Energy Innovation Fund – Milestone clarification for applicants

This document provides guidance on how to propose the suggested milestones for your application.

Principles for drafting your milestones

The Department of Energy, Environment and Climate Action (the **Department**) expects proposed funding milestones to be comprehensive, accurate and able to be supported by reasonable evidence of achievement.

In addition to proposing the specific milestones, Applicants must also include a description of the evidence that is proposed to be provided as evidence that a milestone has been met.

Your milestones must be:

1. **Specific**. Although the Department understands that some details will not yet be known about how you will deliver your activity, your milestones must be specific enough to allow the Department to later assess whether the milestone payment can be made.

For example, “delivery of consultancy work” is not an acceptable milestone. Instead, a more detailed milestone is required such as, “delivery of geotechnical engineering advice in relation to foundation costs for the Project, completed at xx% accuracy”.

1. **Objective**. Milestone must be able to be verified by the Department using the evidence provided. Evidence to show that the milestone has been met may include primary source material (e.g. photographs, reports, invoices), a site visit, or third-party documentation such as a statement from an adviser or a community engagement report. Milestone deliverables that are dependent on engagement of a third party must include evidence of payment made for the work or a draft contract.
2. **Relevant**. Please select and propose milestones which are directly related to the activities described in your application.
3. **In arrears**. It is a requirement of the Department that funds be paid in arrears, upon the completion of a milestone. The ability of applicants to propose payment in arrears will form part of the competitive assessment of the EIF Program.

What to include in each milestone

Each milestone must include:

* The substantive activities proposed to be completed in order to achieve each milestone.
* The evidence that will be provided to prove that the substantive activities have been completed.
* A milestone report. This must include an update on:
  + the project schedule, an analysis of any issues/challenges, an update to the Risk Management and/or Work Health Safety Plans, and any potential proposed changes or key challenges identified in future milestones.
  + the budget and whether the project is proceeding in accordance with the budget. If it is not, an explanation of why the budget is not being met, the effect this will have on the study and the actions proposed to address this.
* The completed knowledge sharing deliverables as related to this milestone.

The final milestone payment will be paid upon the Department’s assessment of the milestone deliverables and, if applicable, any Final Report and Knowledge Sharing Plan Final Report.

Milestone Template

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| --- | --- | --- | --- | --- | --- | --- |
| **Milestone number** | **Description of milestone and deliverable** | **Evidence of milestone completion** | **Due date for completion** | **Recipient contribution %** | **State contribution %** | **Maximum Project Milestone payment** |
| *[Milestone number]* | *[A high-level description of what the milestone will achieve, and the substantive activities you will complete in order to achieve the set milestone.* | *[The evidence you will provide to prove that the substantive activities of that milestone have been completed.]* | *[The date that the milestone will be completed.]* | *[Percentage of funding for this milestone that will be contributed by the Recipient]* | *[Percentage of funding for this milestone that will be contributed by the State]* | *[Amount of funding from the State for the Milestone]* |
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| **Total** |  |  |  |  |  | **[insert total amount]** |