Sample application form

Hotel Energy Efficiency Upgrades

Version: January 2021

This document shows the questions included in the online application form for this grant opportunity. It will help you prepare your responses and the mandatory attachments you need before you apply online.

Instructions

The online form captures the information required by the department to assess and manage your application for services and funding.

The first page of the application page contains the following instructions.

Completing your application

The application consists of separate pages as shown in the navigation menu on the left hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all of the information you have entered. A green tick indicates a validated page.

A red asterisk * indicates a mandatory question. A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered.

You can save your changes at any time by using the Save button. To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

Participants

You may invite others to assist in completing your application via the application summary page. To do this:

▪ Select the Participants button

▪ Enter the details

An email will be sent to the participant inviting them to assist with your application.

Submitting your application

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

▪ On Windows: The latest versions of Mozilla Firefox and Google Chrome

▪ On Mac: The latest versions of Safari and Google Chrome

Getting help

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

A. Program selection

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

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

If you are a trustee applying on behalf of a trust we will need details of both the trust and trustee.

Before you start you should have the following details ready if they are applicable to you.

- Australian Business Number (ABN)
  or
- Australian Company Number (ACN)
- Indigenous Corporation Number
- Australian Registered Body Number
- Australian Registered Scheme Number
- Incorporated Association Registration
- Co-operative Registration Number
- Charity status
- Not for profit status

Where applicable, international organisations will need to provide

- country of registration
- registration number

A.1. Program selection

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

- Field 1 select - Hotel Accommodation Energy Uplift Program
- Field 2 select - Hotel Accommodation Energy Uplift Program

When you have selected the program, the following text will appear.

The Hotel Energy Uplift Program (the program) will run over one year in 2020-21. The program provides grants to support small and medium hotels (hotels) to reduce their energy use, improve energy productivity and deliver carbon abatement.

Up to $10.2 million is available for this grant opportunity.

The objectives of the program are to assist hotels to:

- upgrade equipment to reduce energy consumption
- upgrade the building fabric to save energy, such as improving windows, drapes or insulation
- undertake energy management activities and assessments, such as energy audits and engineering feasibility studies for energy efficiency upgrades
- invest in energy monitoring and management systems.

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

You should read the grant opportunity guidelines and sample grant agreements before filling out this application. We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

You may submit your application at any time up until 5.00pm on 1 April 2021. Please take account of time zone differences when submitting your application.

B.   Eligibility

We will ask you the following questions to establish your eligibility for the Hotel Energy Efficiency Uplift grant opportunity.

Questions marked with an asterisk are mandatory.

- Select which type of entity your organisation is. *
    - an entity, incorporated in Australia
    - a partnership
    - a co-operative
    - an incorporated trustee on behalf of a trust
    - none of the above

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

- Are you a small to medium sized 'hotel, motel or serviced apartment complex' of 1 to 99 guestrooms that are advertised to, and available to be booked by, members of the public on a nightly basis where a:
    - 'guestroom' is not in or on a residential property or plot.
    - 'guestroom' is not a tent or a caravan.
    - 'guestroom' is not a room in a youth hostel or a business that provides dormitory-style accommodation (for example to farm workers or school groups)*

You must answer yes to proceed to next question.

- Do you declare that you be using licensed tradespeople to install equipment, where applicable for your project?*

You must answer yes to proceed to next question.

- Have you paused operating as a result of bushfires or COVID-19, do you declare that you intend to resume operating as a 'hotel' (as defined under this program) in the future?*
    - If yes etc

You must answer yes or n/a to proceed to next question.

- Do you declare you have the authority to act on behalf of this business?*

You must answer yes to proceed to next question.

- Do you declare that any modifications to a building that you do not own are authorised by the building owner or their representative*

You must answer yes to proceed to next question.

- Will you advertise your accommodation offering to the general public (you will need to attach evidence in your application)*

You must answer yes to proceed to next question.

- Do you declare that you have not received a grant under the Energy Efficient Communities Program?*

You must answer yes to proceed to next question.

C. Applicant address

C.1. Applicant street address

You must provide your street address

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

C.2. Applicant postal address

You must provide your postal address

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

D. Applicant financials

D.1. Latest Financial Year Figures

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

D.2. Recent trading performance

You must provide the following financial information about the applicant organisation.

We collect the following data from all applicants across all grant programs. We use this data to better understand your organisation and to help us develop better policies and programs.

All amounts must show a whole dollar value e.g. $10 million should be presented as $1,000,000. The turnover value must be that of the entity that is making the grant application (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

These fields are mandatory and entering $0 is acceptable if applicable for your organisation.

- Sales Revenue (Turnover)

Total revenue from the sale of goods and services, as reported in your organisation's Business Activity Statements (BAS).

- Export revenue

Total revenue from export sales, as reported in your organisation's BAS.

- R&D expenditure

Expenditure on research and development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications.

- Taxable income

Taxable income or loss as per the applicant's Business Income Company Tax Return form.

- Number of employees (headcount)

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

- Number of independent contractors (headcount)

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

E. Project information

On this page you must provide the detailed information about your proposed project.

If your application is successful, we will publish some grant details on GrantConnect and other government publications. Published details include:

- *name of the grant recipient*
- *a project title*
- *a brief project description and its intended outcome*
- *amount of grant funding awarded.*

E.1. Project title and description

Provide a project title.

Your response is limited to 75 characters including spaces and does not support formatting.

Provide a brief project description.

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

Ensure your project description focuses on your project's key activities and outcomes. Outline what it is you are going to do and how it will benefit your organisation.

E.2. Detailed project description and key activities

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

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

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

E.3. Eligible activities

Please select up to 3 eligible project activities for your project. Eligible activities are listed in the guidelines under section 5. *You must select at least one eligible activity for your project*

What will be the focus area of your project?

☐ 1.0 Electricity supply and distribution

Which specific activity will you undertake?

a)   Install power factor correction or voltage optimisation equipment.

If you project will vary from this activity please clarify below. Your response is limited to 500 words.

Free text field

☐ 2.0 Heating, cooling, ventilation and air conditioning

Which specific activity will you undertake?

a)   replace an existing split-system air conditioner, packaged air conditioner or window-wall air conditioner with a more efficient, new split-system air conditioner (including multi-split system air conditioners). For example, replace a non-inverter air conditioner with an inverter-driven unit.

b) replace an existing chiller used in an air conditioning system with a new chiller

c) replace a boiler used in an air conditioning system with a heat pump or condensing boiler

d) replace an existing air conditioning compressor, condenser and/or indoor unit with more efficient equipment

e) install new or replacement controllers for existing air conditioning equipment, such as timers, sensors, digital controllers, interfaces, Building Management System equipment including head-end computer, actuators, relays, contactors

f) install a variable speed drive on a pump or fan used in an air-conditioning system or a ventilation system

g) install heat recovery on a ventilation system

h) install an outside economy cycle on an air conditioning system (e.g. dampers, actuators, sensors and controllers)

i) install components to modulate the ventilation air volume (e.g. CO_2 sensors, carpark CO sensors, dampers, actuators, variable speed drive)

j) install components to facilitate variable air volume delivery on an air conditioning system or ventilation system (e.g. VAV boxes, variable speed drive, sensors, dampers, diffusers for variable volume operation)

k) replace a non-modulating burner with a modulating burner on a boiler used in an air conditioning system

l) install electronic expansion valves on an air conditioner or chiller

m) solenoid valve or two-way modulating valve to reduce water flow under low load in a chilled water / heating water / condenser water system

n) replace a fan or fan motor in a ventilation system with an electronically commutated unit.

If you project will vary from this activity please clarify below. Your response is limited to 500 words.

☐ 3.0 Bathroom hot water and pool heating

Which specific activity will you undertake?

a) replace an existing bathroom hot water heater with a more efficient new solar hot water heaters, air source hot water heat pumps or condensing boiler

b) replace an existing pool heater with a new heat pump, solar heater or condensing boiler

c) fit a solar pre-heat to a bathroom hot water system or a pool heating system

d) replace an existing pool pump with a variable speed pump

e) fit variable speed drives to fans or pumps associated with swimming pool or bathroom hot water distribution pumps

f) provide a swimming pool cover to a currently uncovered heated pool

g) replace a non-modulating burner with a modulating burner on a boiler used in a bathroom or boiler hot water system.

If you project will vary from this activity please clarify below. Your response is limited to 500 words.

☐ 4.0 Appliances & catering equipment (including refrigeration)

Which specific activity will you undertake?

a) replace existing fridges with new more efficient fridges (excludes cool rooms and bar fridges below 200 L).

b)   replace existing domestic-type washing machines (e.g. in guest laundries or other small scale laundries) with more efficient energy labelled washing machines. Excludes commercial washing machines

c)   replace existing clothes dryers with heat pump dryers

d)   replace existing ceiling fans with electronically commutated fans

e)   replace existing cooktops with induction cooktops

f)   install new or replacement controllers for refrigeration equipment, including timers, sensors, interfaces, actuators, relays, contactors

g)   recover heat from refrigeration condensers

h)   recover heat from commercial laundry equipment

i)   replace an existing fan or fan motor in refrigeration equipment with an electronically commutated unit.

☐ 5.0 Lighting

Which specific activity will you undertake?

a)   replace non-LED lighting with LED lighting

b)   install new or replacement controllers for lighting equipment, including timers, sensors, interfaces, actuators, relays, contactors. For example, room keycard control for guestroom lighting.

☐ 5.0 Upgrade to the building fabric

Which specific activity will you undertake?

a)   install external shading to protect windows from sunlight

b)   install heavyweight or insulating blinds to replace existing lightweight window coverings

c)   install pelmets on windows that are fitted with heavyweight drapes or insulating blinds

d)   retrofit insulating films to existing windows (e.g. install a tint or low-e coating)

e)   replace windows with double or triple/glazed windows

f)   insulate a roof/ceiling with bulk insulation or foil

g)   insulate walls

h)   install weather stripping or exhaust dampers to reduce air leakage.

If you project will vary from this activity please clarify below. Your response is limited to 500 words.

☐ 5.0 Other eligible activities

Which specific activity will you undertake?

a)   conduct an energy audit

b)   conduct an airtightness test

c)   conduct a detailed engineering feasibility study for an energy efficiency upgrade

d)   purchase or hire equipment to measure, monitor or record energy use (excludes general use office equipment)

If you project will vary from this activity please clarify below. Your response is limited to 500 words.

E.4. Project outcomes

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

Provide a summary of the expected project outcomes.

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

E.5. Project duration

Your project must be completed in line with the dates provided in the grant opportunity guidelines.

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

The project length will be calculated by the start and end dates you enter. Your project can be no longer than 12 months.

E.6. Project milestones

You must breakdown your project into milestones. You should include the key activities occurring at each milestone. The start date of milestone 1 is the expected project start date. The end date of your last milestone activity will be the project end date. You will be required to complete the following fields. You can add up to five milestones.

- Milestone title

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

- Description

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

- Estimated start date
- Estimated end date

E.7. Project location

You must provide the address where your project will be undertaken and the estimated percentage of project value expected to be undertaken at that site.

A project site must be a street address. Do not provide a postal address, institution or building name. A limit of one grant will apply per ABN and per 'hotel' (as defined for the purposes of this program).

- Project site address
- Estimated percentage of project value expected to be undertaken at site.

F.   Project budget

F.1.   Project budget summary

You must provide a summary of your eligible project costs over the life of the project in a table as shown below.

If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

The minimum project expenditure for this grant opportunity is $10,000.

Labour costs are limited to 10 per cent of your total eligible expenditure.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			$
	Labour		$
		20xx/xx	$
		20xx/xx	$
		20xx/xx	$
	Contract		$
		20xx/xx	$
		20xx/xx	$
		20xx/xx	$
	Equipment		$
		20xx/xx	$
		20xx/xx	$
		20xx/xx	$
	Materials		$
		20xx/xx	$
		20xx/xx	$
		20xx/xx	$
	Other Eligible Expenditure		$
		20xx/xx	$
		20xx/xx	$

Type of expenditure	Head of expenditure	Financial Year	Cost
		20xx/xx	$
Total			

Grant funding requested

You will be asked to enter the amount of grant funding you are requesting. Validations will limit your request to be within the grant opportunity guidelines.

F.2. Source of funding

In this section you must provide details of how you will fund the project, other than the grant funding sought.

The total of all sources of funding plus your grant, should be equal to your total project expenditure in the section above.

Your own contribution to the project is also considered a 'source of funding' and must be provided.

You will need to provide the following information for all other sources of funding

- Name of contributor
- Type of contributor

Contributors are divided into the following types

- o *Your contribution*
- o *Other non-Commonwealth government grants*
- o *Other non-government contribution*

- Value of contribution
- Date due of contribution
- Description

You may need to provide details around whether your contribution is sourced from bank loans, equity or cash flow etc.

Where you are receiving other government funding you will need to provide details.

G. Application finalisation

You must answer the following questions and add any supporting documentation required.

G.1. Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.

If yes, describe the perceived or existing conflicts of interest.

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

If yes, describe how you anticipate managing this conflict.

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

G.2. Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

G.3. Supporting documentation

You must attach the following supporting documentation.

- evidence that your hotel advertises its accommodation offering to the general public including your hotel's website or an image of outdoor advertising or a roadside billboard etc.
- Trust deed (where applicable)

G.4. Your ANZSIC code

Provide from a drop-down menu:

- your organisation's main revenue earning division under the Australian and New Zealand Standard Industrial Classification (ANZSIC).
- your organisation's main revenue earning class under the Australian and New Zealand Standard Industrial Classification (ANZSIC).

G.5. Indigenous organisation

Is your organisation Indigenous owned?

An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.

Is your organisation Indigenous controlled?

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

H. Primary contact page

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

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

I. Application declaration

In order to submit your application you will be required to agree to the following declaration.

I.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science, Energy and Resources (the department) will use the information I provide in accordance with the following:

- Australian Government Public Data Policy Statement
- Commonwealth Grants Rules and Guidelines
- grant opportunity guidelines
- applicable Australian laws

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

a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants

b. to facilitate research, assessment, monitoring and analysis of other programs and activities

unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the grant opportunity guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

I.2. Applicant declaration

I declare that I have read and understood the grant opportunity guidelines, including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth)*.*

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I approve the information in this application being communicated to the department in electronic form.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.