

Community Facility Energy Upgrade Grants

Application form



Please refer to the “Community Facility Energy Upgrade Grant Guidelines” prior to completing and submitting this form. Additional notes have been provided (in blue italic) for each section to help applicants complete this editable PDF form.

A. Applicant details

Community facility name	
Community facility address	
Contact person name	
Contact person email	
Contact person phone number	
Owner of facility	
Electricity account holder name	
ABN (or auspicing body details)	
Consultation with council staff – name and date	

B. Selection criteria

Describe how the application meets the assessment criteria in the space provided below.

- Demonstrate how the project will save energy, contributing to climate change mitigation (200 word limit).**

Applications should attempt to quantify the electricity that will be saved as a result of the project, as compared to normal operating conditions. If solar panels are nominated, the quotes must be based on interval data or equivalent time of use data and factor this into the estimated performance of the system. If energy efficient lighting or whitegoods are proposed, these must replace existing items and not create additional energy consumption.

Note: If applying for funds to install solar panels please submit a copy of your interval data and a recent electricity bill as an attachment to your application. Council may assess data for proposed projects to verify best fit and return on investment assumptions.

2. Value for money (200 word limit)

Describe how the funds requested represents the best value for money. Two quotations are required to be sought by the applicant for any capital items, and attached to this application. Describe the return on investment for the proposal and how this contributes to the long term financial sustainability of the facility.

3. Energy efficiency education (200 word limit)

How does this project contribute to the overall energy management plan for your facility? For example, details what else has been done/or is planned to be implemented at the facility, including behavioural changes from users? Describe how this project provides increased awareness and knowledge of energy efficiency for its user groups.

4. Co-contribution (200 word limit)

Include details here about the co-contribution offered by your organisation. Co-contribution for grants under \$5,000 is not mandatory, but applicants offering a contribution to the costs will score higher in this criteria. Co-contribution is mandatory for higher value grants between \$5,000 and \$10,000.

C. Budget

Please complete the budget table below for your project, showing the proposed grant funding, any cash co-contribution offered, and proposed expenditure which must be based on attached quotes. In-kind contributions are not required to be included. Include any applicable government rebates.

Income item	Income amount	Expenditure item	Amount
<i>Indigo Shire Community Facility Energy Upgrade Grant</i>	\$X	<i>e.g. solar panels e.g. LED lighting</i>	\$X \$X
Total income:		Total expenditure:	

D. Approvals

Include details (type, responsible authority, proposed time frames) of any proposed approvals required to complete the project. This may include building, planning, heritage, or structural approvals for example. The cost for various approvals is the responsibility of the applicant and should be included in the budget outline in section C. Confirmation in writing is also required from the building owner for agreed works to be undertaken should the application be successful. This approval should be attached to this application.

Before you submit your application you must attach the following:

- Quotations for proposed items are attached. Provide at least two quotes for the project that have been generated in response to the interval data or other assessment as discussed with council staff.
- Evidence of incorporation or details of auspicing body
- Interval data (if requested in discussion with council staff)
- Letter of support/approval from building owner for proposed project.
- Cover letter/which outlines the list of attachments provided in support of your application.

Declaration / Authorisation

- I certify that I am authorised by the organisation to prepare and submit this application.
- I have read the guidelines relating to the grant and confirm that to the best of my knowledge the information I have provided is correct and I will disclose full and accurate information of expenditure activity proposed.
- I agree to provide Council with any additional information required to assess this application
- I agree to comply with all requirements of the grant funding stream.
- I will acknowledge the support of Council in all promotional and printed material relevant to the project.
- I confirm that the appropriate level of Public Liability Insurance will be arranged for project described in this application.

Completed application forms, including all attachments can be emailed to: info@indigoshire.vic.gov.au

Signature of Application Contact:

Name:

Date:

Signature of CEO or President of Committee of Management:

Name:

Date: