fans, pumps, and fluid distribution systems
- power supply
- process automation and controls
- process cooling
- process heating or drying
- air compressors and compressed air systems
- waste management.

## 5.2. Eligible locations

Your project can include activities at different locations. Where your business operates across multiple locations, you may split the grant across more than one site.

## 5.3. Eligible expenditure

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

You can only spend grant funds on eligible expenditure (Appendix A) you have incurred on an agreed project as defined in your grant agreement. You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

To be eligible, expenditure must:

- be a direct cost of the project

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 equipment to replace existing equipment, where the new equipment is higher efficiency

- costs to decommission, remove and dispose of the old equipment

- purchase of equipment or components to help an existing system run more efficiently

- design, and reasonable installation costs of eligible equipment

- commissioning or tuning of equipment installed or modified as part of the project, and any related equipment that is affected by the project

- building permits or approval costs to install equipment, where required.

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

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

## 5.4. What you cannot use the grant for

Expenditure items that are not eligible are:

- salaries and labour costs related to the ongoing operations of your organisation or commercial operation and not directly attributable to the project
- purchase of vehicles, new or used
- purchase of equipment that is not related to your food manufacturing business and improving energy efficiency (e.g. equipment for domestic use or that is primarily for another type of activity at your site)
- purchase of energy generation equipment such as solar panels or biomass generation systems
- purchase of solar panel, inverter or battery components for solar-powered pumping systems
- purchase of electrical energy storage equipment, such as batteries
- maintenance and repair costs for equipment
- purchase of new equipment where it replaces equipment that is broken or no longer functional.

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

# 6.    How to apply

Before applying you should read and understand these guidelines, the sample application form and the sample grant agreement published on business.gov.au and GrantConnect.

To apply, you must:

- complete the online application form via business.gov.au
- provide all the information requested
- address all eligibility criteria
- include all necessary attachments
- submit the completed application through business.gov.au.

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

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

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

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

## 6.1.    Attachments to the application

You must provide the following documents with your application:

- trust deed (where applicable)

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.

Table 1: Expected timing for this grant opportunity

| Activity | Timeframe |
|---|---|
| Assessment of applications | 8 weeks |
| Approval of outcomes of selection process | 4 weeks |
| Negotiations and award of grant agreements | 4 weeks |
| Notification to unsuccessful applicants | 2 weeks |
| Earliest anticipated start date of project | June 2022 |

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

# 7. The grant selection process

We review your application against the eligibility criteria and take into account submission time, date, and distribution across states.

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

## 7.1. Who will approve grants?

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

The Program Delegate's decision is final in all matters, including:

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding

We cannot review decisions about your application.

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

# 8. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we advise you of any specific conditions attached to the grant.

# 9. Successful grant applications

## 9.1. Exchange of letters grant agreement

We will use an exchange of letters grant agreement. We will send you a letter of offer advising that your application has been successful. You accept the offer by signing and returning to us. We consider the agreement to be executed from the date we receive your signed document. You will have 30 days from the date of our letter to sign and return to us otherwise the offer may lapse.

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

You must comply with all relevant laws and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- state/territory legislation in relation to working with children
- local government planning requirements
- local government building approval requirements.

## 9.3. How we pay the grant

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

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

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

## 9.4. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities[3].

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. We do not provide advice on tax.

# 10. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the *Commonwealth Grants Rules and Guidelines* unless otherwise prohibited by law. We may also publish this information on business.gov.au. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

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[3] See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

# 11. How we monitor your grant activity

## 11.1. Keeping us informed

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

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

## 11.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- completion of agreed project activities
- 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. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- be submitted by the report due date.

### 11.2.2. Ad-hoc reports

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

## 11.3. Independent audits

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is available on business.gov.au and GrantConnect.

## 11.4. Compliance visits

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

## 11.5. Grant agreement variations

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

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

The program does not allow for:

- an increase of grant funds.

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

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

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

## 11.6. Evaluation

We will evaluate the grant opportunity to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

## 11.7. Grant acknowledgement

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

'This project received grant funding from the Australian Government.'

# 12. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

## 12.1. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

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

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian Public Service Code of Conduct (Section 13(7))[4] of the *Public Service Act 1999* (Cth). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy[5] on the department's website. The Commonwealth policy entity also publishes a conflict of interest policy on its website.

## 12.2. How we use your information

Unless the information you provide to us is:

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

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

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

### 12.2.1. How we handle your confidential information

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

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive

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[4] https://www.legislation.gov.au/Details/C2019C00057

[5] https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect

- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

### 12.2.2. When we may disclose confidential information

We may disclose confidential information:

- to [the committee and] our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

### 12.2.3. How we use your personal information

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

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

We may give the personal information we collect from you to our employees and contractors, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our Privacy Policy[6] 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.

### 12.2.4. Freedom of information

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

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the

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[6] https://www.industry.gov.au/data-and-publications/privacy-policy

exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

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

## 12.3.  Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by web chat or through our online enquiry form on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our Customer Service Charter is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

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

You can also contact the Commonwealth Ombudsman[7] with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

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[7] http://www.ombudsman.gov.au/

# 13. Glossary

| Term | Definition |
|---|---|
| Application form | The document issued by the Program Delegate that applicants use to apply for funding under the program. |
| AusIndustry | The division of the same name within the department. |
| Decision maker | The Program Delegate with responsibility for the program within the department. |
| Department | The Department of Industry, Science, Energy and Resources. |
| Committee name | The body established by the Minister to consider and assess eligible applications and make recommendations to the Minister for funding under the program. |
| 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 [services or 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 0. |
| 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. |
| 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 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. |
| Industry Innovation and Science Australia | The statutory board established by the *Industry Research and Development Act 1986* (Cth) and named in that Act as Industry Innovation and Science Australia. |
| Minister | The Commonwealth Minister for Industry, Energy and Emissions Reduction. |

| Term | Definition |
|---|---|
| Non-income-tax-exempt | Not exempt from income tax under Division 50 of the *Income Tax Assessment Act 1997* (Cth) or under Division 1AB of Part III of the *Income Tax Assessment Act 1936* (Cth). |
| Personal information | Has the same meaning as in the *Privacy Act 1988* (Cth) which is:<br><br>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:<br><br>a. whether the information or opinion is true or not; and<br>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. |
| Program funding or Program funds | The funding made available by the Commonwealth for the program. |
| Project | A project described in an application for grant funding under the program. |
| Publicly funded research organisation (PFRO) | All higher education providers listed at Table A and Table B of the *Higher Education Support Act 2003* (Cth) and corporate Commonwealth entities, and State and Territory business enterprises which undertake publicly funded research. |

# 14.   Appendix A. 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. All projects are subject to the eligibility requirements set out in Section 5.

| Focus area | Eligible projects |
| --- | --- |
| Energy audits and energy management | <ul><li>audit a system or facility to AS/NZS 3598</li><li>develop an energy management plan for your organisation</li><li>assess the feasibility of an investment that would reduce your energy use</li></ul> |
| Energy monitoring | <ul><li>purchase and install equipment to meter, monitor and record energy use (e.g. smart meters)</li><li>hire and install energy metering equipment (e.g. to support an energy audit)</li><li>digitalise energy meters/sub meters or sensors relating to energy using processes</li><li>automatic fault detection for energy using equipment/processes</li></ul> |
| Other motors, conveyors, blowers, fans, pumps and fluid distribution systems | <ul><li>install a variable speed drive on a pump, fan or other motor</li><li>replace a single speed fan, pump, blower, mixer or conveyor with a variable speed unit</li><li>replace a motor, pump or fan with a higher efficiency unit, or a lower power unit that is better matched to its duty point</li><li>replace compressed air blowers with an electrically driven blower system</li><li>replace compressed air operated diaphragm pump with an electrically driven pump</li><li>install a small blower or pump to efficiently service low loads or isolated loads.</li><li>replace aerators or blowers with mixers or membrane aerated biofilm reactor</li><li>replace surface aerators or coarse aeration with fine bubble aeration</li><li>insulate pipework, fittings, or vessels containing hot or cold fluids (see also, heating equipment and cooling equipment)</li><li>modify system to reduce pressure drops or the volume of fluid circulated</li><li>replace static spray nozzles with rotary spray nozzles or impact jet cleaning nozzles for tank cleaning</li></ul> |
| Power supply | <ul><li>install power factor correction</li><li>install voltage optimisation</li><li>replace or expand switchboard or electricity distribution to facilitate electrification of equipment</li></ul> |
| Process automation and controls | <ul><li>install automatic controls or monitoring equipment not covered elsewhere on this list</li><li>replace existing control equipment to reduce energy use or improve monitoring, including sensors, actuators, controllers and user interface.</li><li>optimise an energy using process based on sensors and meters (e.g. using software or cloud service)</li></ul> |

| Focus area | Eligible projects |
|---|---|
| Process cooling (e.g. refrigeration, chillers, cool rooms) | • install a variable speed drive on a refrigeration compressor or fan<br>• install energy efficient controls for existing refrigeration equipment (e.g. improve staging, implement variable head pressure control, sub-cooling, automatic air and water purging for ammonia refrigeration)<br>• recover heat from refrigeration oil coolers, desuperheaters or condensers<br>• improve insulation or sealing of existing refrigerators or cool rooms<br>• install rapid close doors to an existing cool room<br>• retrofit an electronic TX valve for a refrigeration compressor or chiller<br>• reconfigure process equipment to reduce cooling needs (e.g. by using evaporative pre-cooling, or stabilising food products with additives, relocating equipment away from heat loads).<br>• install a (small) low-load chiller or refrigeration unit or a variable speed compressor for low loads, isolated loads or capacity modulation<br>• replace an existing liquid chiller, refrigerator, compressor or cool room with a higher efficiency unit<br>• replace an existing motor used in a refrigeration system with an electrically commutated motor (e.g. for a cool room fan or condenser fan).<br>• replace an air-cooled refrigeration/chiller unit with a water cooled-unit. |
| Process heating or drying (e.g. boilers, ovens, kettles, dehydrators, evaporators, hot water heaters) | • replace gas-fired or electric resistance heating or drying equipment with a heat pump<br>• replace conventional heating or drying equipment with pulsed fruit bed drying, radiant infrared heating or drying, ohmic heating or drying, microwave heating or drying, induction heating or drying, radio frequency hearing or drying<br>• replace an existing boiler, dryer or other heating equipment with a new high efficiency equipment (e.g. replace a non-condensing boiler with a condensing boiler).<br>• reconfigure process equipment to reduce heating needs (e.g. add heat recovery; add solar pre-heat; improve condensate return; use UV, ultrasonic or chemical cleaning or sterilisation as an alternative to hot water or steam)<br>• reconfigure process equipment to reduce evaporation needs (e.g. use filtration, centrifuge or freeze concentration)<br>• install low-load heating equipment for small loads, isolated loads or capacity modulation<br>• improve the insulation or sealing of ovens or other heating equipment<br>• install an oxygen trim control or modulating burner on a boiler<br>• install a sensor-based blowdown control on a boiler |

| Focus area | Eligible projects |
|---|---|
| Heating Ventilation and Air Conditioning (HVAC) at the manufacturing facility | <ul><li>replace a HVAC fan, pump or motor with a high efficiency fan, pump or motor</li><li>replace a split system or package unit HVAC (including portable air conditioning) with a higher efficiency unit.</li><li>replace an existing close-control air conditioner with a high-efficiency unit.</li><li>replace a HVAC compressor, boiler, chiller or cooling tower with a higher efficiency unit.</li><li>replace a gas-fired HVAC boiler or hot water heater with hot water heat pump unit to generate heating hot water.</li><li>replace a fan heater or radiator used for space heating with a reverse cycle air conditioner</li><li>install an oxygen trim control on a boiler or hot water heater</li><li>install a Variable Speed Drive on an existing HVAC fan or pump</li><li>install an economy cycle on an air conditioning unit</li><li>install heat recovery</li><li>replace air distribution equipment to save fan energy (e.g. replace constant volume air distribution system with variable Air Volume boxes, diffusers, thermofusers; ductwork modifications to reduce pressure drop).</li><li>retrofit electronic expansion valves to HVAC compressor or chiller</li><li>install automatic control equipment for HVAC to reduce energy use or improve monitoring (e.g. sensors, actuators, controllers and user interface).</li><li>improve sealing of an existing clean room.</li></ul> |
| Lighting | <ul><li>replace non-LED lights with LEDs</li><li>install automatic lighting control equipment</li></ul> |
| Air compressors and compressed air systems | <ul><li>audit the compressed air system (e.g. to detect leaks and other savings opportunities)</li><li>replace compressed air operated diaphragm pump with an electrically driven pump</li><li>replace compressed air blowers with an electrically driven blower system</li><li>replace other air-powered equipment with electrically-powered equipment</li><li>reconfigure process equipment to reduce the quantity or pressure of compressed air (e.g. install economiser regulators)</li><li>reconfigure intake to use cooler or cleaner air</li><li>recover heat from air compressors</li><li>install a variable speed drive on an existing air compressor</li><li>install a variable speed compressor for low load operation or trim-control</li><li>optimise compressed air storage</li><li>replace an air compressor with a more efficient unit or a lower power unit that's better matched to its load</li></ul> |
| Waste management | <ul><li>reconfigure process equipment to reduce waste, to save production energy or waste treatment energy</li><li>For other waste water treatment measures – refer to "other motors, conveyors, blowers fans and pumps".</li></ul> |