



Grant Opportunity Guidelines

Energy Efficient Communities Program - High Energy Using Business Grants

Opening date:	10 August 2020
Closing date and time:	5:00pm Australian Eastern Standard Time on 24 September 2020 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:	10 August 2020 (updated on 13 August 2020)
Type of grant opportunity:	Demand driven

Contents

1. Energy Efficient Communities Program: High Energy Using Business Grants processes	4
2. About the grant program	5
2.1. About the Energy Efficient Communities Program - High Energy Using Business (HEUB) Grants grant opportunity	5
3. Grant amount and grant period	6
3.1. Grants available	6
3.2. Project period	7
4. Eligibility criteria	7
4.1. Who is eligible?	7
4.2. Additional eligibility requirements	7
4.3. Who is not eligible?	7
5. What the grant money can be used for	8
5.1. Eligible activities	8
5.2. Eligible locations	8
5.3. Eligible expenditure	8
5.4. What you cannot use the grant for	9
6. How to apply	9
6.1. Attachments to the application	10
6.2. Timing of grant opportunity	10
7. The grant selection process	11
7.1. Who will approve grants?	11
8. Notification of application outcomes	12
9. Successful grant applications	12
9.1. Exchange of letters grant agreement	12
9.2. Activity specific legislation, policies and industry standards	12
9.3. How we pay the grant	12
9.4. Tax obligations	12
10. Announcement of grants	13
11. How we monitor your grant activity	13
11.1. Keeping us informed	13
11.2. Reporting	13
11.2.1. Progress report	14
11.2.2. End of project report	14
11.2.3. Ad-hoc reports	14
11.3. Independent audits	14
11.4. Compliance visits	14
11.5. Grant agreement variations	14
11.6. Evaluation	15

11.7. Grant acknowledgement.....	15
12. Probity.....	15
12.1. Conflicts of interest	15
12.2. How we use your information	16
12.2.1. How we handle your confidential information	16
12.2.2. When we may disclose confidential information	16
12.2.3. How we use your personal information.....	17
12.2.4. Freedom of information.....	17
12.3. Enquiries and feedback	17
13. Glossary.....	18
14. Appendix A - Equipment and service performance requirements	20
14.1. Lighting upgrades	20
14.2. Heating, Ventilation and Air conditioning	20
14.3. Three phase motors.....	20
14.4. Energy audit requirements.....	20
15. Appendix B - Senior management support.....	21
16. Appendix C - Supplier declaration	22

1. Energy Efficient Communities Program: High Energy Using Business Grants processes

The Energy Efficient Communities Program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to the Department of Industry, Science, Energy and Resource's Outcome 2: Reduce Australia's greenhouse gas emissions, adapt to the impacts of climate change and contribute to the negotiation of an effective global solution to climate change, through developing and implementing a national response to climate change; and Outcome 4: Support the reliable, sustainable and secure operations of energy markets through improving Australia's energy efficiency, performance and productivity for the community.. 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](#).



The grant opportunity opens

We publish the grant guidelines on business.gov.au and GrantConnect.



You complete and submit a grant application

You complete the application form, addressing all the eligibility criteria in order for your application to be considered.



We assess all grant applications

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



We make grant recommendations

We provide advice to the decision maker on the eligibility of each application.



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application.



We enter into a grant agreement

We will enter into a grant agreement with successful applicants.



Delivery of grant

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



Evaluation of the grant opportunity

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 will run over 4 years from 2019-20 to 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:

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

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.

We will announce grant opportunities under each stream as part of this program. We will publish the opening and closing dates and any other relevant information on [business.gov.au](https://www.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 - High Energy Using Business (HEUB) Grants grant opportunity

The Business stream will be delivered through three separate grant opportunities:

- Energy Efficient Communities Program - Dairy Farming Business Grants
- Energy Efficient Communities Program - Small Business Grants
- Energy Efficient Communities Program - High Energy Using Business Grants.

These guidelines contain information for the Energy Efficient Communities Program - High Energy Using Business Grants.

The objectives of the grant opportunity are to support high energy using businesses (with a net consumption of more than 0.05 PJ energy per year, assessed across all the activities conducted by the business and across all fuel types) to:

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

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

The intended outcomes of the grant opportunity are:

- reduced energy consumption leading to reduced greenhouse gas emissions from high energy using businesses
- increased awareness amongst high energy using business owners, of how to improve their energy efficiency
- reduced energy costs for businesses.

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, \$14.8 million is available over 2 years (2020-21 to 2021-22).

Funding will be distributed between states and territories with the following percentage breakdown which is based on the distribution of high energy using businesses nationally:

Jurisdiction	NSW	VIC	QLD	WA	SA	TAS	NT	ACT
Budget limit	\$5,180,000	\$3,996,000	\$2,812,000	\$1,480,000	\$888,000	\$296,000	\$148,000	\$0
Percentage	35	27	19	10	6	2	1	0
Notional number of grants	207	160	113	59	35	12	6	0

We expect that there may be a high level of interest for this grant opportunity and it may be oversubscribed. This means an eligible application will not automatically be approved. We will decide which grants to approve taking into account submission time and date and distribution.

3.1. Grants available

The grant amount will be up to 50 per cent of eligible project expenditure (grant percentage).

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

You are responsible for the remaining eligible project expenditure plus any ineligible expenditure.

You can only apply for one Energy Efficient Communities Program: Business Stream grant. If your business operates from more than one location, you may split one grant across multiple sites.

You cannot use funding from other Commonwealth, State, Territory or local government grants to fund the balance of project expenditure not covered by the grant.

3.2. Project period

The project period is a maximum of 18 months from the date you execute a grant agreement with the Commonwealth. We may extend this period under exceptional circumstances, however all projects must be completed by 30 June 2022.

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:

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

4.2. Additional eligibility requirements

We can only accept applications:

- where you can provide evidence that your project is supported at senior management level, and that you can complete the project and meet the costs of the project not covered by grant funding (see template at Appendix B)
- where you can provide evidence that you are a business with a net energy consumption of more than 0.05 PJ per year assessed across all the activities conducted by your business, and across all fuel types
- that include a supplier declaration (see template at Appendix C)
- that include all the mandatory attachments
- where you certify, if you have ceased operating as a result of bushfires or COVID-19, that you intend to resume operating as a business in the future.

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 trust (however an incorporated trustee can apply on behalf of a trust)
- a corporate or non-corporate Commonwealth entity
- a publicly-funded research organisation
- any organisation not included in section 4.1

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 \$20,000 in eligible expenditure.

Eligible activities may include:

- replacing existing equipment with higher efficiency equipment
- installing or replacing a component to help an existing system run more efficiently
- energy audits
- investment feasibility studies for energy efficiency upgrades
- monitoring of energy consumption and greenhouse gas emissions.

You will be required to calculate energy savings achieved as a result of your project.

We may also approve other activities that meet the objectives of the program.

5.2. Eligible locations

You can only apply for one grant for your business, but if your business operates across multiple locations you may split the grant across more than one site.

5.3. Eligible expenditure

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

To be eligible, expenditure must:

- be a direct cost of the project
- meet the equipment and service performance standards specified in Appendix A, where applicable.

Eligible expenditure items include:

- an energy audit of your site or part of your site
- costs related to feasibility studies
- purchase or hire of equipment to measure, monitor and record energy use
- purchase of equipment to replace existing equipment, where the new equipment is higher efficiency, and costs to decommission, remove and dispose of the old equipment item
- 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
- financial auditing of project expenditure.

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.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

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

5.4. What you cannot use the grant for

Expenditure items that are not eligible are:

- salaries and labour 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 electrical 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 and no longer functional
- purchase and installation of lighting equipment that does not meet the performance specifications of Appendix A
- purchase of HVAC equipment that does not meet the performance specifications of Appendix A
- purchase of three phase motors that do not meet the performance specifications of Appendix A
- procurement of an energy audit that does not meet the performance specification of Appendix A
- purchase of power factor correction equipment
- purchase of portable consumer appliances such as domestic fridges or laptops.

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.

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:

- evidence that your project is supported at senior management level and that you can complete the project and meet the costs of the project not covered by grant funding (template provided on business.gov.au and [GrantConnect](#))
- a supplier declaration (see template at Appendix C)
- a trust deed (where applicable).

You may also attach additional detail about your energy saving calculations if required. You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

If requested, you must also provide evidence that you are a business with a net energy consumption of more than 0.05 PJ per year assessed across all the activities conducted by your business, and across all fuel types.

6.2. Timing of grant opportunity

You can only submit an application between the published opening and closing dates. We cannot accept late applications.

If you are successful, we expect you will be able to commence your project within 16 weeks of submitting your application.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	8 weeks
Approval of outcomes of selection process	8 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	December 2020
End date of grant commitment	30 June 2022

7. The grant selection process

We review your application against the eligibility criteria.

We will then review all eligible applications taking into account submission time and date and distribution across jurisdictions. We may also accept more than the expected number of applications in the event any of those submitted are assessed as ineligible or incomplete.

The maximum funding per jurisdiction will be as identified in Table 2, with the eligible projects in each jurisdiction funded up to the budget limit per jurisdiction.

Table 2: Distribution of grants between jurisdictions

Jurisdiction	NSW	VIC	QLD	WA	SA	TAS	NT	ACT
Budget limit	\$5,180,000	\$3,996,000	\$2,812,000	\$1,480,000	\$888,000	\$296,000	\$148,000	\$0
Notional number of grants	207	160	113	59	35	12	6	0

* This is based on the maximum grant size of \$25,000; the actual number of grants awarded in each jurisdiction may be higher.

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 the merits of 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
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contribution required to be made by you.

We will pay 100 per cent of the grant on completion of the project. We will pay this when you submit a satisfactory end of project report demonstrating you have completed outstanding obligations for 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 entities².

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

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

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

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:

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds
- contributions of participants directly related to the project.

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. Progress report

When your project period is greater than six months, you must submit six-monthly progress reports to demonstrate that your project is on track for completion by the project end date.

11.2.2. End of project report

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

End of project reports must:

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

11.2.3. 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:

- changing project milestones
- 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.

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

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

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

11.6. 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.’

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant.

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\(7\)\)](#)³ 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](#)⁴ on the department's 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
- 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 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.

³ <https://www.legislation.gov.au/Details/C2019C00057>

⁴ https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect

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](#)⁵ 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 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:

⁵ <https://www.industry.gov.au/data-and-publications/privacy-policy>

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

You can also contact the [Commonwealth Ombudsman⁶](#) with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

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.
Department	The Department of Industry, Science, Energy and Resources.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.3.
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.
Minister	The Commonwealth Minister for Energy and Emissions Reduction.

⁶ <http://www.ombudsman.gov.au/>

Term	Definition
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ul style="list-style-type: none"> a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
Program Delegate	An AusIndustry 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 <i>Higher Education Support Act 2003</i> (Cth) and corporate Commonwealth entities, and State and Territory business enterprises which undertake publicly funded research.

14. Appendix A - Equipment and service performance requirements

14.1. Lighting upgrades

To be eligible you must:

- be replacing existing non-LED (Light Emitting Diode) lighting with LED lighting and/or installing energy saving lighting controls such as motion sensors and timers
- use light bulbs that have an efficiency of at least 120 lumens per Watt for LED tubes or 90 lumens per Watt for other (non-linear) bulbs
- use light bulbs, light fittings, drivers or transformers that carry the Australian Regulatory Compliance Mark

Figure 1: Regulatory Compliance Mark



- ensure all work is carried out by a licensed electrician.

14.2. Heating, Ventilation and Air conditioning

To be eligible, equipment must meet all applicable component efficiency requirements set out in Part J5 of the National Construction Code 2019 (or any later versions of the National Construction Code that are in effect when a grant application is submitted).

14.3. Three phase motors

To be eligible, you must purchase a motor that meets the IE3 efficiency requirements of the [GEMS Determination](#), where applicable. (For example, the GEMS Determination will generally apply to 3 phase single speed motors with rated output from greater than or equal to 0.73 kW to less than 185 kW).

14.4. Energy audit requirements

To be eligible:

- the audit must meet current Australian [Energy Audit Standards \(AS/NZS 3598, 2014\)](#)⁷.

⁷ <http://www.eec.org.au/for-energy-efficiency-providers/information-resources/energy-audit-standards#/energy-audit-standards>

15. Appendix B - Senior Management support

IMPORTANT NOTE:

- This form must be signed and dated or your application may be considered incomplete and ineligible.
- When saving this form please do not use special characters such as x->?*\$ in the document file name to avoid issues with the upload of the document into the portal system.

Name of Applicant Organisation	
ABN	
Name and position of Senior Management authorised to sign this letter	
Name of Witness to this letter	

This letter confirms Senior Management support for the grant application from the above mentioned applicant organisation seeking financial assistance under the [Energy Efficient Communities Program - Business Stream - High Energy Using Business Grants](#).

I endorse the grant application from this applicant organisation.

If successful for a grant, the applicant organisation is able to complete the project and meet any project costs that are not covered by the grant.

I note that the applicant organisation will enter into a grant agreement with the Commonwealth Government in relation to this grant.

I have, or will request, all necessary Commonwealth, State, Territory and local planning permits and approvals required to undertake the project.

Signature

Date

Signature of witness

Date

16. Appendix C - Supplier Declaration

**skip sections not relevant to your activity.*

IMPORTANT NOTE:

- All relevant boxes must be ticked and the form must be signed and dated or the application may be considered incomplete and ineligible.
- When saving this form please do not use special characters such as x->?*\$ in the document file name to avoid issues with the upload of the document into the portal system.
- Please provide a complete Supplier Declaration template for each supplier/installer organisation that will be involved in your project.

I, as the product or service supplier/ installer have read and understood Appendix A of the [Energy Efficient Communities Program - High Energy Using Business Grants Guidelines](#). I confirm that, to the best of my knowledge all products, installations and works for this project as selected below meet the eligibility requirements as set out in the guidelines.

Equipment Installation (generally)

- all installation and decommissioning works will be completed by licensed tradesperson(s)
- all works that carry a risk of refrigerant being emitted will completed by an ARC air conditioning technician with an ARC refrigerant handling license
- existing equipment being replaced will be disposed of, decommissioned or recycled in accordance with appropriate regulations

Heating, Ventilation and Air conditioning

- each equipment item supplied as part of this project meets any applicable component efficiency requirements specified in Part J5 of the [National Construction Code, 2019](#)

Lighting Upgrades

- all works will be carried out by a licensed electrician
- the new lighting equipment is LED, replacing a non-LED system, and/or installing energy saving lighting controls such as motion sensors and timers
- replacement lightbulbs have an efficiency of at least 120 lumens per Watt for LED tubes or 90 lumens per Watt for other (non-linear) bulbs
- all replacement light bulbs, light fittings, drivers or transformers that carry the Australian Regulatory Compliance Mark

Energy Audits

- the audit meets the requirements of [AS/NZS 3598:2014](#)

Three Phase Motors

- three phase motors meet the IE3 efficiency requirements of the [GEMS Determination](#) (the GEMS Determination will generally apply to 3 phase single speed motors with a rated output from greater than or equal to 0.73 kW to less than 185 kW)

To the best of my knowledge, I understand that the products, systems and works carried out on this project will comply with all relevant state, territory and national standards and legislation.

I understand that I will be required to complete a report regarding works carried out in order to assist with reporting of estimated emissions reductions for this project.

Name of supplier/installer organisation

Name of supplier/installer

Signature

Date: / /2020