

Detailed Application Form - Community Energy Outreach Program - round 1

Form Preview

About the grant

Background

New South Wales is undergoing a radical transformation in how we buy and use energy. This gives huge opportunities for households and small businesses to reduce power bills, increase energy efficiency, and contribute to lowering greenhouse gas emissions.

Under the Consumer Energy Strategy (the strategy), the new Community Energy Outreach Program will ensure communities are aware, engaged and educated about how they buy and use energy. This will enable them to access trusted tools and make informed energy choices in their own communities, ensuring no one is left behind and everyone can benefit.

The program will:

- Co-fund community organisations to deliver new community energy outreach initiatives. This funding for grassroots engagement will educate and empower households and small businesses, through community events such as on the ground face-to-face engagement (such as 'bring your bill' days)
- Provide grant funding to community-based organisations across NSW. These organisations will help ensure all our diverse audiences, including Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse communities, and rural and regional areas are included in the energy transition.

The program will deliver grants across three years. Round 1 grant will be delivered across financial years 2024/25 and 2025/26, with the next round of grants aiming to be launched by August 2025.

The aim of the Round 1 grant funding is to expand and strengthen energy literacy activities that are currently being delivered and/or can be resourced quickly. These must deliver positive energy outcomes for communities in 2025 to help them understand and control their energy use and bills.

The grant funding should be used to:

- build capability of community organisations to deliver energy literacy activities for households and/or small businesses
- build capacity within the community organisation sector to increase energy outreach activities
- educate households and/or small businesses (energy literacy)
- increase the number of outreach activities to increase the number of households and small businesses benefiting from the education.

There is, no one size fits all when providing support to different communities across NSW and this grant allows organisations to deliver engagement and education outreach that best suits the communities they service.

Instructions for Applicants

Before completing this application form, you should have read the Grant Guidelines.

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Incomplete applications and/or applications received after the closing date may not be considered.

Application Number

This field is read only.

Program Details

Community Energy Outreach Program - Round 1 grant

This field is read only.

The program this submission is in.

Terms and Conditions

* indicates a required field

Definitions

In these Terms and Conditions, a reference to:

Applicant means the User making an Application through the Site.

Application means an application for a NSW Government grant submitted through the Site.

Group means the State of New South Wales acting through the Energy, Climate Change and Sustainability (ECCS) Group within the NSW Department of Climate Change, Energy, the Environment and Water.

Material means the Site and all of the information and material (including all data, documents, pages, images, text, graphics, logos, audio and software) made available on the Site.

Group Representatives means employees, agents and officers of the Group.

Site or **OneGMS** means the NSW Government Grant Management System administered by the Group, which is accessible and available at <https://manage.smartygrants.com.au>, as amended from time to time.

User, You or Your means the person using or accessing the Site and includes an individual, partnership, or any body or person whether incorporated or not.

Overview

The Site is owned and administered by the State of New South Wales acting through the Energy Climate Change and Sustainability Group within the NSW Department of Climate Change, Energy, the Environment and Water.

The Site enables the User to submit and manage applications for NSW Government ECCS grants. The Group uses the Site to collect and store information in relation to the administration of grants. The Site is built using the SmartyGrants platform.

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By accessing or using the Site, You agree to be bound by these terms and conditions and any applicable instructions, processes, procedures and recommendations as advised on the Site.

Use of the Site

In accessing or using the Site, You agree:

- not to register with the Site or sign up to receive information for anyone other than yourself and, if You are registering on behalf of an organisation, as an authorised representative of the organisation;
- not to impersonate any person or entity or falsely misrepresent yourself;
- not to abuse, harm, interfere with, or disrupt the Site – for example, by accessing or using it in fraudulent or deceptive ways, introducing malware, or spamming, hacking, or bypassing the Site’s systems or protective measures; and
- not to export, extract or otherwise scrape Material from the Site.

Use of Information

Information provided by You in an Application, including information regarding any auspice, partner organisations or consortium (“partners”) will be collected and utilised by the Group and Group Representatives to:

- determine the Applicant’s eligibility for funding and the merit of the Applicant’s Application;
- consider the Applicant’s suitability to receive funding by conducting fraud, corruption, and risk prevention checks;
- provide the relevant grant and any related services to the Applicant following a successful Application;
- contact the Applicant or the Applicant’s nominated representatives in relation to other relevant programs or opportunities from the NSW Government (unless the Applicant opts out at any time);
- administer any incidental functions of the Group; and
- comply with any statutory obligations.

Information provided may be disclosed to parties external to the Group including, but not limited to:

- the Group’s subcontractors and consultants;
- members of the Technical Review Panel and/or Assessment Panel;
- the Net Zero Emissions and Clean Economy Board;
- the Minister or Minister’s Office;
- the NSW Department Climate Change, Energy, the Environment and Water;
- the NSW Ombudsman and Audit Office of NSW;
- the NSW Department of Premier and Cabinet;
- the NSW Department of Customer Service;
- other NSW Government agencies for the purpose of considering the User’s suitability; and

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- external advisors including probity, technical, financial, or legal advisors any agency or body of the NSW Government, or any other organisation or individual considered by the Group to have a need or an entitlement to know that information (including any federal, state or territory agency or body), where that need or entitlement to know that information or required by law to be disclosed, to those parties.

The Group will use reasonable endeavours to ensure that any information received in or in respect of the Applicant's Application which is clearly marked 'Commercial-in-confidence' or 'Confidential' is treated as confidential however, such documents will remain subject to the *Government Information (Public Access) Act 2009* (NSW) (GIPA Act); and in some circumstances the Group may release information contained in an Application and other relevant information in relation to the Application in response to a request lodged under the GIPA Act or otherwise as required or permitted by law.

Publication of information

If an Application is successful, the relevant details of the grant will be made public, including details such as the names of the grant recipients and any partnering organisation (state government agency or non-government organisation), project title, project description, location, anticipated time for completion and amount awarded. The Group may also publish aggregated and non-identifiable data from the Applications received.

Retention of information

We will retain the information provided for a period that is appropriate for the purpose for which it was provided. The information will be archived and disposed of in accordance with the Group's policies and legislative requirements of the *State Records Act 1998* (NSW).

Privacy Notice

We value Your privacy and are committed to protecting Your personal details securely, in accordance with the [Privacy and Personal Information Protection Act 1998 \(NSW\)](#), (PPIP Act), which regulates the collection, storage, quality, use and disclosure of personal information.

Personal information includes any information about an individual from which that person can reasonably be identified. It does not include information if the identity has been removed (anonymous data) or if it:

- can be found in a publicly available publication (such as a newspaper or book)
- is in a public register
- relates to someone's suitability for public sector employment
- is about people who have been dead for more than 30 years
- relates to some types of law enforcement and investigation activities.

This Privacy Notice should be read together with our [Privacy Management Plan](#).

By providing information to us, You acknowledge that You are providing Your own information, or You've been authorised to provide information by the person You're providing information about.

Persons nominated within the Application have the right to access their personal information held by the Group, or have it corrected in certain circumstances (e.g., if it is incorrect). Should You wish to access or correct Your personal information contact the Group's designated privacy team at:

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Information Access & Privacy Unit Department of Planning, Housing, and Infrastructure Locked Bag 5022, Parramatta NSW 2124 Phone: 02 9860 1440 Email: privacy@dpie.nsw.gov.au

Disclaimer

The Applicant acknowledges and agrees that:

- information contained in an Application is provided by the Applicant voluntarily;
- the Applicant may withhold information requested in an Application, however doing so may result in an unsuccessful application;
- submission of an Application does not guarantee funding will be granted for any project;
- the Group expressly reserves its right to accept or reject an Application at its discretion;
- the Applicant is liable for the costs in preparing and submitting an Application;
- the State of New South Wales and the Group do not accept any responsibility or liability for any costs, damages, or expenses, whether or not the Application is ultimately accepted or rejected; and
- the Applicant has read the Grant Guidelines for the Program and has fully informed itself of the relevant Program and Application requirements.

Group Representatives do not give any representation, warranty or guarantee, whether express or implied, in relation to the information contained in each Application, including its completeness, accuracy, currency or reliability or the process by which they were prepared. Group Representatives do not purport and cannot give opinions regarding legal, accounting, regulatory, taxation or any other matters.

Nothing contained in the Site may be relied upon as a promise, guarantee, representation or warranty by the Group.

Third Party Terms

The Site uses SmartyGrants (<https://smartygrants.com.au/>) functions, features and content and Your use of this Site is subject to Your acceptance of SmartyGrants' [Terms of Use](#) and [Privacy Policy](#).

Liability and Indemnity

With respect to the Site, to the maximum extent permitted by law, the Group excludes all liability to You/the User/the Applicant however arising (including from a negligent act or omission) under or in relation to the Site, the Material, the use of the Site, or these Terms and Conditions, including but not limited to loss of profits, loss or corruption of data, loss of reputation, loss of business, loss of business opportunities, loss of anticipated savings, loss of goodwill or for any type of special, direct, indirect, incidental or consequential loss or damage which may be suffered or incurred or which may arise directly or indirectly under or in relation to the Site or these Terms and Conditions.

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To the extent allowed by applicable law, You agree to indemnify the Group, the State of New South Wales and their respective officers, employees, and contractors for any cost, damage, expense arising from third party claims, or third-party legal proceedings arising out of or relating to Your unlawful use of the Site or Your use of the Site in violation of these Terms and Conditions, except to the extent caused or contributed to by the Group.

Amendments

These Terms and Conditions and any third party terms and conditions referred to above are subject to change without notice to the User at any time. Your continued use of the Site will always be subject to the most current version of the Terms and Conditions including any third party terms and conditions referred to above.

General

With respect to the Site, these Terms and Conditions as well as the User's use of the Site shall be governed by the law of New South Wales and the parties submit to the jurisdiction of the courts of New South Wales and the Commonwealth of Australia.

Contact

For more information about the use of the Site or to make a suggestion or complaint, please contact the team at eccsgrants@environment.nsw.gov.au.

The Applicant and its nominated representatives agree to be contacted by the Group or Service NSW for Business in relation to other relevant funding opportunities, programs and services from the NSW Government. *

☐ Yes

You must agree to the ECCS Terms and Conditions to continue your application submission

The Applicant acknowledges and agrees with these Terms and Conditions. *

☐ Yes

You must agree to the ECCS Terms and Conditions to continue your application submission

Contact Details

* indicates a required field

Applicant Details

Applicant *

☐ Individual

☐ Organisation

Organisation Name

Title

First Name

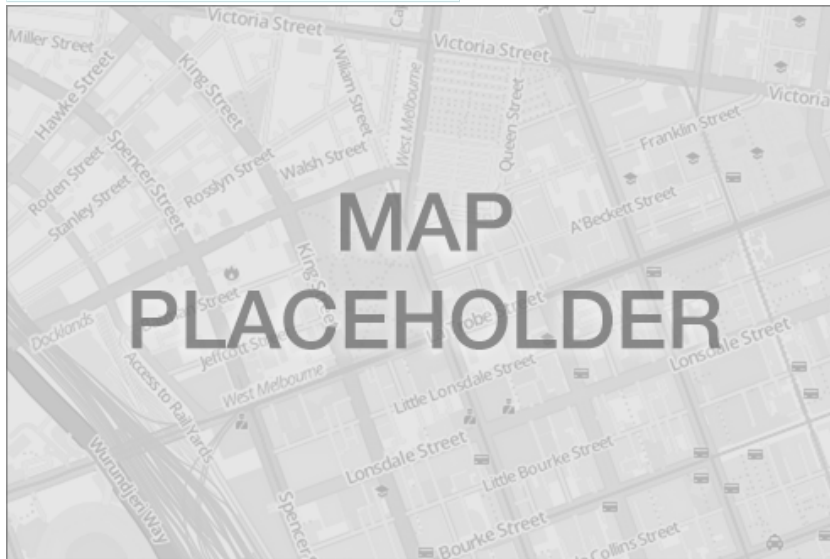
Last Name

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For organisations: please use the organisations full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Applicant Primary Address Address



Applicant Postal Address Address

Applicant Primary Phone Number *

Must be an Australian phone number.
Country code not required, area code for landlines is required.

Applicant Email Address *

Must be an email address.

Applicant Website

Must be a URL.

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Bank Details

{{ Grantmakers: This section should only be included in high-volume, low-medium risk grants. It is not recommended that you collect applicant Bank Details unless necessary. Please delete this Section text after reading }}

Applicant Bank Account *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Please provide a recent bank statement of the account you would use to receive the grant funding if you are successful. *

Attach a file:

You do not have to show transaction details, however, the statement must:

- Be for an account in the name of the applicant
- Clearly show the BSB, account number and name of the account holder
- Be a statement on financial institution letterhead
- Not be an online transaction list

Primary Contact Details

Primary Contact *

Title

First Name

Last Name

This is the person we will correspond with about this grant.

Primary Contact Position *

e.g., Manager, Board Member or Fundraising Coordinator.

Primary Contact Phone Number *

Must be an Australian phone number.

Country code not required, area code for landlines is required.

Primary Contact Other Phone Number

Must be an Australian phone number.

Country code not required, area code for landlines is required.

Primary Contact Email *

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This is the address we will use to correspond with you about this grant.

Organisation Details

* indicates a required field

Applicant Organisation Details

Please detail the primary activities of the applicant organisation. *

Word count:

Must be no more than 200 words.

Please enter the Australian and New Zealand Standard Industrial Classification (ANZSIC) code for the applicant organisation. *

Please upload a copy of your most recent Annual Report. *

Attach a file:

If you do not have a copy of your most recent Annual Report, please provide recent Financial Statements.

Does the applicant organisation have at least \$20 million in public liability insurance, or is willing to obtain \$20 million in public liability insurance? *

- ☐ Yes
☐ No, but willing to obtain

Applicants are required to hold at least \$20 million public liability insurance in order to enter into a funding deed with the NSW Government.

Please provide evidence that the applicant organisation holds Public Liability Insurance. *

Attach a file:

Applicants are required to hold at least \$20 million public liability insurance in order to enter into a funding deed with the NSW Government.

Does the applicant organisation have an Australian Business Number (ABN)? *

- ☐ Yes ☐ No

Applicant Organisation ABN *

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The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Applicant Organisation ACN or AIN *

Project/Event/Program Details

* indicates a required field

Please note that dates entered in this section are indicative only.

Title *

Word count:

Must be no more than 25 words.

Provide a name for your initiative. Your title should be short but descriptive.

Brief description *

Word count:

Must be no more than 50 words.

Include a brief summary of who will benefit from this initiative, what activities you will do and what outcomes you expect from your activities.

Anticipated start date *

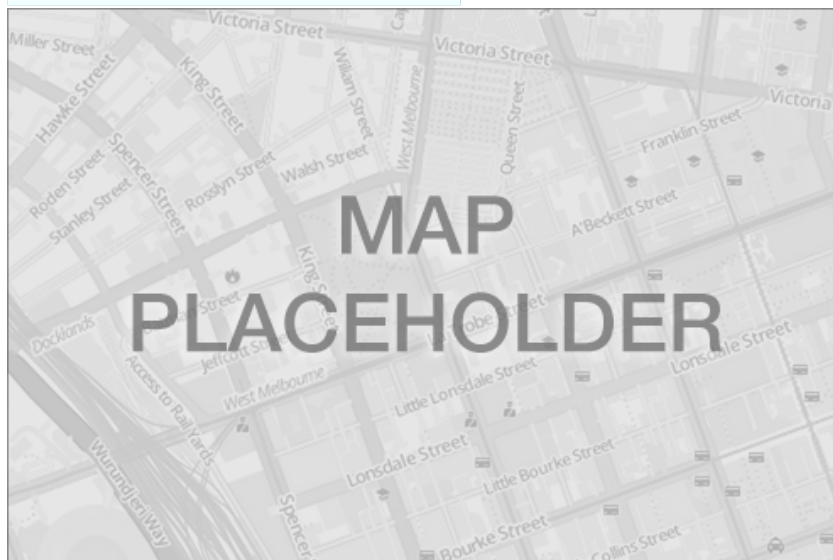
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Anticipated end date *

Primary location of your initiative

Address



Any, but at least one field is required.

Primary location does not need to be a specific address, and can be postcode, suburb, state, etc. If delivered online, please specify the area of focus for delivery.

Project Milestones and Key Deliverables

Please detail the administrative stages or activities expected to be completed as part of the project.

Milestone and Deliverables	Expected start date	Expected end date	Explanatory notes
Please provide detail for one Milestone per row. e.g., Planning; recruitment; evaluation. Add more rows if you want to list additional milestones. Please include detail of all Deliverables that are part of the Milestone.	Must be a date.	Must be a date.	Add notes if you need to provide more context.

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Key Project Personnel

Please provide information on the key personnel who will be responsible for the delivery of the project, including their qualifications and experience.

Please include only one person per row. Add more rows if you want to list additional personnel.

Name	Organisation	Role	Experience	CV/ Supporting document	Notes
One per row. Add more rows if you want to list additional key project personnel.				Please provide a CV or any supporting documentation, where relevant.	Please provide any further details.

Project Focus

What are the primary areas of focus for this project/program? *

You may select up to five items. You can select items from any area of the list – all have equal value. Only select sub-categories if you want to be more specific. In this question we want to know about the field of work (e.g. arts, sport, health), rather than the types of people it will affect (e.g. young people, refugees).

Who are the expected primary beneficiaries of this project/program? *

Please choose only the group/s that are at the very core of this project/program. If your initiative is open to everyone, choose the first item, Universal – no particularly targeted beneficiaries

Please provide a short rationale for your project. *

Word count:

Must be no more than 200 words.

Explain why your initiative is needed, and why you believe the activities you propose will produce the outcomes you seek.

Risks and Dependencies

Please detail any risks or uncertainties in the delivery of the project, and how each of these will be managed.

Please include only one risk or dependency per row. Add more rows if you want to list additional risks or dependencies.

Risk or dependency description	How the risk or dependency will be managed
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For example, you may require approval, have stretched resources, or time constraints for delivery.	You should provide an explanation of how you will prevent or treat the risk or dependency.

Stakeholders

Please detail all other stakeholders interested or impacted by your project. Explain their interest or impact and explain the engagement strategy you will have with that stakeholder.

You can keep this high level (e.g. quarterly meetings / regular email communication) rather than identifying each individual meeting or communication.

Please include only one stakeholder per row. Add more rows if you want to list additional stakeholders.

Stakeholder	Interest or impact	Engagement strategy
Stakeholders may be key community members, other organisations, other funders, etc.	Please explain why the stakeholder is interested in the outcomes of the project, or how they may be impacted.	Please detail how you will reach out to the stakeholder before, during and after the project.

Merit Criteria

Merit Criteria

This section of the form is to collect information that specifically addresses the 5 Merit Criteria associated with the grant.

Please provide relevant information required in the sections below.

Merit Criteria 1: Capacity

Merit Criteria 1: The project can achieve its deliverables within the timeframe and scope.

How will your timelines meet grant delivery expectations?

How will you resource the project to meet delivery outcomes and outputs?

What established systems already exist to mitigate capacity risks?

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Merit Criteria 2: Capability

Merit Criteria 2: The organisation has sufficient channels, reach and expertise to deliver the project.

What expertise and knowledge does your organisation have to deliver energy outreach activities?

What established stakeholder and/or community channels does your organisation have to assist with delivery expansion?

Merit Criteria 3: Impact

Merit Criteria 3: The project will provide energy literacy support for households and/or small business within a community.

How do the outputs you have planned achieve the energy literacy outcomes?

What processes will you have in place to measure successes?

Merit Criteria 4: Financial assessment

Merit Criteria 4: The grant will achieve value for money.

How will the grant funding expand your organisation's outreach initiatives?

What will your organisations co-contribution be to support the outcomes you have detailed?

Merit Criteria 5: Accessibility and alignment to grant priorities

Merit criteria 5: Alignment with NSW Government Consumer Energy Strategy Action 22.

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Will the outreach activities reach a diverse audience group? If yes, please provide details.

Diverse audience groups include Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse communities and/or rural and regional areas

Budget

* indicates a required field

Total Project Cost *

What is the total budgeted cost (dollars) of your project?

Total Amount Requested

*

What is the total financial support you are requesting under this grant?

Total Applicant Co-contribution *

Must be a dollar amount.

What is the total monetary amount the applicant will be contributing to the project?

Co-contribution %

This number/amount is calculated.

Percentage applicant contribution to Total Amount Requested.

Applicant In-kind Contribution *

Please detail any in-kind contributions the applicant will be making to the project.

Expenditure

Please include all expenditure items (including the amount requested and any GST attracted) that you are seeking to fund under the grant.

Please note, these items must be eligible under the grant as according to the guidelines.

Expenditure description	Expenditure type	Expenditure amount (ex. GST)	Expenditure GST	Expenditure amount (inc. GST)	Notes
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		\$	\$	\$	
		Must be a dollar amount.	Must be a dollar amount.		

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				This number/ amount is calculated.	
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Outcomes

Outcomes

Please tell us about the outcomes you expect to result from your project. Outcomes are the changes you expect to occur for the beneficiaries (direct, indirect and/or intermediaries) of your project. Generally, outcomes can be framed as an increase or decrease in one or more of the following:

- Skills, knowledge, confidence, aspiration, motivation (these are generally immediate or short-term outcomes)
- Actions, behaviour, change in policy (these are generally intermediate or medium-term outcomes)
- Social, financial, environmental, physical conditions (these are generally long-term outcomes)

Your outcomes

How does your intended outcome link to the Program outcomes?

Explanatory notes

What changes do you expect will occur as a result of your project (e.g. Enhanced physical fitness)? Please be brief. One per row.	Please explain how your intended outcome helps contribute to the Program Outcomes.	Add notes if you need to provide more context.

Your metrics

You may add your own metrics here.

Metrics work best when they:

- Are quantifiable/numeric
- Are clearly defined and succinct
- Contain all the context needed to gauge and compare the result (e.g. unit [e.g. cm, metres, people, people-days, %, etc]; direction of change [increase; decrease; etc.]; timeframe [e.g. per month; per year; etc])
- Have been tested, and/or are in common use, and/or are commonly understood as a relevant and useful indicator of performance in a particular arena
- Are used sparingly - you are much better off to "ask one good question and answer it reliably" than try to track many things at once
- Relate to a clearly articulated outcome or activity.

Metric

Target

Collection method

Explanatory notes

One per row. Add more rows if you want to list additional metrics.	Identify a target for the metric you have chosen - an estimated total for your project. Must be a number.	How will you collect and verify the data? E.g. survey, interviews/case studies, focus groups, administrative data (e.g. case management data),	Add notes if you need to provide more context.

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		observation/estimation, government or public dataset (e.g. Census), other datasets.	

Qualitative evidence

Qualitative evidence is a descriptive rather than numeric form of evidence designed to indicate whether or not progress towards an outcome is occurring.

Examples of qualitative data sources include interviews, testimonials, focus group transcripts/summaries, social media posts, media appearances/mentions, and artistic or multimedia depictions such as photographs, videos and audio/podcasts.

Qualitative evidence

Explanatory notes

Select the type of qualitative evidence you will use to help track your progress. One per row. Add more rows if you want to list additional types of qualitative evidence.	Add notes if you need to provide more context.

Supporting Documentation

Please upload any documents that will support your application.

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For example, financial statements, examples of current outreach activities or evidence that the grant funding will increase reach/impact.

Attach a file:

Declaration and Authorisation

* indicates a required field

Declaration

The Applicant represents and warrants that this application has been submitted by an authorised representative of the Applicant (e.g. CEO, Chief Financial Officer, General Manager, Director, Chair of the Board, President, authorised manager etc).

Where this Application is submitted in the course of employment by a representative of any kind (e.g. authorised representative or agent) of the Applicant, you: (i) acknowledge and agree that the Applicant is deemed to be jointly and separately bound by this application; and (ii) represent and warrant that you have the authority to represent and bind the Applicant as contemplated by this provision.

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By submitting this application form I hereby declare that:

- I agree for my project to be automatically considered in other NSW funding programs;
- I have read and understood each of the acknowledgements, agreements, representations and warranties provided above, and that each of these are true and correct;
- All information provided including the responses to each question in the relevant sections of this application is true and correct to the best of my knowledge;
- Any information contained in this application may be disclosed to other Government agencies, staff administering the program, and to external stakeholders (including consultants, lawyers and other advisers) as part of the assessment of this application;
- I am authorised to submit this application on behalf of, and have the authority to represent and bind the Applicant;
- I understand that any false declaration may render this application ineligible/invalid; and
- All relevant conflicts of interest have been declared

Authorisation

I agree *

☐ Yes

Name of authorised person *

Title

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Phone number *

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

Email *

Must be an email address.

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

How did you find the online application process?

☐ Very easy

☐ Easy

☐ Neutral

☐ Difficult

☐ Very difficult

How many minutes in total did it take you to complete this application?

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Estimate in minutes i.e. 1 hour 60

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.