Mini-grants
Community renewable energy
Hume region

Guidelines

March 2019
Contents

1. What is the Mini-grants – Community renewable energy – Hume region.................. 1
2. Where is Hume Region? .................................................................................................. 1
3. Who can apply? .............................................................................................................. 2
4. Who cannot apply? ......................................................................................................... 2
5. What funding is available? ............................................................................................. 2
6. What will not be funded? ............................................................................................... 3
7. What are the assessment criteria? ................................................................................ 4
8. What supporting documents will need to be provided? ............................................. 4
9. What are the funding conditions? ................................................................................ 4
10. What is the application process? ................................................................................ 6
11. Contacts and additional information ........................................................................... 6
12. Application Form Questions ........................................................................................ 7
13. What is the notification process? ................................................................................ 7
14. Checklist ........................................................................................................................ 7

Attachment 1 – Example of a Payments table .................................................................. 8
Attachment 2 – Example of a Project Completion Report.................................................. 8
Attachment 3 – Example of a Victorian Funding Agreement ........................................... 9
1. What is the Mini-grants – Community renewable energy – Hume region

The Department of Environment, Land, Water and Planning (DELWP) Hume Region is delivering a small grants program to support conversations, awareness and activities in communities across the region about renewable energy.

The Mini-grants – Community renewable energy - Hume region grants program is part of the Hume Renewable Energy Roadmap project (the Roadmap), a twelve-month project which is working with communities to develop a regional vision and prospectus for renewable energy while building capacity and momentum for the region to make the transition to renewable energy.

The Grants program aims to:
1. Support communities to engage members of their communities in activities or events which raises awareness and understanding of renewable energy opportunities.
2. Encourage partnerships between organisations and groups within and across communities on renewable energy.
3. Support communities to have their renewable energy vision and values reflected in the Roadmap by engaging locally and adding their community’s voices to the Roadmap.
4. Build capacity and skills in the community to take advantage of future renewable energy opportunities that may arise.

2. Where is Hume Region?

The project must be delivered in Hume Region, see map below.
3. Who can apply?

- The grants program provides funding for local communities in the Hume region.
- Eligible projects must either be led by, or implemented in partnership with at least one local council, traditional owner corporation, community group, or not for profit organisation.
- In addition, to be eligible for funding, applicants must be:
  - An incorporated body, cooperative or association (including business associations), and
  - Financially solvent.
- Other organisations, for example education institutions or private sector organisations, are also eligible to apply for funding provided they are partnering with a local council, traditional owner corporation, community group or not for profit organisation, and the project is for public benefit and not solely for private/individual gain.

4. Who cannot apply?

The following cannot apply for funding as the project lead or sole proponent:

- Individuals
- Federal and state government agencies
- Organisations or groups not based in the Hume region

5. What funding is available?

In total, the available funding for the Mini-grants – Community renewable energy – Hume region grants program is $30,000. The other parameters for the grants are:

- Grants between $1,000 and $3,000 will be awarded.
- Projects must begin by 30 April 2019 and conclude no later than 15 July 2019.
- Grants are limited to one grant per organisation/group.

We welcome applications which seek to do any of the following:

- Increase awareness of renewable energy in communities.
- Support and facilitate conversations in the Hume region community about renewable energy.
- Encourage participation in renewable energy activities and events.
- Explore financial opportunities for communities to transition to renewable energy.
- Support communities to explore what their community’s renewable energy future might look like.
- Enable communities to contribute their vision to development of the Hume Renewable Energy Roadmap.
- Foster and encourage innovative approaches which seek to increase the uptake of renewable energy of communities.
- Encourage and support the community to reduce energy consumption and greenhouse gas emissions.
- Enable community members to acquire or develop new skills in relation to renewable energy.
- Increase local connections and links which support renewable energy activities within the Hume regional community.

The Assessment Panel will be looking for:

- Activities which raise the awareness of a community about renewable energy
- Increased understanding of technical information which relates to community energy opportunities for a community
- Activities which provide community members opportunities to acquire or develop new skills in renewable energy
- Developing or supporting strategic planning or governance arrangements for a community energy group
- Activities which raise the energy literacy of a community or community group
- Clear public benefit for their local community (i.e. where the focus is not private/individual gain).
### Example project – Engagement

Members of a community are wanting to become more active in a renewable energy future. There is an appetite for the creation of a (community) energy group. To generate interest amongst the community a forum will be held to generate interest in the community which will include guest speakers from other community energy groups and a facilitated session to explore what the community’s vision and values are for renewable energy in their local area. Costs such as venue hire, catering, guest speakers, and possibly a facilitator will be incurred for the event. Potential partners could include local government, community health organisation, local neighbourhood house, Landcare and sustainability group. The activity will create a summary of renewable energy information activity in the local area, promotional material to be shared across the local community, community or event survey canvassing interest and an action plan of next steps.

### Example project – Skill development

An existing community energy group is wanting to build the skills of the renewable energy leaders in their community which will in turn help build the skills and expertise of the group. To strengthen the group’s capacity to communicate more broadly in their community (and potentially further afield) on issues such as: how renewable energy systems work; different types of community energy models; ways to build energy literacy in their community. The group sponsors community energy leaders to attend training/workshop/conference/forum to build their skills and expertise in renewable energy. Following attendance, they deliver a presentation to a community forum showcasing what they have learnt and how it informs the activities and direction of the local community energy group. Costs such as attendance at the event, the group hosting a follow-up event to deliver the presentation, evidence of how the groups skills and expertise has grown due to attendance at the training/workshop/conference/forum will be incurred for the project. The activity will create a shared understanding of the newly acquired information/expertise, complimented by any material acquired through attendance being shared with the group/community, hosting an event that facilitates a broader conversation in the local community about renewable energy, a better understanding of energy skill needs and expertise within the group, and promotional material to be shared across the local community.

### Example project – exploring potential models or activities

Local sporting club/U3A/Rotary/Lions/Neighbourhood House partners with a local council or community energy group to explore what their renewable energy opportunities are. The groups want to understand what renewable energy could offer them. Activities such as developing a business case for a community funded ‘behind the meter’ solar installation on a community building is considered. A working group is formed to canvass potential models, partners, sites and explore their current electricity usage, alternative energy sources for the community facility, expected payback periods, potential funding and efficiencies that could be made to the facilities. The goal for the groups is to analyse current electricity use, energy efficiency improvements and to explore and commence action on their collective vision and values for their energy future.

### 6. What will not be funded?

- Applications received after the closing date.
- Applications from or on behalf of individuals.
- Where duplicate services are in operation or planned for in a targeted community.
- Fundraising activities.
- Ongoing expenses.
- Groups which are not incorporated.
- Prize money and awards.
- Projects or activities located outside of the Hume region.
- Projects that have already started or have been completed.
- Recurrent operating costs (e.g. rent and utility costs, and/or activities establishing expectations of ongoing funding or administration).
- Capital items, such as laptops or phone.
7. What are the assessment criteria?

Project eligibility
Projects eligible to apply for this funding must meet the following criteria:

• The project is delivered within Hume region
• The funding sought for this project is between $1,000 and $3,000.
• The project engages community members in conversations about renewable energy.
• The project is led by, or implemented in partnership with, either a local council, traditional owner corporation or not-for-profit or community group.
• The project agrees to capture and report on what is their communities’ vision for a renewable energy future. (Supporting engagement material will be supplied to successful applicants. This will guide the collection and recording of this information, to help inform the Roadmap).
• The project agrees to share all promotional material and information with the Hume Region Grants program (throughout delivery of the project) to allow shared learnings, social media and engagement opportunities to be communicated across Hume region.
• The project commits to being completed by 15 July 2019.

Evaluation criteria – assessment
Eligible projects will be assessed against the following evaluation criteria to determine the successful applicants.

| Does the project demonstrate the likely community benefit that will be gained from this funding? | 25% |
| Does the project build the skills and capacity in the community? | 25% |
| Does the project have the capacity to increase awareness of renewable energy in the community? | 25% |
| Does the project encourage partnerships and shared learnings? | 25% |

8. What supporting documents will need to be provided?

Please submit the following documents with your application:

• Letter of commitment from each organisation and partner’s CEO or delegate;
• Copy of Public Liability Insurance Certificate of Currency;
• Copy of Proof of Incorporation; and
• Any other documents that support your application.
• Links to other funding or programs which are linked to this application.

9. What are the funding conditions?

9.1.1 Funding agreements
Successful applicants will be required to enter into a funding agreement with DELWP. The Victorian Common Funding Agreement is used for funding agreements with not-for-profit organisations and Local government authorities. It is recommended that applicants review the terms and conditions before applying. Refer to Attachment 4 of the Guidelines. Information about the Victorian Common Funding Agreement is available on https://providers.dhhs.vic.gov.au/victorian-common-funding-agreement
9.1.2 Legislative and regulatory requirements
In delivering the activity, grant recipients are required to comply with all relevant Commonwealth and state/territory legislations and regulations, including but not limited to:

- The Privacy Act 1988 (Commonwealth)
- The Freedom of Information Act 1982 (Vic)
- Occupational Health and Safety Act 2004

9.1.3 Tax implications
Applicants should consult the Australian Taxation Office or seek professional advice on any taxation implications that may arise from this grant funding.

Successful applicants without an ABN will need to provide a completed Australian Taxation Office form “Statement by a Supplier” so that no withholding tax is required from the grant payment.

9.1.4 Acknowledging the Victorian Government’s support
Successful applicants are expected to acknowledge the Victorian Government’s support and promotional guidelines will form part of the funding agreement. Successful applicants must liaise with the departmental program area to coordinate any public events or announcements related to the project.

9.1.5 Payments
Please note that successful applicants will be paid 75% of requested funding on completion of Milestone One and the remaining 25% on completion of Milestone Two.

Payments will be made as long as:

- the funding agreement has been signed by both parties;
- grant recipients provide reports as required, or otherwise demonstrate that the activity is progressing as expected;
- other terms and conditions of funding continue to be met.

9.1.6 Monitoring
Grant recipients are required to comply with project monitoring and reporting requirements as outlined in the funding agreement. This may include progress reports, site inspections, completion reports and acquittal documentation.

9.1.7 Privacy
Any personal information about you or a third party in your application will be collected by the department for the purposes of administering your grant application and informing Members of Parliament of successful applications. Personal information may also be disclosed to external experts, such as members of assessment panels, or other government departments for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement.

Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the Privacy and Data Protection Act 2014 and other applicable laws.


Requests for access to information about you held by DELWP should be sent to the Manager Privacy, P.O. Box 500 East Melbourne 8002 or contact by phone on 9637 8697.
10. What is the application process?

Applications are to be submitted via email to the Roadmap email address HumeRenewableEnergy.Roadmap@delwp.vic.gov.au. A separate application form is available and can be supplied by email or accessed from the Hume Renewable Energy Roadmap webpage.

The application questions that you will be required to complete are provided in Section 12 of this document. A separate application form is also available, and this application document should be used when submitting your completed application.

Attaching required documents:
Supporting documents must be in an acceptable file type, such as Word, Excel, PDF, or JPEG. The maximum file size for each file is 5MB. Attach all documents to one email, zipping the files if required. All supporting material must be received by the application deadline.

You will receive a confirmation email when you submit your application.

Make sure your application is submitted by 11.59 pm on Sunday 14 April 2019.

Note: Hard copy applications will also be accepted. Please contact the team members listed below to advise if you will be submitting your application in this way. Late and incomplete applications will not be considered.

11. Contacts and additional information

If you require more information, please contact DELWP Hume Community and Partnerships Team members listed below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chelsea Cherry</td>
<td>0439 315 410</td>
<td><a href="mailto:chelsea.cherry@delwp.vic.gov.au">chelsea.cherry@delwp.vic.gov.au</a></td>
</tr>
<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>

For further information on:
- **The Hume Region Renewable Energy Roadmap**
- **Guide to Community-Owned Renewable Energy for Victorians**
- **Victoria’s Renewable Energy Action Plan, and**
- **Renewable Communities Program**

Additional information sources:
- [http://c4ce.net.au/](http://c4ce.net.au/)
12. Application Form Questions

1. Project objective – provide a concise statement on what your project ultimately aims to achieve (50 words)
2. Project description – a brief overall description of the project activities that will be implemented to achieve the above objective (200 words or less)
3. How will the project engage community members in conversations about renewable energy? (200 words or less)
4. What is the anticipated reach of this project? Who in your community will this project connect with? (200 words or less)
5. The project agrees to capture and report on what is their community’s vision for a renewable energy future. This will be included in the Final Report. (Yes/No)
6. The project agrees to share all promotional material and information with the Mini-grants – Community renewable energy - Hume region grants program throughout delivery of the project and to allow shared learning, social media and engagement opportunities to be communicated across Hume region. (Yes/No)

13. What is the notification process?

Successful and unsuccessful applicants will be notified in writing after the assessment process is completed. All decisions are final and not subject to further review. Unsuccessful applicants can ask for feedback on their application, but the provision of individual feedback is not guaranteed.

What is the notification process?

<table>
<thead>
<tr>
<th>Application Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications Open</td>
<td>11 March 2019</td>
</tr>
<tr>
<td>Applications close</td>
<td>11.59pm on Sunday 14 April, 2019</td>
</tr>
<tr>
<td>Successful applicants will be notified by</td>
<td>30 April 2019 (approximately)</td>
</tr>
<tr>
<td>Activities completed, and acquittal reports submitted no later than</td>
<td>15 July 2019</td>
</tr>
</tbody>
</table>

14. Checklist

Read these guidelines and the Frequently Asked Questions for information on the Mini-grants – Community Renewable Energy – Hume region grants program.

Have you:
- Read these guidelines carefully?
- Checked if you are, or your organisation is, eligible for this grant funding?
- Checked if your activity is eligible for this grant funding?
- Checked that you would be able to comply with all relevant laws and regulations in delivery of your activity?
- Prepared the appropriate supporting documents?
Attachment 1 – Example of a Payments table

This is an example of the Payments Table which will be included in Funding Agreements with successful applicants.

Please note that successful applicants will be paid 75% of requested funding on completion of Milestone One and the remaining 25% on completion of Milestone Two.

<table>
<thead>
<tr>
<th>Deliverable or milestone</th>
<th>Demonstrating the deliverable is complete</th>
<th>Due date</th>
<th>Payment amount (excluding GST)</th>
<th>GST amount</th>
<th>Total payment amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milestone 1 Funding Agreement</td>
<td>Signed returned funding agreement with DELWP</td>
<td>30 April 2019</td>
<td>75%</td>
<td>$XXXX</td>
<td>$XXXX</td>
</tr>
<tr>
<td>Milestone 2 Project Completion Report</td>
<td>Provide written report to DELWP on project delivery and budget acquittal for use of funds</td>
<td>15 July 2019</td>
<td>25%</td>
<td>$XXXX</td>
<td>$XXXX</td>
</tr>
</tbody>
</table>

Attachment 2 – Example of a Project Completion Report

This an example of the Project Completion Report subheadings will which will be required for completion by successful applicants.

Please note a Project Completion Report template will be supplied to successful applicants

Project Name
Project timeframes
Project objectives
Project description
What Community was the project delivered in
Project Outcomes
Budget
Project Evaluation
Appendices – financial statements, receipts and supporting evidence
Attachment 3 – Example of a Victorian Funding Agreement

VICTORIAN COMMON FUNDING AGREEMENT
Short Form

Ref: 2015-013

Details

Department: Department of Education, Learning and Training
Primary contact: Frank Smith
Address: 1 Spring Street, Springtown VIC 3000
Phone: 1300 XXX XXX
Email: noname@det.vic.gov.au
Facsimile: (03) 9754 XXXX

Recipient: The ABC Foundation
Primary contact: Susan Rose
Address: 14 Smith Street, Smithtown VIC 8143
Phone: (03) 9472 XXXX
Email: noname@abcfoundation.org.au
Facsimile: n/a

Activity Name: Book Exchange Start-up
Funding Program: Read to Succeed Program

This funding agreement (this Agreement) is a legally binding contract between the Recipient and the Department.

By signing and returning this Agreement to the Department, You will accept the offer of funding in this Agreement and agree to the terms and conditions set out within.

This Agreement will commence from the date it is last signed and will end once You have completed the Activity and all other Deliverables/Milestones specified in this Agreement to the reasonable satisfaction of the Department.

In this Agreement:
- Details, Parts A, B, Execution and any attachments form the Agreement between You and the Department, and constitute the entire agreement between the parties and supersede prior representations, contracts, statements and understandings in relation to its subject matter.
- We, Us and Our means the Department specified in the Details and includes Our officers, delegates, employees, other contractors, agents and successors.
- You and Your or the Organisation means the Recipient specified in the Details, and includes Your officers, employees, agents, volunteers, subcontractors and successors.
- Funding means money the Department provided to the Recipient under this Agreement.
- Business Day means a day other than a Saturday, Sunday or public holiday appointed under the Public Holidays Act 1993 (Vic).
Part A: Terms and Conditions

1. Start Date and End Date
   The Activity must start by 1/01/16 (the Start Date) and be completed by 15/06/16 (the End Date).

2. Amount of Funding: $9,600 (excluding GST).

3. This Funding is provided to:
   Establish a book exchange program for local families to encourage the sharing of books, reading to
toddlers and young children, and connections between parents and guardians in the local community.
The program will be started using a repeatable model using social media and meeting opportunities that
will end up being self-sustaining by users.

You agree to perform each and every Deliverable/Milestone contained in the Activity Deliverables and
Payments Table by the Due Date set out in that table to Our reasonable satisfaction.

<table>
<thead>
<tr>
<th>Deliverable or milestone</th>
<th>Demonstrating the deliverable is complete</th>
<th>Due date</th>
<th>Payment amount excluding GST</th>
<th>GST amount</th>
<th>Total payment amount including GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign the Funding Agreement.</td>
<td>Funding Agreement signed by both parties.</td>
<td>15/01/2016</td>
<td>$9,600</td>
<td>$960</td>
<td>$10,560</td>
</tr>
<tr>
<td>Activity completed</td>
<td>Final report submitted and accepted by the Department.</td>
<td>15/06/2016</td>
<td>$NIL</td>
<td>$NIL</td>
<td>$NIL</td>
</tr>
</tbody>
</table>

4. To meet Your Reporting Requirements. You must complete and send to Us any Report that is
   specified in the Activity Deliverables and Payments Table at clause 3.

5. You must:
   a. keep accurate records, including all receipts and tax invoices, in relation to the Activity
      and for everything You purchase with the Funding in accordance with the requirements set
      out in Part B, if any; and
   b. provide access to, and copies of, the records at any time to Us or a third party authorised by
      Us.

6. You must:
   a. use the Funding only for the Activity in accordance with this Agreement or as otherwise agreed
      in writing by Us;
   b. comply with all applicable laws and departmental policies in connection with the Funding, the
      Activity or this Agreement; and
   c. follow Our reasonable directions in connection with the Funding, the Activity or this Agreement.

7. You must let Us know in writing within 5 Business Days from when You become aware if:
   a. You no longer meet the eligibility requirements for the Funding, if any;
   b. there is an actual or perceived conflict of interest that may impact on Your ability to deliver the
      Activity;
   c. You will not complete the Activity; or
   d. You will not spend the total amount of the Funding.
8. You need our written consent to:
   a. use any of the Funding for anything other than the Activity or in any way that is not in accordance with this Agreement;
   b. change the Deliverables/Milestones, Start Date or End Date of the Activity; or
   c. change the reporting requirements, if there are any.

9. You agree to repay all or part of the Funding, in accordance with any written request from Us to do so, if:
   a. there is unspent Funding at the completion of the Activity;
   b. You do not use the Funding in accordance with this Agreement.

10. You will acknowledge any Funding support provided by the Victorian Government:
    a. as specified in any applicable Departmental policy;
    b. according to the Acknowledgment and Publicity Guidelines as amended from time to time, which can be found at Attachment 1; or
    c. as described in Part B.

11. Unless a recipient created tax invoice (RCTI) arrangement is in place, You will submit an invoice to Us that complies with tax legislation (including A New Tax System (Goods and Services Tax) Act 1999 (Cth)) for each Deliverable/Milestone that is linked to a payment in the table at clause 3. Invoice arrangements are described at Part B of this Agreement.

12. Clauses 5, 9 and 10 and any clauses identified in Part B will continue to apply after the end of this Agreement.

Part B: Additional Conditions

13. Additional conditions that apply to this Agreement
    - Inclusion of application
      1. Your application and any additional information that is requested by the Department prior to this Agreement being executed, is part of this Agreement. The Activity delivered must be consistent with these documents. If there is a conflict or inconsistency between your application and this Agreement then the Agreement has precedence, to the extent of the conflict or inconsistency.
    - Invoicing and tax requirements
      1. The parties agree:
         a. to enter into a recipient created tax invoice (RCTI) arrangement;
         b. We can issue tax invoices in respect of the supplies by You to Us under this Agreement;
         c. You will not issue tax invoices in respect of the supplies by You to Us under this Agreement;
         d. You acknowledge and warrant You are registered for GST when you enter into this Agreement; and
         e. If You cease to be registered for GST, You will notify Us in writing within 5 Business Days.

If this RCTI arrangement is unable to be implemented or ceases, You will issue invoices in respect of the supplies by You to Us under this Agreement.

14. Attachments
    - Attachment 1 – Acknowledgment and Publicity Guidelines
    - Attachment 2 – Activity Final Report Template
Execution

SIGNED for and on behalf of the STATE OF VICTORIA represented by and acting through the Department of Education, Learning and Training, ABN 30 485 XXX XXX, by:

Name and position of authorised representative
Frank Smith
Program Manager

Sign here: Frank Smith
Date: 15/01/2016

Witness

Name of Witness
Jessica Lyon

Sign here: Jessica Lyon
Date: 15/01/2016

SIGNED for and on behalf of ABC Foundation, ABN 42 113 XXX XXX, by the following authorised delegates of ABC Foundation.

Complete this section including your name and position details

Name and position of authorised representative
Susan Rose
President

Sign here: Susan Rose
Date: 11/01/2016

Name and position of second authorised representative
Barbara Jones
Secretary

Sign here: Barbara Jones
Date: 11/01/2016