



## // PUBLIC FACILITIES PROGRAM COMMUNITY SAVERS APPLICATION FORM INSTRUCTIONS

The following information provides step-by-step instructions on completing the application form for funding under the Public Facilities Program Community Savers stream which is part of the NSW Climate Change Fund.

The application form is electronic and is downloaded in Excel zip file format from the Department of Environment, Climate Change and Water NSW (DECCW) website at [www.environment.nsw.gov.au/grants/ccfpf.htm](http://www.environment.nsw.gov.au/grants/ccfpf.htm)

The form contains macros which automatically direct you to the questions you need to answer, depending on whether it is a water or energy savings project, or both, and what savings measures you will be implementing. Please select 'enable macros' when opening the application form.

Applicants must read the Community Savers Guide for Applicants before attempting to complete the application form to ensure they are eligible to apply and fully understand the requirements for funding.

If you would like to discuss your project or require any further information to help you complete the application form, please contact DECCW on 1300 361 967.

### **PART A: APPLICANT DETAILS**

#### **1. The applicant**

Please complete all fields.

If you are unsure whether your organisation is registered for GST, seek financial advice or visit [www.abr.business.gov.au/\(4i4cyxy4aywng1550343kzbo\)/main.aspx](http://www.abr.business.gov.au/(4i4cyxy4aywng1550343kzbo)/main.aspx) as your status has implications whether the GST component should be included in your project budget. If your organisation is registered for GST, do not include the GST component in the funding requested from Community Savers (in question 29a). However if your organisation is not registered for GST, then you should include the GST component in the funding requested from Community Savers (in question 29a).

Eligible community organisations include community groups, incorporated associations (community or industry associations incorporated under the *Associations Incorporation Act 1984*), cooperatives, non-profit organisations incorporated under the *Corporations Act 2001* (Cwlth) as applied in NSW.

If your organisation is not legally constituted or does not have an ABN, you must nominate an Administrator in Question 2.



## **2. The Administrator (if applicable)**

If your organisation is nominating an Administrator, please complete all fields. The Administrator must have an ABN.

## **3. Primary contact for this application**

Enter the name of the primary contact for your application. This may be the applicant or the Administrator. This is the person that DECCW will keep informed about the progress of the application and from whom additional information may be sought.

## **4. Organisational structure**

Please provide the background information about your organisation including the aims, objectives and key area of interest (e.g. providing services to older Australians, working to conserve nature).

## **PART B: UNDERSTANDING YOUR COMMUNITY**

The following questions will help us understand more about your facility and the community it serves.

### **5. What is the main use/s of the facility where your project will be implemented?**

Identify the key function of your facility and what the main role is that it plays in your community.

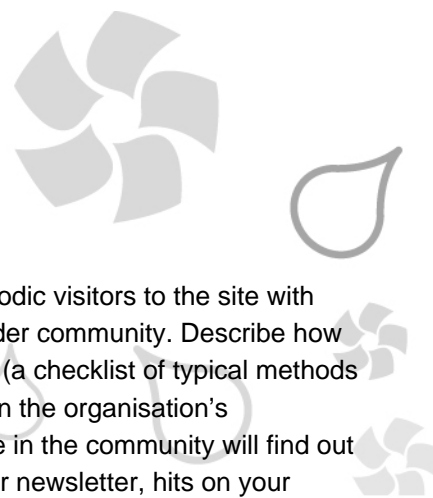
### **6. How many people use the facility on average each year and how frequently is it used?**

Provide as much detail as you can to enable us to quantify the demonstration potential of your project and to verify the water and/or energy savings. For example:

- 250 members attend each game at the facility and there are 30 games played each year
- 4 community groups use the facility for separate weekly meetings and each meeting has around 15 people in attendance. Three annual large functions are also held in the facility and around 500 people attend each function.

### **7. How will the wider community directly benefit from your project?**

Explain how the wider community will benefit from your project. For example, your hall may be used by many organisations and by installing new passive design elements for cooling and heating, the comfort of patrons will be significantly improved. Or, by irrigating using rainwater you will improve the amenity of the grounds and gardens and increase safety by improving turf quality.



## 8. Engaging with your local community

Describe how you will engage the regular site occupants and periodic visitors to the site with your project and how your project will be communicated to the wider community. Describe how you will implement the strategies and activities you will undertake (a checklist of typical methods is provided in Section G) such as signage, tours and information in the organisation's newsletters, website and local papers. Estimate how many people in the community will find out about your project such as the number of people who receive your newsletter, hits on your website, number of visitors in tour groups.

## PART C: PROJECT DETAILS

Answers to the following questions provide details that the technical specialists and assessment panel will need to evaluate your application.

### 9. What is the street address of your project?

Provide the street address and postcode of the site where the project will be implemented.

### 10. Are you the owner of the facility?

If your organisation does not own the facility, state the name of the organisation or individual that owns the facility and provide the relevant contact details of the owner or the manager of the site.

### 11. Permission from the project site owner

If your organisation does not own the facility and your application is successful, you will need to demonstrate that you have the owner's permission to undertake the project.

### 12. Project title

In 70 characters or less, provide a title for your project. This is the name of the project that will be used for promotional purposes if your project is successful.

### 13. Project summary

In 100 words or less, tell us how your project will save water and/or energy, including where and how. The summary should provide a clear and concise overview of the project. This summary will be used for promotional material if your application is successful, including media releases and the DECCW website.

### 14. Approvals and permits

If your project requires any permits or approvals, please list them here. State whether you have already applied for or received them.



## PART D: WATER SAVING PROJECTS

### 15. Will your project save water?

Answer yes if your project involves saving water using one of the eligible technologies identified in the Community Savers Guide for Applicants. Do not tick this box if your project saves energy only, as you do not need to complete this section.

### 16. How much water will your project save annually?

Provide an estimate of how much water you think your project will save. This does not have to be a detailed assessment. Our technical specialists will be able to verify the savings your project is likely to achieve from the detail you provide later in the form. However, it is important for applicants to have an understanding of the benefits of their project before they apply. Contact DECCW on 1300 361 967 if you need more information about completing this section.

### 17. What is the name of your local water utility?

Provide the name of the local water utility that you pay your water usage bills to. You do not have to fill in this section if you don't pay your local water utility for your water usage.

### 18. How much water did your site use over a recent 12 month period?

Collect your water bills from a recent 12 month period to provide the total amount of water that was used at your site. If you do not have the bills you may need to contact your local water utility or site owner.

### 19. Provide copies of your water account bills for the most recent 12 month period

Provide copies of your water bills from your local water utility for the most recent 12 month period. If you do not pay your local water utility for your water usage, explain the reason for this (for example you may be a tenant in a larger building without your own water meter for billing purposes).

### 20. Select the type/s of water saving installations you are proposing as part of your project. You may select more than one.

This list reflects the eligible technologies outlined in the Community Savers Guide for Applicants. Tick all relevant boxes. If your project does not use any of these measures please contact DECCW on 1300 361 967 to discuss the project.

#### 20a. Storage tanks

Tick the boxes to verify that your project meets the funding conditions detailed in the Community Savers Guide for Applicants. Provide specification details to enable us to verify the water savings.

### **20b. Water efficient plumbing upgrades**

Water efficient plumbing upgrades must have at least a 4-star WELS rating to ensure they are efficient. Tick the boxes to verify that your project meets the funding conditions detailed in the Community Savers Guide for Applicants. Provide specification details to enable us to verify the water savings. We need to know details of the fixtures that will replace the existing fittings, as well as any new additional fixtures you are installing.

### **20c. Synthetic turf**

Tick the boxes to verify that your project meets the funding conditions detailed in the Community Savers Guide for Applicants. Provide data details to enable us to verify the water savings.

### **20d. Irrigation system upgrade**

Any new irrigation system must have the Smart Approved Watermark to ensure it is water efficient. Your responses to these questions will help us verify the water savings for your project and make sure it meets the conditions outlined in the Community Savers Guide for Applicants. Provide as much detail as you can about the existing irrigation system such as number of sprinkler heads, how often it is used and for how long.

### **20e. Pool covers**

Tick the boxes to verify that your project meets the funding conditions detailed in the Community Savers Guide for Applicants. Provide specification details to enable us to verify the water savings.

### **20f. Grey water diversion systems**

Any new grey water diversion system must have the Smart Approved Watermark to ensure it is water efficient. Your responses to these questions will help us verify the water savings for your project and make sure it meets the conditions outlined in the Community Savers Guide for Applicants. Provide as much detail as you can about how the proposed grey water diversion system is appropriate, taking into consideration the water quality and quantity of the grey water and its intended use.

Grey water diversion systems must be connected to a sub-surface irrigation system. If your current irrigation system is above ground you will need to include an upgrade of the irrigation system in section 20d. as part of your project.

Grey water treatment, storage and reuse systems are eligible for funding under Community Savers however because of the complexities involved if you are considering installing one of these systems please contact DECCW on 1300 361 967.



## **PART E: ENERGY SAVING PROJECTS**

### **21. Will your project save energy?**

Tick the box if your project involves saving energy by installing any new energy-saving equipment identified as eligible in the Community Savers Guide for Applicants. If your project involves saving energy using another method, contact DECCW on 1300 361 967. Leave this blank if your project saves water only as you do not need to complete this section.

### **22. How much energy will your project save?**

Provide an estimate of how much energy you think your project will save. Your response to the energy questions will help us verify the energy savings for your project. Provide as much detail as you can about how the proposed project will save energy and how it is appropriate for its intended use. It is important that the applicant demonstrates an understanding of how the proposed project will save energy.

All applicants must provide at least two itemised quotes for each opportunity from a suitably qualified tradesperson, or a proposal from a project manager/design consultant. Applicants must ensure that the preparation of all itemised quotes or design proposals includes a site visit by the particular tradesperson or consultant. Evidence of a site visit is to be included with the application. Contact DECCW on 1300 361 967 if you need more information about completing this section.

### **23. How much energy (electricity and/or gas) did your site use over a recent 12 month period?**

Collect your electricity and gas (if your site uses gas) bills from a recent 12 month period and add the total amount of electricity in kilowatt hours (kWh) and gas in megajoules (MJ) that your site used.

### **24. Provide copies of your electricity and gas account bills for the most recent 12 month period**

Provide copies of your electricity and gas account bills for the most recent 12 month period with your application form. If you do not pay your local water utility for your electricity or gas usage, explain the reason for this (for example you may be a tenant in a larger building and your electricity usage is included in the terms of your lease).

### **25. What are the operating hours of your facility?**

Provide weekly and yearly hours of operation for your facility.

## **26. Select the type of energy installations that you are proposing to install as part of your project from the list. You may select more than one.**

This list reflects eligible technologies outlined in the Community Savers Guide for Applicants. Tick all relevant boxes. If your project does not use any of these measures, contact DECCW on 1300 361 967 to discuss the project.

### **26a. Passive design elements**

Complete all fields to enable us to verify that your project meets the funding conditions detailed in the Community Savers Guide for Applicants. Provide specification details to enable us to verify the energy savings. These details should also be included in the itemised quotes or design proposal. If you have design drawings of your proposed project, attach them to your application.

### **26b. Energy efficient lighting upgrade**

Complete all fields to enable us to verify that your project meets the funding conditions detailed in the Community Savers Guide for Applicants. Provide specification details to enable us to verify the energy savings. These details should also be included in the itemised quotes or design proposal. For a new lighting design provide consultant's report and engineering calculations.

### **26c. Efficient hot water system**

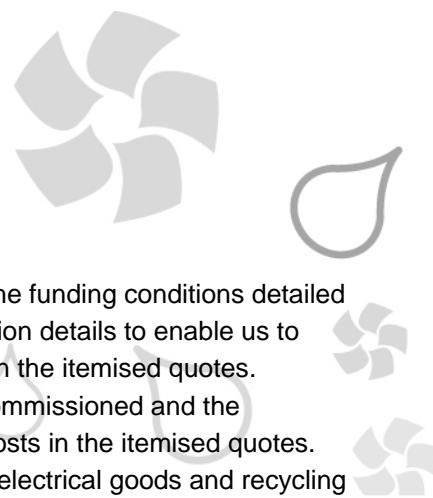
Complete all fields to enable us to verify that your project meets the funding conditions detailed in the Community Savers Guide for Applicants. Highlight the main area where hot water is used in your facility. The new hot water system must replace an existing electric system. Ensure new hot water systems are appropriately sized for the facility's hot water use. Provide specification details to enable us to verify the energy savings. These details should also be included in the itemised quotes or design proposal.

### **26d. Ceiling and under floor insulation**

Complete all fields to enable us to verify that your project meets the funding conditions detailed in the Community Savers Guide for Applicants. Insulation must meet the minimum R value (thermal efficiency) for insulation for your local government area. Provide specification details to enable us to verify the energy savings. These details should also be included in the itemised quotes or design proposal.

### **26e. Space heating and cooling**

Complete all fields to enable us to verify that your project meets the funding conditions detailed in the Community Savers Guide for Applicants. For a small area calculate the heating/cooling load use the sizing calculator from Fairair, available at [www.fairair.com.au/Calculator.Size.aspx](http://www.fairair.com.au/Calculator.Size.aspx) and attach the print out with your application. For large areas provide heat/cooling load calculations with your application. Provide specification details to enable us to verify the energy savings. These details should also be included in the itemised quotes or design proposal.



## 26f. Electrical appliances

Complete all fields to enable us to verify that your project meets the funding conditions detailed in the Community Savers Guide for Applicants. Provide specification details to enable us to verify the energy savings. These details should also be included in the itemised quotes. Provide details of how the existing electrical goods are to be decommissioned and the materials recycled. Include any decommissioning and recycling costs in the itemised quotes. Contact your local council for information on decommissioning of electrical goods and recycling of materials.

## PART F: SEEING THE PROJECT THROUGH

### 27. Describe how your organisation will see the project through to completion

In 200 words or less tell us how your organisation will make sure that the project is successfully completed. Consider how you will make sure that water and/or energy savings will be monitored and financial reports submitted to DECCW.

## PART G: COMMUNICATING RESULTS

### 28. How will your organisation promote the project to the wider community?

From the suggested communication methods, select those that your organisation is committed to undertake to promote your project. All successful applicants will be provided with a communication kit to help them promote their project to facility users and the wider community.

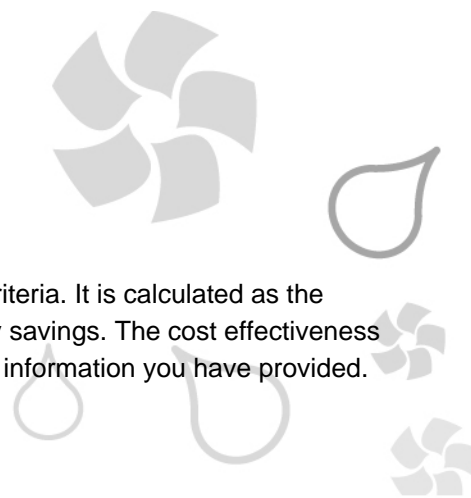
## PART H: BUDGET AND COST EFFECTIVENESS

### 29a. Summary of project budget

Complete the table indicating how much you are requesting from Community Savers. If you are proposing to save both water and energy with your project, please separate your funding request into water and energy. Also include other sources of funding such as an applicant contribution or any other contributions. Where relevant, state who will be contributing to your project.

If your organisation is registered for GST, do not include the GST component in the funding requested from Community Savers. However if your organisation is not registered for GST, then you should include the GST component in the funding requested from Community Savers.

Select whether you want your project to be assessed under water or energy. We recommend that you choose the option for the measures that will achieve the highest savings.



### **29b. Project cost effectiveness**

The cost effectiveness of your project is one of the selection criteria. It is calculated as the funding sought divided by the total project water and/or energy savings. The cost effectiveness is automatically calculated within the application form from the information you have provided.

### **PART I: DECLARATION**

#### **APPLICATION CHECKLIST**

Make sure you attach two itemised quotes or an itemised proposal for all components of the project with your application before you send it. Ensure that the quotes provide a breakdown of costs and the GST component.

Site visits from a licensed tradesperson or qualified consultant are required. Evidence of site visit such as details from the tradesperson included in their quote and an email or letter from the applicant stating business name, name of tradesperson, project manager/design consultant and date of site visit is to be included with your application.

You also need to attach copies of your water, electricity and gas utility account bills for the most recent 12 month period.

If you have any problems completing the Community Savers Application Form, please contact DECCW on 1300 361 967.

#### **Published by**

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