



SEDO GRANTS PROGRAM

Research and Development 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 Research and Development Projects.

The kit contains the following documents:

1. **Research and Development 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. **Research and Development 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.

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 Community Projects. Information on these grants is available from the SEDO web site at www.sedo.energy.wa.gov.au/pages/grants.asp.

Research and Development Project Guidelines

INTRODUCTION

The SEDO Grants Program provides grants for research and development sustainable energy projects.

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

- assisting the research and development of innovative sustainable energy technologies and installations;
- supporting the development of the Western Australian sustainable energy industry; 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 *Research and Development 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, but this program does not provide grants for these components of a project.

Applications that primarily involve the research and development of a particular sustainable energy technology or installation can only receive grants to meet up to 50% of the actual or cash cost of carrying out the project. In general, projects should not receive funding from other State Government programs.

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 research and development that has been performed previously;
- research and development of technologies that are already well established, or installations that are already well proven;
- 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; or
- projects that do not primarily involve research or research and development.

Grants will typically NOT be provided for renewable energy or energy efficiency installations which are eligible for funding under other Government programs.

HOW TO APPLY FOR A GRANT

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

1. Thoroughly read the *Research and Development 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 *Research and Development 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. Please do not alter the format of the application form.
3. Submit your completed *Research and Development Project Application Form* electronically to sgc@energy.wa.gov.au by **5pm on Friday, 18 September 2009**. No late applications will be accepted.

Applicants must also submit hard two copies of their completed *Research and Development 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
Email: sgc@energy.wa.gov.au.

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 involve one of the following activities:
 - research that assists the development of the wider sustainable energy industry in WA;
 - research that assists groups of WA energy consumers or suppliers to increase their use of renewable energy or adoption of energy efficiency; or
 - research and development of a new and innovative sustainable energy technology or individual installation with the objective of increasing the use of renewable energy or adoption of energy efficiency.
2. Projects must primarily relate to stationary energy use. Projects that primarily relate to transport energy or other non-energy related sustainability initiatives are not eligible.
3. Projects must reduce greenhouse gas emissions in WA, or have a strong potential to reduce greenhouse gas emissions in WA in the future.
4. Projects must primarily be implemented within WA.
5. The research must be applicable to a wide audience and must not be primarily for the benefit of one particular organisation or individual.
6. Any reports or other outcomes of the research must be made publicly available.
7. Projects must have an implementation plan, including an implementation timetable and an outline of anticipated outcomes.
8. Projects must include a methodology for evaluating the actual outcomes achieved.
9. 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

10. The applicant must be the organisation that will implement the project.
11. Applicants must be one of the following:
 - a university;
 - a registered business with an ABN; or
 - an incorporated, not-for-profit organisation.
12. The applicant must be an organisation based in WA or that has an office in WA.

13. For projects that primarily involve the research and development of a particular technology or installation, the applicant must contribute at least 50% of the actual or cash cost of carrying out the project.

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. Potential to Increase the Wider Use of Renewable Energy or Energy Efficiency;
The extent to which the project will assist broad groups of WA energy consumers or suppliers to increase their use of renewable energy or adoption of energy efficiency.
2. Benefits Provided to the WA Sustainable Energy Industry;
The benefits that will be provided to the WA sustainable energy industry, including the number of industry members involved and the extent to which they benefit.
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.
5. Research and Development of a New Technology or Installation (**If Relevant**);
 - (a) Market for new technology or installation
The market for the new technology and how it will be competitive against any existing technologies. For individual installations, the financial and technical viability of the installation.
 - (b) Pathway to commercialisation
The steps and resources which will be required to make the technology or installation a commercial reality.
6. 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 *Research and Development 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 *Research and Development Project Guidelines*.

Insurance

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

Research and Development Project Application Form

Note: Applicants should thoroughly read the Research and Development Project Guidelines in the Application Kit before completing this Application Form.

1. APPLICATION SUMMARY	
Project title <i>Please keep short and succinct</i>	
Applicant name <i>The Applicant must be the organisation that will implement the project</i>	
Applicant type	<input type="checkbox"/> University <input type="checkbox"/> Registered business with an ABN <input type="checkbox"/> Incorporated, not-for-profit organisation
Applicant ABN	
Is the Applicant registered for GST?*	<input type="checkbox"/> Yes <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).

- Research that assists the development of the wider sustainable energy industry in WA.
- Research that assists groups of WA energy consumers or suppliers to increase their use of renewable energy or adoption of energy efficiency.
- Research and development of a particular new and innovative sustainable energy technology or individual installation.

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 Research and Development Project Guidelines. Note that all sections must be completed

4.1 Potential to increase the wider use of renewable energy or energy efficiency

Please describe the extent to which the project will assist broad groups of WA energy consumers or suppliers to increase their use of renewable energy or adoption of energy efficiency.

4.2 Benefits provided to the WA sustainable energy industry

Please describe the benefits that will be provided to the WA sustainable energy industry, including the number of industry members involved and the extent to which they benefit.

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 or achievement of long-term behavioural changes.

4.5 Research and development of a new technology or installation (only complete if relevant)

(a) Market for new technology or installation

Please describe the market for the new technology and how it will be competitive against any existing technologies. For individual installations, please describe the financial and technical viability of the installation.

(b) Pathway to commercialisation

Please describe what steps and resources will be required to make the technology or installation a commercial reality.

4.6 Project references/citations

Please provide detailed information on your project's scientific and academic references and any relevant supplementary information to be provided with your application.

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.

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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				Total expected actual cash expenditure, by funding source (excl. GST)			
<i>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".</i>							
				SEDO	Appl.	Other	Total
Salaries <i>(include estimated hours and hourly rates for each of the key personnel identified under Section 5)</i>							
Name	Role in project	Hourly rate	No. Hours				
Consultants or contractors <i>(please include estimated hours and hourly rate/s)</i>							
Name	Role in project	Hourly rate	No. Hours				
Equipment							
Other <i>(please describe)</i>							
TOTAL ELIGIBLE PROJECT COSTS *							
Non-eligible costs <i>(please describe costs for non-sustainable energy components of projects)</i>							
				N/A			
				N/A			
Total Non-eligible Costs							

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

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

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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 (excl. GST)			
				SEDO	Appl.	Other	Total
1	• • • •						
2	• • • •						
3	• • • •						
4	• • • •						
5	• • • •						
TOTAL EXPENDITURE *							

* 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 *Research and Development 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.