Sample application form

Energy Efficient Communities Program – Dairy Business Grants

Version June 2020.

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.

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

We need to first identify what type of entity is applying. If you are a trustee applying on behalf of a trust the details are slightly different.

A.1. Trustee and trust details

If you have selected trustee on behalf of a trust we require details of both trust and trustee. A trustee must be incorporated.

Trust details

We require the following details.

When you have entered your ABN, the form should populate some details for you.

- Australian Business Number (ABN) of the trust
- Legal name of the trust
- Business name of the trust

Your business may have registered one or more business name. If you operate under a business name, you must provide the alternative name.

- Date of registration of ABN of the trust
- GST registration status

Trustee details

We require the following details.

When you have entered your ABN, the form should populate some details for you.

Do not enter your trust ABN into the trustee field. You may not have a separate ABN for the trustee in which case you should leave this field blank.

- Australian Company Number (ACN) of the trustee

  Or

- Australian Business Number (ABN) of the trustee (if different to trust)
- Legal name of the trustee

A.2. Other type of entity details

If you are not a trustee / trust entity you will be asked to complete the following details.

When you have entered your ABN, the form should populate some details for you.

- Australian Business Number (ABN)
- Australian Company Number (ACN)
- Organisation Legal name
- Organisation Business Name

Your business may have registered one or more business name. If you operate under a business name, you must provide the alternate name.

- Date of registration of ABN
- GST registration status

A.3. Australia and New Zealand Standard Industrial Classification (ANZSIC) details

You must select 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)

A.4. Program selection

You must select from a drop-down menu the program that you are applying for.

- Field 1 select Energy Efficient Communities Program [State]
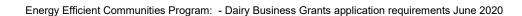- Field 2 select Dairy Business Grants [State]

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

Provides funding to support dairy farming businesses to:

- replace existing equipment with higher efficiency equipment
- install or replace a component/s to help an existing system run more efficiently
- carry out on-farm energy audits
- carry out monitoring of energy usage and emissions.

Applications must be submitted by 5pm AEST, 17 August 2020.

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.

B.   Eligibility

We will ask you the following questions to establish your eligibility for the EEC: Business Stream - Dairy Business Grants grant opportunity.

Questions marked with an asterisk are mandatory.

- Do you have a license to operate a dairy farming business in Australia?*

You must answer yes to proceed to next question.

- Please provide the dairy registration number provided by your registration authority.*

You must provide your registration number to proceed to the next question.

- Are you one of the following?*

You must select one of the following from a dropdown menu to proceed to the next question.

- a company incorporated in Australia
- an incorporated trustee on behalf of a trust
- a partnership
- a sole trader
- a co-operative.

- Are you authorised to undertake your project as described?*

You must have authorisation to undertake the project, for example within your leasing agreements.

You must answer yes to proceed to next question.

- Does your project have at least $5,000 in eligible expenditure?*

You must answer yes to proceed to next question.

- Can you provide a supplier declaration as required?*

If you are undertaking particular activities you will need to provide a supplier declaration. Refer to grant opportunity guidelines for more information.

You must answer yes to proceed to next question.

- If you have ceased operating as a result of bushfires or COVID-19, do you certify that you intend to resume operating as a business in the future?*

You must answer yes to proceed to next question.

C. Applicant address

C.1. Business street address

You must provide your business street address (Australian Head Office).

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. Business postal address

You must provide your business postal address (Australian Head Office).

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. $1 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](#). 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. Explain what it is you are going to do and how it will benefit your organisation.

E.2.   Project focus

You can apply for an EEC – Dairy Business Grant to fund project(s) in one or more of the key energy using areas of your business. In this section of the form you'll be asked to describe each project.

If you answered yes above please select the focus area(s) for your equipment upgrade(s):

. You may select multiple from a drop down menu.

- energy audits
- investment feasibility studies for energy efficiency upgrades
- energy monitoring
- milk cooling
- milk harvesting
- water heating
- irrigation
- stock water pumping
- dairy shed effluent pumping and treatment
- farm machinery upgrades/modifications
- lighting
- farm automation, where not covered in one of the above categories

What is the configuration your dairy?

If your project is across multiple sites this refers to your largest dairy.

Please select from a dropdown menu.

- Automatic/robotic
- Double-up
- Rotary
- Swing over
- Walk-though

Are you seeking EEC funding for project(s) that was identified by an energy audit on your farm? Yes/No *if yes, please answer the following:*

- How much energy are you expecting to save for the project, based on the findings of the energy audit?

E.3. 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 project description should answer the following questions, where relevant:

If you plan to do an energy audit project, what type of energy audit will it be (Type 1, Type 2, Type3). Will the energy audit be completed to AS 3598?

If you plan to do an energy management or energy monitoring project, describe the systems, equipment or processes that will be monitored or managed. Identify any monitoring equipment to be installed, what data will be generated and how this will be used.

If you plan to do an equipment upgrade, then for each focus area please state if you:

a. *Plan to replace existing equipment with higher efficiency equipment OR*

b. *Plan to install or replace a component to help an existing equipment run more efficiently. (e.g. installing a variable speed drive or heat recovery to pre-heat hot water)*

Please specify the type and configuration of equipment you are planning to replace or modify (describing both the original equipment and the item you plan to install). Please include the approximate age of the equipment item being replaced or modified.

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

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 scope

This information will assist us with our data collection.

Are you seeking funding for an energy audit project? Yes / No

Are you seeking funding for an energy monitoring project? Yes / No

Are you seeking funding for an equipment upgrade? Yes / No.

E.6.   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 18 months.

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. If you have multiple sites across different farms you must add the address of each site/farm.

A project site must be a street address not a postal address.

If your business operates from more than one location you may split one grant across multiple sites

- 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.

Please note you can only enter figures in the white cells.

The minimum project expenditure for this grant opportunity is $5,000

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			$
	Labour/contractors		$
		2020/21	$
		2021/22	$
	Equipment		$
		2020/21	$
		2021/22	$
	Materials		$
		2020/21	$
		2021/22	$
	Other		
		2020/21	$
		2021/22	$
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.

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 and how you anticipate managing them.

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.

- Trust deed

A trust deed (where applicable)

- Supplier declaration

A supplier declaration.

G.4. 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 Energy Efficient Communities Program – Dairy Business Grants 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 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 agree to participate in the periodic evaluation of the services undertaken by the department.

I declare that I am authorised to complete this form and acknowledge that by including my name in this application I am deemed to have signed this application.

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