Mini-grants – Community renewable energy - Hume region

Frequently Asked Questions

Contents

FUNDING PARAMETERS .......................................................................................................................... 3

1. How much money is available in the funding round? ............................................................... 3
2. How much money can applicants apply for? .............................................................................. 3
3. Does each local government area have a set allocation of funding? ........................................ 3
4. When would the project need to be completed by? ................................................................. 3

ELIGIBLE PROJECTS AND ACTIVITIES ....................................................................................................... 3

5. What is the Hume Renewable Energy Roadmap? ...................................................................... 3
6. What do you mean by community energy? .............................................................................. 4
7. Does the project need to be innovative to be successful? ........................................................ 4
8. Is a project that is receiving funding from another state or federal government agency eligible for funding under this grants program? ...................................................................... 4
9. Can project applications expand on existing DELWP-funded projects? ............................. 4
10. Can funding from Mini-Grants – Community Renewable Energy – Hume Region be used as matching funding for another grants program? ...................................................... 4

ELIGIBLE ORGANISATIONS AND PARTNERS ............................................................................................ 4

11. Who is eligible to apply for this funding? .............................................................................. 4
12. We are a community group who is not incorporated. Do we need to become incorporated to be eligible for the grant? .............................................................................. 4
13. Can DELWP or its portfolio agencies be involved as a project partner in the project application stage? ................................................................................................................. 5
14. Can we partner with a statutory authority in the delivery of the project? ............................ 5
15. Can our organisation/group submit multiple applications? ................................................. 5
16. Can you submit a proposal as the lead organisation and also be a partner on another project? ............................................................................................................................... 5
17. Is a financial co-contribution or in-kind contribution required to be successful? ........................................................................ 5
18. What is an in-kind contribution? .............................................................................................................................................. 5

SUBMITTING THE APPLICATION .................................................................................................................................................. 6

19. What are the timelines for submitting the application? ........................................................................................................ 6
20. Who do I email my application to? ........................................................................................................................................ 6
21. What kind of evidence do I need to submit with my application? .......................................................................................... 6
22. Does the CEO need to sign off on the application? .................................................................................................................. 6

STRATEGIC APPROACH .................................................................................................................................................................. 6

23. What are the aims of the Mini-Grants – Community Renewable Energy– Hume Region Grants program? .............................................................................................................................................. 6
24. Is this a one-off funding round? .................................................................................................................................................. 6
25. Where can I find out more information about community energy and renewable energy in Victoria? .............................................................................................................................................. 7
26. What is Hume region that is referred to in the grant application and guidelines? ................................................................. 7
27. Who do I contact to find out more about the program? ........................................................................................................... 8
FUNDING PARAMETERS

1. How much money is available in the funding round?
   The Department of Environment, Land, Water and Planning (DELWP) Hume Region has committed $30,000 in competitive grants to fund projects that support conversations, awareness and activities in communities across the region about renewable energy. The funding is being administered through the **Mini-grants – Community renewable energy – Hume region grants program** with successful projects able to be implemented by 15 July 2019.

2. How much money can applicants apply for?
   Eligible projects will be able to apply for between $1,000 and $3,000.

3. Does each local government area have a set allocation of funding?
   There is no pre-determined allocation of funding for each local government area. However, we would like to see a spread of investment across the Hume region.

4. When would the project need to be completed by?
   The project will need to be completed with the Completion Report (Milestone Two) submitted by 15 July 2019.

ELIGIBLE PROJECTS AND ACTIVITIES

5. What is the Hume Renewable Energy Roadmap?
   The Hume Renewable Energy Roadmap is a 12-month project in which the Department of Environment, Land, Water and Planning (DELWP) will work with individuals, communities, business and industries to develop a roadmap to support the region to embrace the renewable energy transformation of our electricity system.

   The Roadmap will represent the voice of the community, identify local barriers and issues, understand the investment potential of the region and clearly identify what the community expects from the renewable energy transition.

   The Roadmap aims to:
   - Build a shared regional vision for a Hume renewable energy future.
   - Investigate and document the renewable energy investment opportunities and constraints in the region.
   - Increase the capacity of the region to maximise the benefits from a renewable energy future.
   - Promote those already working towards this future and seek to support them.

   For further information go to:
6. What do you mean by community energy?

Community-owned renewable energy or community energy (CE) refers to projects where a community group initiates, develops, operates and benefits from a renewable energy resource or energy efficiency initiative.

Community groups are formed based on a common interest or geographical region such as a town or suburb. Every CE project is different, being tailored to each community’s needs and context.

CE projects may be developed to: maximise local ownership and decision making; generate jobs; use resources efficiently and sustainably; match energy production to local energy needs and circumstances or help address climate change.

7. Does the project need to be innovative to be successful?

There is no requirement for submissions to the Mini-Grants – Community renewable energy – Hume region grants program to include an innovative component. First and foremost, this program seeks to support projects that will engage communities in conversations and activities about renewable energy.

8. Is a project that is receiving funding from another state or federal government agency eligible for funding under this grants program?

Projects with unfunded components or activities may be submitted for consideration as part of this grants program. The activities for which funding is being sought, however, should deliver discrete, tangible and measurable outcomes against which the application can be assessed. Funding will also be considered for activities that expand the reach and impact of existing activities provided they also have discrete, tangible and measurable outcomes. Project activities with secured funding from another source are not eligible for funding under this program.

9. Can project applications expand on existing DELWP-funded projects?

The application must be for a discrete piece of work or activity. However, it could certainly address an issue or expand an idea (or apply an idea in a new setting) from a previous project.

10. Can funding from Mini-grants – Community renewable energy – Hume region be used as matching funding for another grants program?

No. The Mini-grants – Community renewable energy – Hume region are for the funding of a discrete project, not as co-funding to enable application to another grants program.

ELIGIBLE ORGANISATIONS AND PARTNERS

11. Who is eligible to apply for this funding?

Eligible projects must either be led by, or implemented in partnership with, a local council, traditional owner corporation, community group, or not-for-profit organisation.

12. We are a community group who is not incorporated. Do we need to become incorporated to be eligible for the grant?
If a community organisation wanted to be the Project Leader, they would need to be an incorporated body, cooperative or association (with an ABN). They may choose to become incorporated before submitting the grant. However, a solution would be to find a partner/collaborator who could be the project lead.

13. Can DELWP or its portfolio agencies be involved as a project partner in the project application stage?

No. DELWP (and its portfolio agencies) cannot be a project partner and should not be referred to as a project partner, even though its Support Officers may assist with questions relating to the application process. DELWP cannot provide letters of support to you.

14. Can we partner with a statutory authority in the delivery of the project?

Yes, statutory authorities are eligible partner organisations but are not eligible to be a lead applicant.

15. Can our organisation/group submit multiple applications?

Organisations and groups may submit multiple applications, however, only one grant will be awarded per lead organisation.

16. Can you submit a proposal as the lead organisation and also be a partner on another project?

Yes. You can submit applications both as the project lead and a partner organisation and an organisation is eligible to receive a grant both as a lead organisation and a partner organisation or as a partner organisation in more than one project. An organisation cannot, however, receive funding for multiple projects as the lead project applicant. If multiple projects are submitted each project must be discrete, ‘stand-alone’ and not be dependent on another project to receive funding to be implemented.

FINANCIAL AND IN-KIND PROJECT CONTRIBUTIONS

17. Is a financial co-contribution or in-kind contribution required to be successful?

A resource contribution to support the implementation of the proposed project is required as part of the grant application. This can either be in the form of a financial or an in-kind contribution provided by the lead or a partner organisation that is listed in the application process.

18. What is an in-kind contribution?

An in-kind contribution is a non-financial resource contribution to the project. As part of the grant application process, applicants are asked to describe any in-kind contributions that will be made to support the delivery of the project. Examples of in-kind contributions are:

- time volunteered to the management or coordination of the project;
- time volunteered to implement project activities;
- non-paid technical support provided to the project;
- the donation of goods, materials or equipment to the project;
- the provision of a workspace in an office to support the implementation of activities.
SUBMITTING THE APPLICATION

19. What are the timelines for submitting the application?

Applications must be submitted via email or hard copy by **11.59pm on Sunday, 14 April 2019**. Late applications will not be considered.

20. Who do I email my application to?


21. What kind of evidence do I need to submit with my application?

You will need to attach a signed letter of commitment from the Chief Executive Officer (or equivalent), or delegate (this also applies to all parties if a partnership/collaboration is formed). You will also need to provide:

- Letter of commitment from each organisation and partner’s CEO or delegate;
- Copy of Public Liability Insurance Certificate of Currency; and
- Copy of Proof of Incorporation.

You can attach documents to your online applications as long as they are an acceptable file type (e.g. Word, Excel, PDF, or JPEG) and don’t exceed the maximum file size. When you submit your application online, check carefully to ensure all your attachments have been uploaded.

22. Does the CEO need to sign off on the application?

Yes. You will need to attach a signed letter of commitment from the Chief Executive Officer (or equivalent), or delegate (this also applies to all parties if a partnership/collaboration is formed).

STRATEGIC APPROACH

23. What are the aims of the Mini-grants – Community renewable energy– Hume region grants program?

The Mini-grants – Community renewable energy – Hume region grants program aims to:

- Support communities to engage members of their communities in activities or events which raises awareness and understanding of renewable energy opportunities available.
- Foster partnerships between organisations and groups within and across communities on renewable energy.
- Support communities to have their renewable energy vision and values reflected in the Hume Renewable Energy Roadmap by engaging locally and adding their community’s voices to the Roadmap.
- Build capacity and skills in the community to support future renewable energy opportunities that may arise.

24. Is this a one-off funding round?

Yes, the Mini-grants – Community renewable energy – Hume region grants program is a one-off funding round.
25. Where can I find out more information about community energy and renewable energy in Victoria?

More information on community energy and renewable energy can be found at:

http://cpagency.org.au/
http://c4ce.net.au/

26. What is Hume region that is referred to in the grant application and guidelines?

The Hume region includes the twelve local government areas of Alpine Shire Council, Benalla Rural City Council, Greater Shepparton City Council, Indigo Shire Council, Mansfield Shire Council, Mitchell Shire Council, Moira Shire Council, Murrindindi Shire Council, Strathbogie Shire Council, Towong Shire Council, Rural City of Wangaratta, Wodonga City Council.
27. **Who do I contact to find out more about the program?**

Members of the DELWP Community and Partnerships Team in Hume Region can be consulted for more information about the program or if needed when preparing your application.

<table>
<thead>
<tr>
<th>Chelsea Cherry</th>
<th>0439 315 410</th>
<th><a href="mailto:chelsea.cherry@delwp.vic.gov.au">chelsea.cherry@delwp.vic.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiona Roberts</td>
<td>0436 691 476</td>
<td><a href="mailto:fiona.roberts@delwp.vic.gov.au">fiona.roberts@delwp.vic.gov.au</a></td>
</tr>
</tbody>
</table>