Assessor Workforce Development Grant Application Form
Form Preview

About the grant

* indicates a required field

Instructions for Applicants

Before completing this application form, you should have read the program guidelines.

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

If you have any questions, please contact the Sustainable Homes team at sustainablehomes@dcceew.nsw.gov.au and quote your application number which is provided to you when you start an application.

To complete this application form, you may find it helpful to have at hand:

- Organisation ABN
- Organisation ACN or AIN, if applicable
- Project Budget, Co-contribution calculations
- Breakdown of Project Activities expenditure
- Details of the nominated workers, their proposed courses and units
- Details of any previous government funding for similar projects (if applicable)
- RTO quote
- Written Consent from the nominated trainees to share their name and location within this application.

Application Number

This field is read only.

Program Details

Applications Close: 30 November 2026, 9.00am

Application outcomes: By 23 December 2026

Maximum grant: $30,000 per project

Applicant co-contribution: At least 50%, which can be financial, in-kind or a combination of both

Minimum workforce commitment: To support workforce growth across NSW, all successful applicants must commit to training and supporting at least four workers, including:

- two Home Energy Rating assessors for existing homes, and
- two data collectors.

These minimum numbers must be met by four separate people. One individual cannot be counted towards both the assessor and data collector requirements.

Grant Program Name

This field is read only.
The program this submission is in.

Eligibility Confirmation

I confirm that the applicant and project is eligible according to the criteria and can provide the relevant evidence outlined in the program guidelines:

- Operates in the property or built-environment sectors and already undertakes site visits to residential properties.
- Holds a current Australian Business Number (ABN)
- Is a legally recognised entity, is financially solvent and capable of entering into a legally binding funding agreement
- Applicant will deliver activities in NSW that directly and exclusively benefit NSW residents
- Is an organisation that employs, engages, franchises, contracts or supports workers that are available to complete the approved training and accreditation pathways
- Has not or will not receive duplicate funding for the same Home Energy Rating assessor or data collector training activities

*

- ○ Yes
- ○ No

Terms and Conditions

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.

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);
- record the Applicant's submitted information into a stakeholder relationship management system that facilitates data analysis and the derivation of insights;
- 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
- 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:

Information Access & Privacy UnitDepartment of Climate Change, Energy, the Environment and WaterLocked Bag 5022, Parramatta NSW 2124Phone: 02 8275 1095Email: privacy.dcceew@environment.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 Funding 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.

Applicant Details

* indicates a required field

Applicant Details

Applicant *

○ Individual ○ Organisation

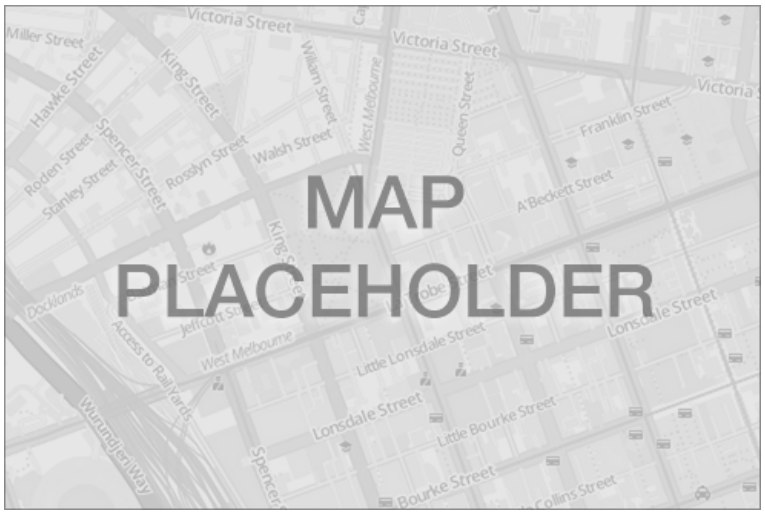
Organisation Name

Title First Name Last Name

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



Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Coordinates Required. Country must be Australia

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.

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 *

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

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

○ Yes ○ No

Applicant ABN *

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 ACN or AIN

Enter only a 9 digits. Enter Organisation ACN (Australian Company Number) or AIN (Association Incorporation Number)

Eligibility Criteria Details

* indicates a required field

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Applicant Organisation Details

Describe your organisation's business and operations. What services do you currently provide at residential properties? Include one or more of the following: website address, capability statement, service brochure: *

Word count:
Must be no more than 500 words.

Attach a file:

You can upload a file to support your response above, eg a service brochure or capability statement

Please confirm that you are a legally recognised entity, are financially solvent and capable of entering into a legally binding funding agreement. *

○ I confirm this to be true.

Which of the following Local Government Areas (LGAs) do you currently operate in?

☐ Albury	☐ Coonamble	☐ Lane Cove	☐ Richmond Valley
☐ Armidale	☐ Cootamundra-Gundagai	☐ Leeton	☐ Ryde
☐ Ballina	☐ Cowra	☐ Lismore	☐ Shellharbour
☐ Balranald	☐ Cumberland	☐ Lithgow	☐ Shoalhaven
☐ Bathurst	☐ Dubbo	☐ Liverpool	☐ Singleton
☐ Bayside	☐ Dungog	☐ Liverpool Plains	☐ Snowy Monaro
☐ Bega Valley	☐ Edward River	☐ Lockhart	☐ Snowy Valleys
☐ Bellingen	☐ Eurobodalla	☐ Maitland	☐ Strathfield
☐ Berrigan	☐ Fairfield	☐ Mid-Coast	☐ Sutherland
☐ Blacktown	☐ Federation	☐ Mid-Western	☐ Sydney
☐ Bland	☐ Forbes	☐ Moree Plains	☐ Tamworth
☐ Blayney	☐ Georges River	☐ Mosman	☐ Temora
☐ Blue Mountains	☐ Gilgandra	☐ Murray River	☐ Tenterfield
☐ Bogan	☐ Glen Innes	☐ Murrumbidgee	☐ The Hills
☐ Bourke	☐ Goulburn Mulwaree	☐ Muswellbrook	☐ Tweed
☐ Brewarrina	☐ Greater Hume	☐ Nambucca	☐ Upper Hunter
☐ Broken Hill	☐ Griffith	☐ Narrabri	☐ Upper Lachlan
☐ Burwood	☐ Gunnedah	☐ Narrandera	☐ Uralla
☐ Byron	☐ Gwydir	☐ Narromine	☐ Wagga Wagga
☐ Cabonne	☐ Hawkesbury	☐ Newcastle	☐ Walcha
☐ Camden	☐ Hay	☐ North Sydney	☐ Walgett
☐ Campbelltown	☐ Hilltops	☐ Northern Beaches	☐ Warren
☐ Canada Bay	☐ Hornsby	☐ Oberon	☐ Warrumbungle
☐ Canterbury-Bankstown	☐ Hunter's Hill	☐ Orange	☐ Waverley
☐ Carrathool	☐ Inner West	☐ Parkes	☐ Weddin
☐ Central Coast	☐ Junee	☐ Parramatta	☐ Wentworth

- ☐ Central Darling
- ☐ Cessnock
- ☐ Clarence Valley
- ☐ Cobar
- ☐ Coffs Harbour
- ☐ Coolamon
- ☐ Kempsey
- ☐ Kiama
- ☐ Ku-ring-gai
- ☐ Kyogle
- ☐ Lachlan
- ☐ Lake Macquarie
- ☐ Penrith
- ☐ Port Macquarie-Hastings
- ☐ Port Stephens
- ☐ Queanbeyan-Palerang
- ☐ Randwick
- ☐ Willoughby
- ☐ Wingecarribee
- ☐ Wollondilly
- ☐ Wollongong
- ☐ Woollahra

Please select all relevant LGAs

Which of the following Local Government Areas (LGAs) will you operate in after the grant project has been completed? *

- ☐ Albury
- ☐ Armidale
- ☐ Ballina
- ☐ Balranald
- ☐ Bathurst
- ☐ Bayside
- ☐ Bega Valley
- ☐ Bellingen
- ☐ Berrigan
- ☐ Blacktown
- ☐ Bland
- ☐ Blayney
- ☐ Blue Mountains
- ☐ Bogan
- ☐ Bourke
- ☐ Brewarrina
- ☐ Broken Hill
- ☐ Burwood
- ☐ Byron
- ☐ Cabonne
- ☐ Camden
- ☐ Campbelltown
- ☐ Canada Bay
- ☐ Canterbury-Bankstown
- ☐ Carrathool
- ☐ Central Coast
- ☐ Central Darling
- ☐ Cessnock
- ☐ Clarence Valley
- ☐ Cobar
- ☐ Coffs Harbour
- ☐ Coolamon
- ☐ Coonamble
- ☐ Cootamundra-Gundagai
- ☐ Cowra
- ☐ Cumberland
- ☐ Dubbo
- ☐ Dungog
- ☐ Edward River
- ☐ Eurobodalla
- ☐ Fairfield
- ☐ Federation
- ☐ Forbes
- ☐ Georges River
- ☐ Gilgandra
- ☐ Glen Innes
- ☐ Goulburn Mulwaree
- ☐ Greater Hume
- ☐ Griffith
- ☐ Gunnedah
- ☐ Gwydir
- ☐ Hawkesbury
- ☐ Hay
- ☐ Hilltops
- ☐ Hornsby
- ☐ Hunter's Hill
- ☐ Inner West
- ☐ Inverell
- ☐ Junee
- ☐ Kempsey
- ☐ Kiama
- ☐ Ku-ring-gai
- ☐ Kyogle
- ☐ Lachlan
- ☐ Lake Macquarie
- ☐ Lane Cove
- ☐ Leeton
- ☐ Lismore
- ☐ Lithgow
- ☐ Liverpool
- ☐ Liverpool Plains
- ☐ Lockhart
- ☐ Maitland
- ☐ Mid-Coast
- ☐ Mid-Western
- ☐ Moree Plains
- ☐ Mosman
- ☐ Murray River
- ☐ Murrumbidgee
- ☐ Muswellbrook
- ☐ Nambucca
- ☐ Narrabri
- ☐ Narrandera
- ☐ Narromine
- ☐ Newcastle
- ☐ North Sydney
- ☐ Northern Beaches
- ☐ Oberon
- ☐ Orange
- ☐ Parkes
- ☐ Parramatta
- ☐ Penrith
- ☐ Port Macquarie-Hastings
- ☐ Port Stephens
- ☐ Queanbeyan-Palerang
- ☐ Randwick
- ☐ Richmond Valley
- ☐ Ryde
- ☐ Shellharbour
- ☐ Shoalhaven
- ☐ Singleton
- ☐ Snowy Monaro
- ☐ Snowy Valleys
- ☐ Strathfield
- ☐ Sutherland
- ☐ Sydney
- ☐ Tamworth
- ☐ Temora
- ☐ Tenterfield
- ☐ The Hills
- ☐ Tweed
- ☐ Upper Hunter
- ☐ Upper Lachlan
- ☐ Uralla
- ☐ Wagga Wagga
- ☐ Walcha
- ☐ Walgett
- ☐ Warren
- ☐ Warrumbungle
- ☐ Waverley
- ☐ Weddin
- ☐ Wentworth
- ☐ Willoughby
- ☐ Wingecarribee
- ☐ Wollondilly
- ☐ Wollongong
- ☐ Woollahra

Please select all relevant LGAs

Nominated Trainee Details

Provide details of the nominated workers who are available and committed to undertake the training and accreditation path:

IMPORTANT: by completing the Table below, you are confirming that the nominated trainees are **available** and **committed** to completing the required training and accreditation pathway.

Trainee Name	Proposed Role of Trainee	Location of Trainee	Confirmation of type of worker engaged by the Applicant	Written Consent from the nominated trainees to share their name and location within this application.
			Other:	
			Other:	
			Other:	
			Other:	
Add more rows if required		Suburb only required.		

Have you had any government funding received, approved or applied for in relation to Home Energy Rating assessor or data collector training? *

☐ Yes ☐ No

Detail any government funding you received, been approved or applied for in relation to Home Energy Rating assessor or data collector training. *

Project Details

* indicates a required field

Title *

Word count:
Must be no more than 25 words.
Provide a name for your initiative. Your title should be short but descriptive.

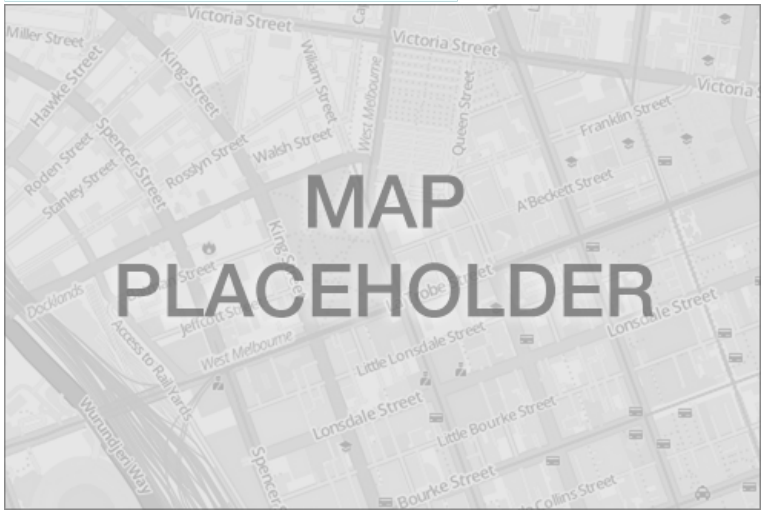
Brief description *

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 *

Anticipated end date *

Primary location of your initiative *
Address



Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Coordinates Required. Country must be Australia

Merit Criteria

* indicates a required field

Criterion 1: Workforce development approach

Demonstrate how your organisation will develop and retain a skilled Home Energy Rating workforce

Explain how trainees will be supported to complete training, achieve accreditation and begin delivering Home Energy Rating services. *

Word count:
Must be no more than 1000 words.

Explain how your existing business activities align with the delivery of Home Energy Rating services. *

Word count:
Must be no more than 1000 words.

Explain how Home Energy Rating services will be integrated into your existing business or a new business division. *

Word count:
Must be no more than 1000 words.

Explain how trainees will transition into ongoing paid work after accreditation *

Word count:
Must be no more than 1000 words.

Criterion 2: Capacity and capability to support training and development

Demonstrate your organisation's capacity and capability to support trainees through training, accreditation and their transition into independent work.

Explain your organisation’s experience supporting staff or worker learning, development, training or professional accreditation *

Word count:
Must be no more than 1000 words.

Explain how the proposed training aligns with your organisation’s workforce development approach *

Word count:
Must be no more than 1000 words.

What mentoring, coaching and supervised practice you will provide to trainees *

Word count:
Must be no more than 1000 words.

What opportunities will you provide for trainees to gain practical experience, including supervised assessments and peer review *

Word count:
Must be no more than 1000 words.

What are the quality assurance, auditing and capability development arrangements you will use to support independent work. *

Word count:
Must be no more than 1000 words.

Criterion 3: Project design and delivery

Provide a clear and realistic project delivery plan

What risks have you identified and how will you mitigate and manage them. *

How will you monitor and manage project progress and outcomes *

Explain how the project will contribute to the grant program objectives (Objectives outlined in Section 1.4 of the Guidelines). *

Key Milestones and Timeline

Please detail the key milestones and timelines expected to be completed as part of the project.

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

Milestone and Deliverables	Expected start date	Expected end date	Explanatory notes
Please include detail of all deliverables that are part of the Milestone	Must be a date.	Must be a date.	

Criterion 4: Value for money

Demonstrate how the requested funding will be used to deliver the project and achieve value for money.

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?

Expenditure

Please include all expenditure items (including the amount requested and any GST exclusive) 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
	Other:	$	$	$	
	Please align Expenditure Type to the eligible activities.	Must be a dollar amount.	Must be a dollar amount.	This number/ amount is calculated.	

Please attach quotes for those expenditure (cost) items.
Attach a file:

Please ensure the full RTO quote is uploaded.

Details of training requirements

Nominee Name	Training Cost Quote	No. of specific units to be completed	Unit Code for specific units of competency to be completed
	Must be a dollar amount.	Must be a number.	eg. CPPCOM4001. List all units required for nominated trainee

Co-contributions

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.

Please explain the co-contributions you will be making to the project and how you have calculated the value of your co-contributions.

Co-contribution Type	Total Value	Explanation of co-contributions	Explanation of how co-contribution is calculated
	Must be a dollar amount.		
Financial In-Kind			
Financial In-Kind			

Upload supporting evidence for any in-kind contributions
Attach a file:

What is your justification for the amount of funding requested and how will it contribute to the grant program's objectives? *

Supporting Documents

Supporting Documents

Please upload any further information you wish to provide in support of your application.
Attach a file:

Declaration, Conflict of Interest 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.

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
- The content provided in this application is truthful, accurate, and a genuine representation of the project, activities, and/or outcomes.
- Where any part of the application (including milestone reports or other supporting documentation) has been prepared using artificial intelligence (AI) tools (e.g., ChatGPT, Microsoft Copilot), the content has been thoroughly reviewed and validated by the applicant to ensure accuracy, completeness, and alignment with the project's actual intent and activities.

- The applicant retains full responsibility for the content submitted, regardless of whether AI or third-party tools were used in drafting

Conflict of Interest

Do you (or where relevant, your consultants) have any actual, potential or perceived conflicts of interest to declare? *

☐ Yes ☐ No

No more than 1 choice may be selected.

Conflict of Interest Details

Is your conflict of interest? *

☐ Actual
☐ Potential
☐ Perceived

Does your conflict of interest relate to: *

☐ engaging consultants to assist you with the application who have advised or are currently advising the Department
☐ procurement or employment
☐ direct negotiations
☐ sponsorships
☐ partnerships
☐ any other situations which could lead to an unfavourable advantage

Please explain the details of your Conflict of Interest declaration *

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?

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.

GMS-MGA/Locn/2025 v2.0