



# SEDO GRANTS PROGRAM

## Community Project Application Kit

This kit provides information to help applicants apply to the September 2009 funding round of the Sustainable Energy Development Office (SEDO) Grants Program for Community Projects.

The kit contains the following documents:

1. **Community Project Guidelines**

The guidelines set out the terms and conditions for applying for a SEDO grant, including:

- details about how to apply for a grant;
- the assessment process for applications, including the program's eligibility and assessment criteria; and
- SEDO grant procedures and conditions.

2. **Community Project Application Form**

A separate copy of the application form can be obtained in Microsoft Word format from the SEDO web site at [www.sedo.energy.wa.gov.au/pages/grants.asp](http://www.sedo.energy.wa.gov.au/pages/grants.asp).

**APPLICATIONS CLOSE AT 5PM ON FRIDAY, 18 SEPTEMBER 2009**

**NO LATE APPLICATIONS WILL BE ACCEPTED**

*The SEDO Grants Program also provides grants for sustainable energy Research and Development Projects. Information on these grants is available from the SEDO web site at [www.sedo.energy.wa.gov.au/pages/grants.asp](http://www.sedo.energy.wa.gov.au/pages/grants.asp).*

# Community Project Guidelines

## INTRODUCTION

The SEDO Grants Program provides grants for community-based sustainable energy projects.

Grants are awarded to projects that best meet the objectives of the program, which are:

- raising community awareness of ways to reduce energy use and increase the use of renewable energy;
- helping householders to reduce fossil fuel energy use; and
- reducing the level of greenhouse gas emissions in WA.

Grant applications are invited through competitive funding rounds. Applications must meet all of the requirements set out in the *Community Project Guidelines* to be eligible for funding. All applications that meet the eligibility criteria will be assessed comparatively against the assessment criteria. Funding will be offered to the projects which provide the greatest benefits and lowest risks.

## GRANTS AVAILABLE

Individual grants ranging from \$5,000 to \$50,000 are available to help meet the actual or cash costs of implementing eligible, sustainable energy projects. These costs may include staff salaries, payments to consultants or contractors and the costs of equipment used in a project. While staff salaries are eligible, no responsibility is taken for ongoing staff employment. Projects may also involve non-sustainable energy activities, such as reducing waste or water use, but this program will not provide grants for these components of a project.

In general, projects should not receive funding from other State Government programs unless it is for non-energy related components of the project e.g. water efficiency or waste reduction.

SEDO grants are once off and ongoing funding should not be assumed.

### **Grants will NOT be provided for:**

- the notional costs of any services or equipment donated to a project;
- activities that duplicate existing programs or services;
- activities that replicate programs that have previously been funded by SEDO Grants in two or more locations;
- activities required by law or by government regulations;
- activities that are funded from other sources (note that multiple funding sources can be used for a project as long as the funding is for different components of the project);
- activities with a political aim;
- activities undertaken before a grant application has been approved;
- activities that government organisations typically carry out as part of their normal operations; or
- commercial sustainable energy projects, including projects targeting non-residential applications and projects that are essentially of a commercial nature.

**Grants will typically NOT be provided for renewable energy or energy efficiency installations (such as solar photovoltaic panels, solar hot water systems or insulation) which are eligible for funding under other Government programs or which are eligible for the Australian Government's Solar Credit scheme.**

## HOW TO APPLY FOR A GRANT

To make a Community Project application to the September 2009 funding round of the SEDO Grants Program, you must:

1. Thoroughly read the *Community Project Guidelines* to ensure that you are familiar with the eligibility requirements for the SEDO Grants Program and the process for making an application.
2. Complete the *Community Project Application Form*. All information requested in the application form must be provided for SEDO to properly assess the application. Where actual data is unknown, estimates should be given. A copy is available in Microsoft Word format from the SEDO web site at [www.sedo.energy.wa.gov.au/pages/grants.asp](http://www.sedo.energy.wa.gov.au/pages/grants.asp). Please do not alter the format of the application form.
3. Submit your completed *Community Project Application Form* electronically to [sgc@energy.wa.gov.au](mailto:sgc@energy.wa.gov.au) by **5pm on Friday, 18 September 2009**. No late applications will be accepted.

Applicants must also submit two hard copies of their completed *Community Project Application Form* by post to:

Grant Application  
SEDO Grants Program  
Sustainable Energy Development Office  
Level 9, 197 St Georges Terrace  
PERTH WA 6000

Hard copy applications must be received by SEDO within one week of the closing date for electronic applications.

Multiple applications for essentially the same project submitted in the same funding round will be treated as one application.

### Enquiries

Application enquiries can be directed to:

Sustainable Energy Development Office  
Level 9, 197 St Georges Terrace  
PERTH WA 6000  
Phone: 9420 5636 or 9420 5600

## ASSESSMENT PROCESS FOR GRANT APPLICATIONS

Applications to the SEDO Grants Program are assessed in two stages.

**Stage 1** Applications are assessed against the eligibility criteria set out below. Applications that meet all relevant requirements proceed to Stage 2.

**Stage 2** Eligible applications are assessed against the program's assessment criteria set out on the following page.

Applicants will typically be advised of the outcome of the assessment process within four months of the closing date for applications.

### Eligibility Criteria

#### *Project Requirements*

1. Projects must primarily target WA householders to help them reduce their energy use or increase their use of renewable energy in their homes.
2. Projects must involve at least one of the following activities:
  - initiatives that assist householders to increase their use of sustainable energy products;
  - initiatives that encourage behavioural change to adopt sustainable energy practices, such as workshops and other education programs;
  - public awareness raising activities, such as information dissemination, demonstration projects and public displays;
  - home energy audits; or
  - other innovative activities that encourage sustainable energy use in the community.
3. Projects must primarily relate to stationary energy. Projects that primarily relate to transport energy or non-energy related sustainability initiatives are not eligible for grants.
4. Projects must reduce greenhouse gas emissions in WA, or have the potential to reduce greenhouse gas emissions in WA in the future.
5. Projects must have an implementation plan, including an implementation timetable and an outline of anticipated outcomes.
6. Projects must include a methodology for evaluating the actual outcomes achieved.
7. The maximum duration for which grants will be available is 24 months. It should be noted that projects which are to be completed within 12 months of grant approval will be given preference in the assessment phase.

#### *Applicant Requirements*

8. The applicant must be the organisation that will implement the project.
9. Applicants must be one of the following:
  - an incorporated, not-for-profit organisation;
  - a local government organisation; or
  - a university or registered training organisation.
10. The applicant must be an organisation based in WA or that has an office in WA.

## Assessment Criteria

Projects that proceed to Stage 2 of the assessment process will be assessed against the following criteria, which are based on the objectives of the program:

### **Benefits**

1. Community Awareness;  
*The extent to which the project raises awareness of sustainable energy, the need to reduce greenhouse gas emissions and ways to reduce fossil fuel energy use within the wider residential community.*
2. Target Audience;  
*The size of the proposed target audience and the extent to which the audience is engaged in the project.*
3. Greenhouse Gas Emissions;  
*The reductions in greenhouse gas emissions that are likely to be achieved in WA through implementation of the project - both directly and in the future.*
4. Additional Benefits;  
*Any additional benefits that may be provided, for example:*
  - reductions in peak electricity demand that may be attributable to the project
  - achievement of long term behavioral changes
  - development of resources that will be available to other organisations to implement programs
  - project models that can be easily transferred or reproduced.
5. Originality;  
*The extent to which the overall project is new and innovative.*

### **Risks**

Projects will also undergo a risk assessment based on the following criteria:

1. The likelihood of the expected outcomes being achieved;
2. The applicant's ability to implement the project and achieve the intended results within the proposed timeframe, given the applicant's history and experience in undertaking similar projects (applicants' level of expertise, access to sufficient resources, ability to successfully implement projects in a timely manner and choice of consultants or contractors will be considered);
3. The presentation of a realistic and reasonable project budget;
4. The level of cash and in-kind funding provided by the applicant (SEDO recognises that some organisations, such as not-for-profit community groups, have limited funding resources and this will be a consideration in the assessment process);
5. The likelihood of the proposed implementation plan being achieved (including the proposed timetable);
6. The proposed timeframe of the project (projects that will be completed within 12 months of grant approval are preferred);
7. The presentation of a sound project evaluation methodology.

## GRANT PROCEDURES AND CONDITIONS

If an application is awarded funding under the SEDO Grants Program, the following grant procedures and conditions will apply.

### Grant Procedures

1. Grants for successful projects will be confirmed by Funding Agreements. These Agreements will specify the scope of the project to be delivered and the terms and conditions of the grant. The Agreement will include a Milestone Schedule, comprising details of project Milestones (based on the completion of specific tasks), the expected timing for the completion of each Milestone and the estimated SEDO grant payment for each Milestone. The Agreements may have additional conditions to those set out in the *Community Project Guidelines*.
2. Once a Funding Agreement has been finalised, the Applicant is required to implement the project.
3. Grant payments will be made on the satisfactory completion of specified Milestones. To claim a Milestone grant payment, applicants will need to provide a *Milestone Report*. These reports must include comprehensive information clearly demonstrating that a Milestone has been achieved and a summary of expenditure incurred to complete the Milestone.
4. The minimum grant payment for the completion of a Milestone is \$5,000, or 20% of the total grant approved for the project, whichever is greater. If the total grant approved for the project is equal to \$5,000 then one payment will be made at the end of the project. For not-for-profit organisations with limited financial resources, SEDO may consider making a small upfront grant payment.
5. A *Final Report* must be provided for the final Milestone of a project (in addition to a *Milestone Report*), giving comprehensive information on:
  - overall outcomes of the project;
  - estimates of greenhouse gas emissions savings;
  - success in meeting project objectives, including key performance indicators; and
  - a summary of project expenditure.

### Grant Conditions

#### **Publicity**

Grant recipients must ensure that any publicity about projects appropriately acknowledges the support provided by SEDO. The following acknowledgement should be used:

“This project is supported by the State Government’s Sustainable Energy Development Office.”

The use of SEDO’s logo on any promotional materials must be approved by SEDO prior to the materials being released.

SEDO reserves the right to publish general information about projects for which a grant has been approved and outcomes of projects that have received grants.

### ***Use of materials***

Grant recipients agree that SEDO can use, freely and without condition, any materials developed as part of a project (excluding commercially confidential information), such as reports, brochures, pamphlets, website materials, advertisements and software.

### ***Financial records and audit***

Grant recipients must keep adequate records of project expenditure and performance. If requested, grant recipients must make these records available to SEDO for auditing purposes. SEDO reserves the right to carry out an audit of project expenditure at any time.

### ***False or misleading information***

Grant recipients must not provide SEDO with information that they know to be false or misleading. Grant recipients that do not comply with this clause may incur a financial penalty in accordance with the Energy Coordination Act 2004.

### ***Confidentiality***

Some information or reports provided by grant recipients may contain private or commercially confidential information. SEDO will keep this information confidential, unless it is obligated to disclose information under the Freedom of Information Act 1992, under the Financial Management Act 2006, by the State's Minister for Energy or by State Parliament including Parliamentary Committees.

### ***Timing***

If a successful applicant does not complete a project milestone within three months of the specified time frame, then SEDO may terminate the grant for the project. If applicants can reasonably justify delays to projects then SEDO may agree to changes to the milestone schedule. Applicants seeking changes to the milestone schedule must make a request in writing prior to the due date of the milestone.

The maximum duration that grants will be available for a project is 24 months from the time a grant is confirmed through a formal grant agreement. No grants will be payable after 24 months from when a grant agreement has been finalised.

### ***Grant decisions***

SEDO will make the final decision as to which projects are allocated funding through the SEDO Grants Program and the funding amount. SEDO reserves the right to reject any grant application it considers does not meet the requirements set out in the *Community Project Guidelines*.

### ***Insurance***

The applicant must effect and maintain all insurances that would normally be in place for conducting a given project, including public liability insurance, worker's compensation insurance, motor vehicle insurance and professional indemnity insurance, as relevant.

# Community Project Application Form

*Note: Applicants should thoroughly read the Community Project Guidelines in the Application Kit before completing this Application Form.*

| 1. APPLICATION SUMMARY  |   |
|---|---|
| Project title<br><i>Please keep short and succinct</i>  |   |
| Applicant name<br><i>The Applicant must be the organisation that will implement the project</i> |   |
| Applicant type  | <input type="checkbox"/> Incorporated, not-for-profit organisation<br><input type="checkbox"/> Local Government organisation<br><input type="checkbox"/> University or registered training organisation |
| Applicant ABN   |   |
| Is the Applicant registered for GST?*   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No   |
| Grant amount applied for (\$) (excl. GST)   |   |

\* If this application is successful, Applicants registered for GST will receive a Recipient Created Tax Invoice (RCTI) from SEDO in relation to grant amounts payable under a Funding Agreement with SEDO.

| 2. APPLICANT CONTACT DETAILS |  |          |  |
|------------------------------|--|----------|--|
| Contact Name                 |  |          |  |
| Position                     |  |          |  |
| Phone                        |  |          |  |
| Email                        |  |          |  |
| Postal address               |  |          |  |
| Suburb / town                |  | Postcode |  |

**3. PROJECT INFORMATION**

*The project must primarily target WA householders to help them reduce energy use or increase the use of renewable energy. The project must also primarily relate to stationary energy.*

**Project type**

*Select the box most relevant to the project (select one only).*

- Initiative that assists householders to increase their use of sustainable energy products.
- Initiative that encourages behavioural change to adopt sustainable energy practices, such as workshops and other educational programs.
- Public awareness raising activity, such as information dissemination, demonstration project or public display.
- Home energy audits.
- Other innovative activity that encourages sustainable energy use in the community.

**3.1 Project description**

*Please describe your project, including information on the aim of the project and expected project outcomes (maximum 200 words). Note that a more detailed description of project outcomes is required under Section 4.*

**3.2 Project methodology**

*Describe the tasks or activities that will be undertaken as part of the project. Please provide specific and quantifiable information (maximum 300 words).*

**3.3 Project evaluation**

*Describe the methodology that will be used to evaluate the actual outcomes of the project (max 300 words).*

**3.4 Additional information**

*Please include further information on any other activities that will be undertaken as part of the project and/or any background information on the project where necessary.*

**3.5 Additional funding / other factors**

*Is the project supported by any other sources of funding that are yet to be approved, or are there any other factors that may affect implementation of the project? If yes, please provide details.*

**4. STATEMENTS AGAINST THE ASSESSMENT CRITERIA**

*Please address the following questions which relate to the assessment criteria outlined in the Community Project Guidelines. Note that all sections must be completed*

**4.1 Increased community awareness**

*Please describe the extent to which the project will raise awareness of sustainable energy, the need to reduce greenhouse gas emissions and ways to reduce fossil fuel energy use within the community.*

**4.2 Target audience and participation levels**

*Please describe the target group for the project, the number of people expected to participate and the extent to which they will be involved in or benefit from the project. Please list any key assumptions made in estimating participant involvement.*

**4.3 Greenhouse gas emission reductions**

*Please provide estimates of direct reductions in greenhouse gas emissions resulting from the project and, if applicable, the project's potential to reduce greenhouse gas emissions in the future. Please list any key assumptions made in estimating reductions in greenhouse gas emissions.*

**4.4 Other benefits**

*Please describe any other benefits that the project will provide e.g. reductions in peak electricity demand attributable to the project, achievement of long-term behavioural changes, development of resources that will be available to other organisations to implement programs, project models that can be easily transferred or reproduced.*

**5. PROJECT PERSONNEL AND APPLICANT EXPERIENCE**

**5.1 Key personnel involved in the project**

*Please provide details of key personnel involved in the project (including any contractors or consultants).*

| Name | Qualifications and experience | Role in the project |
|------|-------------------------------|---------------------|
|      |                               |                     |
|      |                               |                     |
|      |                               |                     |
|      |                               |                     |
|      |                               |                     |

**5.2 Details of the Applicant's history in completing similar projects**

*Please provide a brief description of similar projects previously performed by the Applicant, including outcomes.*

**6. PROJECT BUDGET**

*Please provide details of actual or cash costs for the project, by funding source. Do not include in-kind support (details of any in-kind support are required in Section 7).*

**Eligible project costs**

*Eligible costs include costs for the sustainable energy component of the project only. If the project involves a non-sustainable energy component, please include those costs under "non-eligible costs".*

**Total expected actual cash expenditure, by funding source (excl. GST)**

|      |       |       |              |
|------|-------|-------|--------------|
| SEDO | Appl. | Other | <b>Total</b> |
|------|-------|-------|--------------|

**Salaries** *(include estimated hours and hourly rates for each of the key personnel identified under Section 5)*

| Name | Role in project | Hourly rate | No. Hours |  |  |  |  |
|------|-----------------|-------------|-----------|--|--|--|--|
|      |                 |             |           |  |  |  |  |
|      |                 |             |           |  |  |  |  |
|      |                 |             |           |  |  |  |  |
|      |                 |             |           |  |  |  |  |

**Consultants or contractors** *(please include estimated hours and hourly rate/s)*

| Name | Role in project | Hourly rate | No. Hours |  |  |  |  |
|------|-----------------|-------------|-----------|--|--|--|--|
|      |                 |             |           |  |  |  |  |
|      |                 |             |           |  |  |  |  |
|      |                 |             |           |  |  |  |  |

**Equipment**

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Other** *(please describe)*

|                                       |  |  |  |  |  |  |  |
|---------------------------------------|--|--|--|--|--|--|--|
|                                       |  |  |  |  |  |  |  |
|                                       |  |  |  |  |  |  |  |
| <b>TOTAL ELIGIBLE PROJECT COSTS *</b> |  |  |  |  |  |  |  |

**Non-eligible costs** *(please describe costs for non-sustainable energy components of projects)*

|                                 |     |  |  |  |  |
|---------------------------------|-----|--|--|--|--|
|                                 | N/A |  |  |  |  |
|                                 | N/A |  |  |  |  |
| <b>Total Non-eligible Costs</b> |     |  |  |  |  |

\* Note the Total Eligible Project Costs in Section 6 and the Total Expenditure in Section 8 should be the same.

| 7. IN-KIND SUPPORT   |                       |
|--|-----------------------|
| <i>Please provide details of any in-kind support donated to the project.</i> |                       |
| <b>Type of in-kind support</b>   | <b>Notional value</b> |
| Voluntary assistance provided  |                       |
|  |                       |
|  |                       |
|  |                       |
|  |                       |
|  |                       |
| Donated equipment or services  |                       |
|  |                       |
|  |                       |
|  |                       |
|  |                       |
|  |                       |
| Other in-kind support <i>(please describe)</i>                               |                       |
|  |                       |
|  |                       |
|  |                       |
|  |                       |
|  |                       |
| <b>Total</b>   |                       |

**8. PROJECT IMPLEMENTATION TIMETABLE**

*Please list specific tasks or activities that will be completed for each Milestone of the project (a Milestone is a key stage of the project). Milestones should be linked to the performance or completion of key activities outlined in Sections 3.2 and 3.4. Note that projects may involve less than five Milestones.*

*Projects should typically be completed within 12 months of a grant being approved. The maximum duration that grants will be available for a project is 24 months.*

| Milestone                  | Milestone tasks  | Start date | End date | Total expected actual cash expenditure, by funding source<br><u>(excl. GST)</u> |       |       |       |
|----------------------------|------------------|------------|----------|---|-------|-------|-------|
|                            |                  |            |          | SEDO  | Appl. | Other | Total |
| 1                          | •<br>•<br>•<br>• |            |          |   |       |       |       |
| 2                          | •<br>•<br>•<br>• |            |          |   |       |       |       |
| 3                          | •<br>•<br>•<br>• |            |          |   |       |       |       |
| 4                          | •<br>•<br>•<br>• |            |          |   |       |       |       |
| 5                          | •<br>•<br>•<br>• |            |          |   |       |       |       |
| <b>TOTAL EXPENDITURE *</b> |                  |            |          |   |       |       |       |

\* Note the Total Eligible Project Costs in Section 6 and the Total Expenditure in Section 8 should be the same.

**9. APPLICANT'S CERTIFICATION**

In applying for funding under the SEDO Grants Program I agree that: **(please select each item)**

- This application is subject to the terms and conditions set out in the *Community Project Guidelines*. I have read the guidelines and I accept the terms and conditions set out in the guidelines.
- To the best of my knowledge the information provided in this application is current and correct.
- If this application is successful and the Applicant is registered for GST, the Applicant consents to the receipt of a Recipient Created Tax Invoice (RCTI) from SEDO in relation to grant amounts payable under a Funding Agreement with SEDO\*.
- SEDO accepts no liability in respect of any claim or cause of action arising out of, or in relation to the project that is the subject of this application, and I will indemnify SEDO for any claim or liability arising out of or in relation to the project that is the subject of this application.

Signed:

Date:

Name:

Position:

\* RCTIs are tax invoices that will be issued and paid by SEDO in respect of grant amounts payable. Grantees are not required to prepare an invoice. An RCTI agreement will be incorporated as part of the SEDO Grants Funding Agreement, should an application be awarded funding.