



Energy Efficiency Information Grants *program*



FOR INDUSTRY ASSOCIATIONS
AND NON-PROFIT ORGANISATIONS

Guidelines

FEBRUARY 2012



Australian Government
Department of Climate Change
and Energy Efficiency



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FOREST MANAGEMENT

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ABOUT THESE GUIDELINES

The Energy Efficiency Information Grants Program Guidelines provide information relevant to potential grant applicants regarding the preparation of project proposals.

The Energy Efficiency Information Grants Program is a merit-based competitive grants program – meeting the assessment criteria does not guarantee funding. Applicants should not commit to any expenditure relating to a proposed project prior to the Funding Agreement being signed by both parties.

These guidelines are divided into four sections:

Section 1 provides an overview of the program

Section 2 provides details relating to eligibility, merit criteria and the assessment process

Section 3 outlines other requirements relating to grants

Section 4 provides information on submitting grant applications

KEY DATES

| | |
|-------------------------------------|------------------|
| Call for Applications for Round One | 13 February 2012 |
| Close of Applications for Round One | 16 March 2012 |
| Assessment of applications | March-April 2012 |
| Successful grants announced | April 2012 |
| Funding Agreements signed | May-July 2012 |

1. PROGRAM OVERVIEW

1.1 INTRODUCTION

The Government has a comprehensive plan to move to a clean energy future.

This includes:

- Introducing a carbon price
- Promoting innovation and investment in renewable energy
- Encouraging energy efficiency
- Creating opportunities in the land sector to cut pollution.

Reducing energy costs through energy efficiency will be one of the most effective means of responding to the carbon price and rising energy costs more generally.

Small and medium enterprises (SMEs) are often poor in time and financial resources, and focus on their core business. As a result, they are not always aware or sufficiently informed on optimal ways to identify, manage and reduce their energy costs. Community organisations are focussed on delivering services and have limited ability to pass on costs because they provide services for free, or to those with limited ability to pay.

The Energy Efficiency Information Grants Program will provide funding to industry associations and non-profit organisations that work with SMEs and community organisations. These groups will deliver information about energy efficiency to SMEs and community organisations to enable them to respond to the impact of increasing energy costs, including the carbon price.

The SMEs targeted are those entities with up to 200 full time equivalent employees. Community organisations targeted are those non-profit entities with an annual turnover of less than \$10 million.

The program will be administered by the Department of Climate Change and Energy Efficiency (the Department) under the Commonwealth Government's climate change plan – *Securing a Clean Energy Future*.

1.2 OBJECTIVE OF THE PROGRAM

The Energy Efficiency Information Grants Program will assist industry associations and non-profit organisations provide practical, tailored energy efficiency information to SMEs and community organisations.

The objective of the program is to empower SMEs and community organisations to make informed decisions about energy efficiency.

Energy saving results may become apparent immediately in some cases, but in others awareness of the opportunity will be the first step to reducing energy costs.

Successful projects under this program will provide quality information that comes from a trusted source and is delivered in a manner that meets the needs of a time poor audience. A message that penetrates to decision makers is key in this difficult to reach part of the community.

Merit, as judged through a competitive process, will be the primary consideration when awarding grants. However, the program also aims to achieve a diffusion of benefits across a range of business and community sectors and into remote and regional settings.

The program will directly support the research, development, dissemination and evaluation of energy efficiency information by trusted sources. Financial assistance for energy efficiency retrofits and equipment upgrades is beyond the scope of this program.

1.3 HOW THE PROGRAM WILL BE MANAGED

The Energy Efficiency Information Grants Program is a merit-based competitive grants program with defined funding limits. Only the strongest proposals that most successfully meet the program objective will be funded. Applicants are encouraged to consult with the Department while preparing applications to ensure their proposals meet basic requirements. Further guidance material will be made available to potential applicants.

The Department will be responsible for an initial assessment of proposals against eligibility criteria. An independent Program Advisory Committee (the Committee) will be responsible for assessing eligible project proposals against merit criteria. The Committee will advise the Minister, through the Department, on projects that are suitable for funding under the program.

The Minister will be responsible for making the final decision regarding which applications will receive financial assistance under the program. The Minister will take into consideration the advice provided by the Committee and the recommendations of the Department.

1.4 FUNDING

Funding for projects under the Energy Efficiency Information Grants Program will commence in 2012. All successful projects will need to be completed by June 2015.

Funding under the program will be provided in multiple grant rounds. Details on subsequent funding rounds will be provided through the Department's website. Eligible applicants may submit applications for more than one project in each funding round.

Applicants under the program may apply for funding of \$100,000 to \$1 million (excluding GST) for eligible project costs. Applicant contributions are not required, but may enhance the merit of project proposals.

Consideration may be given to extending the \$1 million upper limit on grants where a proposal demonstrates exceptional value for money, as described by the value for money merit criterion in Section 2.2. Access to co-funding will be given particular weight when considering a grant of more than \$1 million.

1.5 HOW APPLICATIONS WILL BE ASSESSED

Applications will be assessed through a two-stage assessment process (see Figure 1).

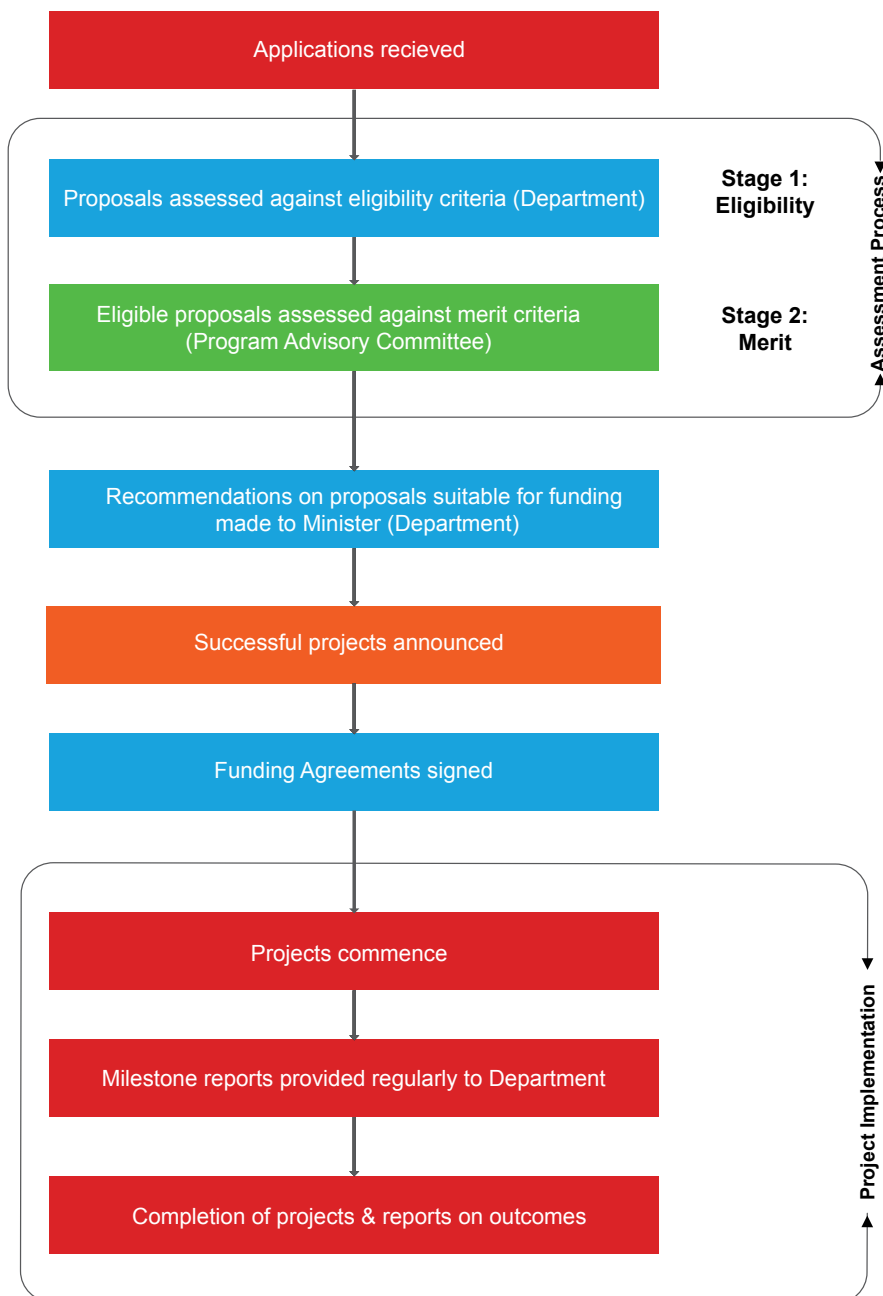


Figure 1 – Process for assessment of proposals and project implementation

Stage 1 – Eligibility assessment

At the close of applications, the Department will verify the eligibility of all applications against the eligibility criteria (outlined in Section 2.1). The applicant may be required to provide evidence of their financial viability.

During this stage, the Department may contact applicants to request verification of any information contained in their application.

Stage 2 – Merit assessment

Eligible applications will be further assessed by the Committee against the merit criteria (outlined in Section 2.2) and a merit ranking allocated to each application. The Committee will provide advice to the Minister, through the Department, on the projects suitable for funding.

The submission of an eligible application for funding under the program will not guarantee that funding will be provided. Applications need to demonstrate a high level of merit against the criteria and be competitive with other applications.

2. ASSESSMENT CRITERIA

2.1 ELIGIBILITY CRITERIA

Proposals under the Energy Efficiency Information Grants Program will be assessed against the following *eligibility* criteria. An application will not be accepted for further assessment unless it satisfies **all** of the eligibility criteria.

2.1.1 *The Applicant*

To be eligible for an Energy Efficiency Information Grants Program grant, an applicant will need to be either:

- a. an industry association or professional institute that is:
 - engaged with SMEs and/or community organisations;
 - registered under the *Corporations Act* (2001) or incorporated under state and territory incorporation legislation; and
 - constituted as a legal entity for at least 12 months and with public liability insurance to the value of \$10 million; or
- b. a non-profit organisation that is:
 - engaged with SMEs and/or community organisations;
 - registered under the *Corporations Act* (2001) or incorporated under state and territory incorporation legislation; and
 - constituted as a legal entity for at least 12 months and with public liability insurance to the value of \$10 million.

Applicants are encouraged to partner with other organisations to develop and/or implement energy efficiency information projects. These partnerships must have a lead applicant with whom the Department will sign a Funding Agreement. The lead applicant will have to meet the applicant eligibility criteria. These partnerships may be financial or non-financial in nature and may include government or nongovernment organisations, such as local councils, state and territory government agencies, financial institutions, research institutions, training providers, non-profit organisations, trade unions and energy retail and energy service companies. Written evidence that demonstrates a partners' commitment to the proposed project will be required.

2.1.2 *State, Territory and Local Governments*

It is expected that governments at the state/territory and local level that wish to be involved with the program would do so as partners with eligible industry associations and non-profit organisations.

State/territory governments and their agencies will only be allowed to be the lead entity where this is shown to be necessary to provide governance and administrative support to other partners. State/territory governments must also be able to demonstrate a very strong relationship with a particular industry or community organisation sector based on previous or current activities. In these instances the projects will need to be clearly shown as additional to existing or planned state/territory government programs and free from risk of substituting national for state/territory government funding.

2.1.3 Ineligible organisations

The following organisations will **not** be eligible to apply for grants or directly profit from a grant under the Energy Efficiency Information Grants Program. Such entities may participate as partners to an eligible entity but cannot be classified as the lead entity as defined in Section 2.1.1:

- For-profit corporations;
- Primary or secondary schools (government and non-government);
- Individuals; and
- Informal or unincorporated groups.

2.1.4 The Project

An eligible project for an Energy Efficiency Information Grants Program grant will be one that:

- a. is located in Australia;
- b. is an energy efficiency information project;
- c. is directed towards SMEs or community organisations (The SMEs targeted are those entities with up to 200 full time equivalent employees. Community organisations targeted are those non-profit entities with an annual turnover of less than \$10 million.); and
- d. ensures benefits resulting from information provided with grant funds will devolve to individual SMEs and community organisations and not any umbrella entity, such as a franchiser or overarching non-profit entity.

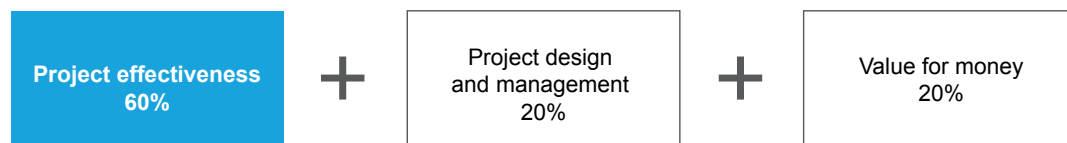
An eligible project must **not**:

- be a devolved grant, i.e. a grant requested by the applicant for the purpose of distributing grants to other parties;
- be receiving any other Commonwealth Government financial support for the proposed project; and
- include activities that are not related to the provision of energy efficiency information such as retrofits, renewable energy and water and waste reduction.

2.2 MERIT CRITERIA

Eligible applications will be further assessed against the following *merit* criteria by the Committee and a merit ranking allocated to each application. The bullet points listed under each criterion below are provided as a guide only and are not allocated a proportion of the overall score.

1. *Project Effectiveness*



Project effectiveness will be determined by the extent to which the project proposal demonstrates potential to result in increased action or awareness by the intended target audience:

Source + Approach + Relevance + Quality = Project Effectiveness

Trusted information source

How strong is the relationship between the applicant and the target audience?

Applicants may indicate merit by demonstrating:

- the frequency, depth and nature of past interactions with target audience;
- the services previously provided by applicant to target audience and extent of take up of those services; and
- the degree of recognition of the applicant by the target audience and the degree to which the target audience would consider the applicant trustworthy.

Effective delivery approach

How likely is the proposed method of delivery to attract the attention of a time and resource poor SME or community organisation? Has the logic of this been thought through? Will action result?

Applicants may indicate merit by demonstrating:

- the appropriateness of the delivery method(s) for the specific target audience;
- the key decision makers within the target group are identified and targeted;
- an understanding and use of existing interactions/channels and previously successful delivery methods; and
- inclusion of follow up activities to reinforce awareness/action.

Relevance of information

Is energy efficiency relevant to the target audience and is there something that they can do about it within the constraints of existing resources? Does the target audience face a clear energy efficiency information barrier?

Applicants may indicate merit by demonstrating:

- the extent to which the target audience is exposed to energy costs as a proportion of their outgoings and the scale of the potential benefit gained by taking action on energy efficiency; and
- the extent to which there are energy efficiency opportunities for the target audience that are not currently being taken up (where the barrier to the adoption of these opportunities is a lack of effective information).

Quality of information

Is the information content of high quality? What processes are proposed to ensure the quality of the material developed?

Applicants may indicate merit by demonstrating:

- the extent to which the proposed information promises to be of high quality;
- the extent to which the information addresses an area of relevant energy efficiency need for the targeted sector; and
- access to appropriate technical energy efficiency expertise in the project design and product development.

2. Project Design and Management

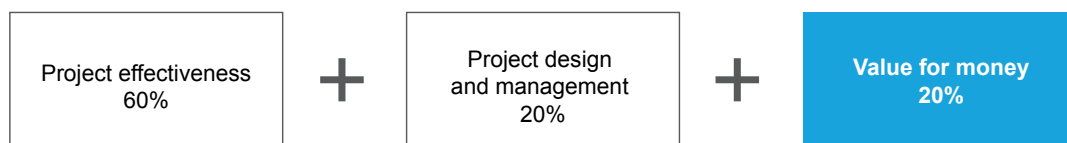


Can the applicant efficiently and effectively deliver the proposal?

Applicants may indicate merit by demonstrating:

- their past record of successfully delivering similar projects;
- their staff capacity (both existing and proposed) and governance structures;
- access to appropriate expertise, including through partnerships and contractors (this includes access to a high level of expertise in energy efficiency and communications/education to develop credible products); and
- the quality of the grant application presented, including relevant attachments such as project budget and timeline.

3. Value for Money



Value for money, a key principle underpinning Commonwealth Government grant administration, requires a comparative analysis of *all* relevant costs and benefits of each proposal throughout the whole procurement cycle (whole-of-life costing).

Applicants may indicate merit by demonstrating:

- the number of SMEs or community organisations that will be reached directly by the proposal;
- the appropriateness of the proposed budget to support project activities and ensure project viability;
- the level and type of any co-funding and in-kind contributions;
- the need for grant funding in order for the project to proceed (this involves establishing that the project would not proceed anyway, with funding from another source);
- the potential for project content and/or delivery method to be used by other sectors or locations (project potential to facilitate subsequent action on the part of the target audience beyond that directly presented in the proposal); and
- the facilitation of access to other government assistance programs.

2.3 SELECTION OF SUCCESSFUL APPLICATIONS

The Minister, having considered the advice from the Committee and the recommendations from the Department, will make the final decision on which applications will receive funding under the program.

In addition, the amount of grant funding offered for any successful project may be less than the amount requested by the applicant. In such an event, funding will be provided for a re-scoped version of the proposed project or a revised project budget.

Successful applicants will be informed in writing. Successful projects will be publicly announced following the completion of the assessment period. Public announcements will include the:

- name of the successful applicant organisation and of any project partners;
- title and description of the project and its intended outcomes; and
- amount of funding awarded.

Unsuccessful applicants will be notified in writing by the Department at the time of the announcement. Unsuccessful applicants will be able to resubmit eligible applications in subsequent funding rounds.

3. ADDITIONAL INFORMATION

This section provides additional information relating to the Energy Efficiency Information Grants Program that potential applicants will need to be aware of prior to submitting an application.

3.1 DUPLICATION AND QUALITY ASSURANCE

The Department wishes to avoid the submission of applications which seek grant funds to develop energy efficiency information products that have already been produced in other sectors or locations. Applicants will be required to verify that they, or their partners, have undertaken a reasonable search to identify existing materials that may be tailored and distributed at reduced cost. The Department may provide assistance where it considers it appropriate to do so.

Energy efficiency information products developed with grant funds will undergo a review by the Department. In conducting this review the Department will consider the extent to which information products are factually accurate, conform with the objectives of the program and the Clean Energy Future Plan.

3.2 FUNDING AGREEMENT

Successful applicants will be required to enter into a Funding Agreement with the Commonwealth Government before they receive grant funding under the Energy Efficiency Information Grants Program. In the case of partnerships, the lead applicant will be required to enter into a Funding Agreement with the Commonwealth Government. The draft Funding Agreement will be provided to all applicants as part of the application documentation, applicants will be required to indicate acceptance or otherwise of the draft agreement. To ensure applicants are aware of the legal requirements contained in the Funding Agreement, applicants will be required to provide a statement of compliance when submitting their application.

All successful applicants will receive a written offer of grant funding and a draft Funding Agreement. Successful applicants will have sixty (60) days from the date the offer is made to execute the Funding Agreement with the Commonwealth Government or show cause for the delay in execution. Failure to execute the Funding Agreement within this time may result in the funding offer being withdrawn.

The date of execution of the Funding Agreement will be the project commencement date.

The Department reserves the right to terminate the Funding Agreement or adjust the scope of the project at its discretion.

In the event of changes being proposed to the project by the grant recipient, the Department will be open to re-negotiate the Funding Agreement as long as the proposed changes are only minor variations to the objectives of the proposed project.

3.3 ROLES AND RESPONSIBILITIES

The Funding Agreement will specify clearly the roles and responsibilities of the parties. The grant recipient will be required to maintain public liability insurance at the levels specified in the Funding Agreement. The grant recipient will also be required to provide an indemnity to the Commonwealth Government against any claims arising out of the delivery of the project.

3.3.1 Reporting and Evaluation

The application form will require applicants to show that they have considered the measurement of project outputs and outcomes. A reporting and evaluation plan will then be agreed between the successful applicant and the Department as a schedule to the project Funding Agreement. It is recognised that appropriate and proportional reporting and evaluation will vary from project to project. The Department will consider such variability against the requirement to establish an overall set of results for the Energy Efficiency Information Grants Program.

3.3.2 Payments and auditing

The Funding Agreement will also include a budget and a schedule of reporting and payments linked to agreed milestones, outcomes and timeframes. Payments against milestones will be made based on eligible expenditure incurred, with each payment subject to satisfactory completion of milestones and the provision of appropriate evidence as set out in the Funding Agreement.

An initial payment (not exceeding 50% of the maximum grant amount, excluding GST) may be made following the execution of the Funding Agreement (depending on the particular circumstances of the project and proponent).

Grant recipients may be required to provide independent audit reports of project expenditure at the end of each financial year and at the completion of the project. The format this report must take, and the minimum professional qualifications for the auditor, will be set out in the draft Funding Agreement (see Appendix A regarding conditions for eligibility of audit costs). The Department may also request an independent audit report of project expenditure at any time during the life of the project. Auditing requirements may vary depending on the size and risk of the project.

Goods and Services Tax (GST) may apply to grant payments and certain grant payments may be subject to income tax in the hands of certain recipients. Grant recipients should seek independent legal, taxation or financial advice regarding tax implications.

3.3.3 Intellectual property

Grant recipients must be able to demonstrate that they are able to manage any intellectual property employed in, or arising from, their project. This includes, where relevant, identifying and managing:

- any intellectual property expected to be created as a result of the project;
- who will own the intellectual property;
- the measures to be put in place to protect intellectual property created as a result of the project; and
- any intellectual property to be used in the project, and measures that will be put in place to protect it.

Grant recipients will need to provide documentation that describes how intellectual property rights related to the project will be apportioned and managed among members of any partnership and the arrangements for agreed use by the Department in promoting outcomes of the program.

In most cases the Department will seek a non-exclusive license and a permanent right to sub-license energy efficiency information material produced with grant funds. This is to enable the reproduction or publishing of material where appropriate for distribution in other sectors or locations which may benefit from materials developed with public funds.

3.3.4 Risk management

At the time of making an application, all applicants will be required to demonstrate that they have considered the risks inherent in the proposed project. Successful applicants will be required to develop and implement a risk plan as part of their obligations under the Funding Agreement.

3.3.5 Branding and communication

The grant recipient will be required to acknowledge the source of the funding for the project and follow the Department's requirements relating to government branding in all communications relating to the project, including energy efficiency information products. Guidelines will be provided to all grant recipients regarding branding and communication.

Grant recipients will be required to clear any proposed public activity or announcements with the Department beforehand.

3.3.6 Document retention

It will be a condition of being paid a grant under the Energy Efficiency Information Grants Program that successful applicants retain all documents and records in relation to the application and the Funding Agreement for a period of seven years after the termination or expiry of the agreement. While such records do not need to be submitted with reports, the Department may require such records to verify any or all eligible expenditure. Failure to provide such records when required may result in an expenditure item being disallowed or, in certain circumstances, the repayment of grant funding.

3.4 PRIVACY AND CONFIDENTIALITY

The use and disclosure of information provided by applicants for the program is regulated by the relevant provisions and penalties of the *Public Service Act 1999*, the *Privacy Act 1988*, the *Freedom of Information Act 1982*, the *Crimes Act 1914* and the general laws of the Commonwealth of Australia.

The information contained in applications will be regarded as private and confidential and will be treated as such by the Department. This is subject to the operational need to provide applications to assessors, and any statutory or legal requirements to provide information to the Parliament and other organisations, for audit, law enforcement, investigative or other purpose.

As part of the assessment of an application, the Department may need to consult with, and provide material from the application to, other government agencies or bodies, other organisations and/or relevant individuals, in order to substantiate any claims or statements made in the application form, or to otherwise assist in the assessment of the application. If this occurs, the Department will endeavour to ensure that the parties who are consulted observe appropriate confidentiality provisions.

Following approval of an application, the broad details of an application (e.g. the identity of the successful applicant, the grant amount awarded, and a brief description of the project) may be disclosed by the Department for purposes such as promoting the program and reporting on the program's operation and policy development. This information may also be used in answering questions in the Parliament and to parliamentary committees. In addition, the selected project information will be made publicly available at a higher level to protect the anonymity of applicants, including:

- the number of information products developed;
- the type of information products developed; and
- the cost of the project.

4. HOW TO LODGE YOUR APPLICATION

4.1 DEVELOPING THE APPLICATION

In developing an application for a grant, the applicant should take into consideration the guidance and rules provided in these program guidelines, the Energy Efficiency Information Grants *Application Guidance* document, and the draft Funding Agreement. Applicants intending to request funding for more than one project should ensure that a separate application is made for each project.

Applications will need to:

- outline the main activities that will be delivered as part of the project;
- include a timeframe and full project budget for delivery of the above activities;
- address the eligibility and merit criteria;
- provide a key contact person; and
- be signed by an officer with the delegated authority to enter into contracts on behalf of the relevant organisation.

Applicants are encouraged to consult with the Department while preparing applications to ensure their proposals meet basic requirements. Department officials will not be able to provide feedback on draft applications. To access this support, applicants should contact the Department by emailing infogrants@climatechange.gov.au or by telephoning on 1800 779 638. Answers to key questions asked during the application period will be provided on the Department's website for the benefit of all potential applicants.

4.2 APPLICATION PROCESS

All applications must:

- be submitted by email (unless otherwise arranged with the Department – refer Section 4.3);
- be complete and contain all the information that is relevant to, and necessary, for assessment;
- have all mandatory documentation attached;
- provide current and accurate information; and
- not contain information that is false or misleading (Applications considered to contain false or misleading information may be excluded from further assessment. Providing false or misleading information may also constitute an offence under the Commonwealth *Crimes Act 1914*.).

The Department will not contact applicants for further information or clarity on information provided. However, the Department may request verification of any information contained in the application form during the assessment process.

No additional written or oral explanation, or further documentation, will be accepted by the Department after the closing date.

4.3 SUBMISSION OF HARD COPY APPLICATIONS

Applicants who have made prior arrangements with the Department to submit a hard copy application need to take note of the following:

- two copies of the application must be submitted;
- the application must be complete and include all signatures and attachments;
- a copy of the entire application should be kept for records purposes;
- enough time must be allowed for delivery to the Department in Canberra by the closing date;
- the application documentation should not be stapled together – a bulldog clip or similar should be used to fasten the pages together; and
- bulky items such as videos or CDs should not be sent with the application – these will not be reproduced for assessment of the application.

4.4 CLOSING DATE AND LODGEMENT

**Applications close at 5:00pm (Eastern Daylight Saving Time) on
16 March 2012 (the closing date)**

All applications (both electronic and hard copy) must be received by the abovementioned time and date.

Electronic applications must be emailed to dcceegrants@climatechange.gov.au and identified as “Application for Energy Efficiency Information Grants Program” in the subject field.

For hard copy applications, the envelope must be clearly labelled as “Application for Energy Efficiency Information Grants Program” and be addressed to:

Department of Climate Change and Energy Efficiency
GPO Box 854
Canberra ACT 2601

Or delivered to the offices of the Department:

Department of Climate Change and Energy Efficiency
2 Constitution Ave
Canberra ACT 2601

Note: Applicants using a courier service to deliver their applications should contact the Department beforehand to make arrangements for the receipt of the application.

The Department will acknowledge receipt of all applications by email. If an application is incomplete or the applicant ineligible, the Department will discuss this with the primary contact person responsible for lodging the application.

Applicants will not be permitted to amend their applications or submit additional information relating to their application after the closing date. In the event of the applicant having made an unintentional error or omission, the Department will decide whether to accept an amendment or additional information.

4.5 LATE APPLICATIONS

Any applications lodged after the advertised closing date will be considered as late applications and will be registered separately. Late applications may be accepted for assessment in cases where the delay is due to exceptional circumstances. The decision to accept late applications will be at the discretion of the Department.

4.6 QUERIES

Further information on the program or assistance with preparing an application can be obtained by contacting the Department by email infogrants@climatechange.gov.au or by phone 1800 779 638.

4.7 COMPLAINTS

Any complaints regarding the program should be lodged with:

Department of Climate Change and Energy Efficiency
PO Box 854
Canberra ACT 2601

Or by phone 1800 830 922.

Complaints will be handled in accordance with the Department's complaints handling mechanisms.

4.8 GLOSSARY OF TERMS

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|-------------------------------|--|
| Applicant | An industry association or a non-profit organisation submitting a project proposal for a grant. May be acting on behalf of a partnership. |
| Applicant contribution | Cash (or in-kind) contributions made towards the project by the applicant, whether from their own resources or from a party other than the Commonwealth. |
| Commonwealth funds | The funds provided for an approved project by the Commonwealth of Australia. |
| Department | The Department of Climate Change and Energy Efficiency or such other agency of the Commonwealth as may from time be responsible for the administration of the Program, and includes any other Commonwealth agency that the Department engages to assist in the delivery of the Program. |
| Eligible expenditure | Eligible contract expenditure will be the cost of any agreed project activities performed by the grant recipient, by another organisation or an individual engaged under a separate contract. Eligible expenditure is listed at Appendix A of these Guidelines. |
| Energy efficiency | Energy efficiency includes: <ul style="list-style-type: none"> • using less energy to achieve the same level of outcomes or performance; • improving the level of outcomes or performance from the same amount of energy; and • improving the management, use and procurement of energy. |
| Energy efficiency information | Materials containing targeted energy efficiency information. The format of these could range from relatively static printed and web material to interactive site assessment and audit activities. |
| Funding agreement | The agreement under which the funds are provided by the Commonwealth to the grant recipient for the purpose of the program. |
| Grant recipient | The organisation(s) selected by the Commonwealth to conduct a project under the Energy Efficiency Information Grants Program. |
| In-kind contributions | Non-cash considerations to a project that have no impact on entity cash flow and no record in the entity's statement of financial performance. Examples may include the use of resources – whether internally or externally sourced – for no cost to the project or applicant; or issuing shares in payment for services rendered. |
| Lead organisation | An organisation which acts as the applicant for a grant under the Energy Efficiency Information Grants Program and enters into a Funding Agreement with the Commonwealth for a successful project. The lead organisation will be the recipient of the grant funding and will be the primary contact for the project. |

| | |
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| Minister | The Minister who is responsible for the Department and will be responsible for the final decisions regarding which applications will receive financial assistance under the program. The Minister will take into consideration the advice provided by the Committee and the recommendations of the Department. |
| Non-profit organisation | The Australian Taxation Office (ATO) defines a non-profit organisation as one which is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. This applies both while the organisation is operating and when it winds up. The ATO accepts an organisation as non-profit where its constituent or governing documents prevent it from distributing profits or assets for the benefit of particular people – both while it is operating and when it winds up. These documents should contain acceptable clauses showing the organisation's non-profit character. The organisation's actions must be consistent with this requirement. |
| Program | The Australian Government's Energy Efficiency Information Grants Program. The program is administered by the Department of Climate Change and Energy Efficiency under the Australian Government's climate change plan – <i>Securing a Clean Energy Future</i> . |
| Program Advisory Committee | Also known as the Committee. The Committee will be responsible for assessing eligible project proposals against merit criteria. The Committee will advise the Minister through the Department, on projects that are suitable for funding under the program. |
| Program Guidelines | The Energy Efficiency Information Grants Program Guidelines 2012 issued in February 2012. |
| Project | A project under the Energy Efficiency Information Grants Program to be conducted by a grant recipient. |
| Subcontractor | An organisation or individual which contracts to provide goods or services to a project proponent for the purpose of performing its obligations under the Funding Agreement. |
| Target audience | The SMEs or community organisations that the applicant proposes to provide with energy efficiency information with the purpose of achieving a change in the level of awareness, understanding and/ or action. |

APPENDIX A – ELIGIBLE EXPENDITURE GUIDANCE

INTRODUCTION

The following section provides guidance on the eligibility of activity expenditure in relation to the project.

Expenditure will need to be directly attributable to the project and only expenditure incurred on agreed project activities within the agreed project period (set out in the Funding Agreement) will be eligible expenditure.

Also, the cost of some activities conducted as part of an agreed project may not be eligible expenditure for the purpose of determining the grant amount.

ELIGIBLE ACTIVITIES, ITEMS AND CONDITIONS

The table below is a **non-exclusive list** that outlines the activities and items that may be included within the project budget and any relevant conditions. Items not on this list may be included in a proposed project budget but may not be approved as eligible for grant funding. Further information is provided in the next section about specific activities or items that cannot be included in the project budget.

Eligible contract expenditure will be the cost of any agreed project activities performed by the grantee or for the grantee by another organisation or an individual engaged under a separate contract.

All contractor project work will need to be, or become, the subject of a written contract – for example, a formal agreement, letter or purchase order – which specifies the nature of the work to be performed for the grantee and the applicable fees, charges and other costs payable.

| Eligible activities | Eligible items (you will need to specify in your budget) | Conditions |
|---|--|---|
| <p>Information research and development, production and dissemination activities</p> <ul style="list-style-type: none"> • Design of products and tools such as fact sheets, video and sound recordings, web tools, seminar and workshop materials designed to build skills in energy efficiency • Activities to disseminate products such as websites, seminars, webinars, site visits, audits, training courses, advice hotlines and branding, benchmarking or incentive schemes. | <ul style="list-style-type: none"> • Materials (e.g. development and reproduction of information manuals, information packs and websites) • Mailing of relevant products • Advertising costs • Venue hire and associated costs • Costs of trainers/speakers • Labour (contractors and additional hours of existing staff) • Expert advice/services (consultants) • Travel to workshops, events and consultations by presenters and project staff | |
| <p>Administration support</p> | <ul style="list-style-type: none"> • Salaries – Project coordination / management • Administrative overhead costs that are required (in addition to pre-existing overhead costs) in order to deliver the project | <p>Administration funding is to be included only where it is for the purpose of supporting the operations and activities of your organisation to undertake and deliver the project.</p> |
| <p>Evaluation, audit / accounting costs</p> <ul style="list-style-type: none"> • Grant recipients may be required to provide an independent audit report verifying project expenditure after completion of the project. • Implementation of Reporting and Evaluation Plan. | <ul style="list-style-type: none"> • Annual audit costs • Final certification and audit costs • Costs for surveys and/or other evaluation activities | <p>The cost of obtaining an independent audit report may only be eligible if it is incurred and paid for within three months of the project completion date.</p> |

SPECIFIC ACTIVITIES AND ITEMS THAT CANNOT BE INCLUDED IN THE PROJECT BUDGET

The following items of expenditure cannot be included in the project budget:

- Activities undertaken before the project commencement date.
- Cost of preparing the original grant application, preparing any project variation requests, and preparing any project reports required under the grant agreement.
- Activities more appropriately funded by other bodies (e.g. private landholders, government agencies). This includes activities that can reasonably be expected to be undertaken by other bodies. The Energy Efficiency Information Grants Program may provide supplementary funding to support inclusion of innovative and additional measures, but will not provide funding that substitutes for existing resources.
- Day-to-day operating costs of the organisation, including insurance, office accommodation, telephone and internet costs, general communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees, bank charges and overheads (i.e., expenses that are incurred whether or not you do the project).
- Subsidies for non-commercial activities that will compete with commercial operations.
- Activities that are inconsistent with key national and state or territory government strategies and frameworks.
- Purchase, lease or acquisition of motor vehicles, watercraft, aircraft or fuel, unless it is demonstrated as essential to the success of the project (e.g. the project location is in a remote area).

This list is not exhaustive. Other activities or specific expenditure may be ineligible because the Department decides it does not directly support the achievement of the planned outcomes of the project or they are contrary to the spirit and intention of the Energy Efficiency Information Grants Program.

WHAT WILL AN APPLICANT NEED TO CONTRIBUTE?

Co-funding that equates to the grant amount is not required, however, supporting contributions will enhance the value proposition of any proposal. Supporting contributions can be cash contributions or in the form of hourly labour by the applicants / other contributors, or the use of equipment, machinery and materials.

Contributing organisations must confirm their contribution in writing. Supporting contributions can be from any appropriate source such as local businesses, a non-government organisation, industry or a local government body.

Participation fees could be charged for activities such as training courses and seminars as these may constitute a form of applicant contribution. This should be outlined in the application and will form part of the Funding Agreement.

Applicants will need to provide documentary evidence of their ability to fund the remaining costs of the project not met by Commonwealth Government funding and demonstrate certainty of such funding at the time of application (e.g. existing budgets or pre-approval for loans).

Funding derived from loans from financial institutions will be admissible as co-funding. However, Commonwealth Government funding under this program cannot be used as equity or to improve equity of the organisation in relation to such loans.

