



Environment,
Climate Change
& Water



NSW Climate Change Fund Public Facilities Program Community Savers

Guide for Applicants
September 2010



Cover photographs:

1. The Hills Community Kindergarten received Public Facilities Program funding to install rainwater tanks and a solar hot water system
2. Rainwater tanks are eligible for funding under the Public Facilities Program
3. Solar hot water system at Swansea Gardens Lakeside Holiday Park with funding from the Public Facilities Program

Published by:

Department of Environment, Climate Change and Water NSW
PO Box A290, Sydney South 1232

Ph: (02) 9995 5000 (switchboard)

Fax: (02) 9995 5999

TTY: (02) 9211 4723

Email: info@environment.nsw.gov.au

Website: www.environment.nsw.gov.au

DECCW 2010/779

September 2010

© Copyright State of NSW and the Department of Environment, Climate Change and Water NSW, September 2010.

CONTENTS

Introduction	4
Introduction	3
NSW Climate Change Fund	3
Public Facilities Program	3
Objectives of Community Savers funding	4
Purpose of this document	4
Administration of the Program	4
Eligibility criteria	5
Eligible applicants	5
Ineligible applicants	5
Eligible projects	5
Ineligible projects	6
Other funding conditions	9
Applicant contribution	9
Timeframe for implementing the project	9
Application criteria	10
Essential criteria	10
Capacity to see the project through	10
Communicating results	10
Competitive quote for proposed project	10
Selection criteria	10
Water and/or energy savings	10
Cost-effectiveness	10
Community engagement	10
Submitting your application	11
Application checklist	11
How applications are assessed	11
Lodging your application	12
Deadline for submissions	12
Contact us	12
What happens next?	13
Letting you know	13
Letter of Agreement	13
Other requirements	13
Other information	14
Definition of “not-for-profit”	14
Confidentiality	14
Intellectual property	14
Insurances and indemnity	14
Tax	14
Program changes	14
Other programs	14

INTRODUCTION

NSW Climate Change Fund

The NSW Government's \$700 million Climate Change Fund was established in 2007 to reduce greenhouse gas emissions and the impacts of climate change by supporting the development and uptake of energy and water saving technologies and practices in homes, businesses, government, schools and the community.

Public Facilities Program

The Public Facilities Program funds water and energy savings in public and community facilities in NSW. As well as delivering water, energy and greenhouse gas savings, the program aims to showcase technologies in action to encourage uptake by the wider community.

To 30 June 2010, \$17.9 million has been allocated to 72 Demonstration projects and \$6.6 million to 281 Community Savers projects under the Public Facilities Program.

Together this is estimated to save 4.9 billion litres of water, 230,000 megawatt hours of electricity and 250,000 tonnes of greenhouse gas emissions in the first ten years. This is expected to save \$4.6 million in water and power bills a year.

Community Savers funding is now available

Round 3 of the Public Facilities Program is now open, with funding available for Community Savers projects.

Under Community Savers, up to \$40,000 ex GST funding is available for not-for-profit organisations such as community groups, rural organisations and local clubs, to undertake simple, low-cost water and energy upgrades in the facilities they occupy.

Community Savers supports projects which:

- reduce overall energy consumption, greenhouse emissions and/or peak electricity demand, and/or
- reduce drinkable water consumption
- increase community support for saving water and energy.

Purpose of this document

This document is an invitation to prospective applicants to submit proposals for funding for Community Savers projects.

It sets out details of the Community Savers stream, including the objectives, eligibility, selection criteria, assessment process and how to apply for funding.

Administration of the Program

The Public Facilities Program is administered by the Department of Environment, Climate Change and Water NSW (DECCW).

For more information about DECCW, the NSW Climate Change Fund and our other water and energy programs, visit www.environment.nsw.gov.au or call the Environment Line on 1300 361 967.

ELIGIBILITY CRITERIA

Eligible applicants

Community Savers is open to not-for-profit¹, legally constituted entities² which benefit the broader community such as:

- pre-school facilities
- rural community organisations
- health and aged care facilities
- religious organisations
- registered clubs, such as sporting and ex-services clubs
- other public and community-based facilities operating on a not-for-profit basis
- community organisations operating out of council or government-owned buildings.

Priority will be given to organisations that lack access to capital or large revenues to enable them to implement cost-effective measures.

A community organisation that is not legally constituted can nominate a legally constituted Administrator with an Australian Business Number (ABN) to act on behalf of the organisation, if the application is successful.

An agreement covering project management and submission of financial and final reports must be established between the applicant and the Administrator before the application to Community Savers is submitted.

Ineligible applicants

To ensure that Community Savers funding is targeted to projects that would not be able to proceed without funding support, retrospective funding is not available for projects that have already commenced work or have been completed.

Local councils, schools and state government agencies are not eligible for funding for Community Savers.

Applicants are encouraged to contact DECCW on 1300 361 967 for more information on applying for funding and further guidance on whether your organisation or project is eligible under Community Savers.

Eligible projects

Community Savers provides funding to projects which will save water, electricity and/or reduce peak electricity demand at a site(s) occupied by a community organisation. Applicants are encouraged to maximise the savings potential of their project to save both water and energy.

Up to \$40,000 ex GST is available for specific measures that have been proven to be able to save water and/or energy, such as the installation of rainwater tanks and water-efficient fixtures, fitting of energy efficient lighting and hot water system upgrades. Table 1 provides a list of eligible actions and the associated funding conditions.

Projects involving actions not listed in Table 1 may still be eligible for funding and applicants are advised to contact DECCW on 1300 361 967 to discuss the project.

Where a water savings project results in an increase in energy use, or vice versa, applicants are expected to consider efficiency measures or other sources of energy or water to minimise the increase.

¹ See page 14 for definition.

² **Legally constituted entity:** legally constituted entities are formally constituted under the Associations Incorporation Act, a co-operative society under the Co-operatives Act, a company limited by guarantee under the Companies Code, or established by legislation.

Ineligible projects

Funding will not be provided for:

- projects in residential dwellings
- projects that do not result in energy, water or peak electricity demand savings
- projects that involve the installation of:
 - o solar photovoltaic systems
 - o all foil insulation, or LED lighting (except for foyers, showrooms and exit lights)
- projects that are research and development only
- projects that are public awareness or education only
- devolved grants, that is funding for one party to distribute funds or products to other parties
- projects that it is reasonable to expect would proceed without assistance from the Fund.

Table 1: Eligible actions under Community Savers

Action	Examples of eligible items	Funding conditions
Water Savings		
Rainwater storage tanks	Above-ground or in-ground rainwater tanks, storage membranes	Must have a minimum 2,000-litre capacity Must be related to an eligible water saving or recycling project, such as connecting a rainwater tank to toilet for flushing, or to an irrigation system upgrade
Evaporation controls	Pool covers	Existing pools only
Synthetic turf	Bowling greens, tennis courts	Must replace existing grass surface that is currently irrigable. Turf cannot be used for contact sport or high-impact/traffic areas
Water efficient plumbing fittings/toilets	Water-saving taps and other devices, pressure or flow restrictors, dual-flush toilets, water-saving urinals	Must replace existing devices which are not water-efficient. Must have at least a 4-star WELS (Water Efficiency Labelling and Standards) rating, where applicable
Irrigation system upgrades	Efficient water systems – subsurface, drip, sensor/timed operation, replacement of nozzles	Must replace existing irrigation system. Must have Smart Approved Watermark accreditation, where applicable
Water meters	Flow meters	Must be related to an eligible water-saving device
Pipes and fittings	Guttering, pumps, pipes to connect tanks to end uses	Must be related to an eligible water-saving device
Grey water diversion or treatment systems	Grey water capture and sub-surface irrigation systems; grey water capture, treatment and storage systems	Must have Smart Approved Watermark accreditation, where applicable

Action	Examples of eligible items	Funding conditions
Energy Savings		
Energy efficient lighting upgrade	<p>Replace existing lighting design in the premises with a new lighting design</p> <p>Replace existing fittings/lamps with new energy efficient equivalent fittings/lamps, for example replace:</p> <ul style="list-style-type: none"> • Exterior lighting such as floodlights • Pendant fittings • High/low bay lighting • Emergency lighting • De-lamp linear fluorescent fittings with 2 for 1 retrofit kits • Standard halogen lamps with IRC equivalent lamps or compact fluorescent lamps <p>Improve lighting controls, such as:</p> <ul style="list-style-type: none"> • Replace magnetic with electronic ballasts • Dimming of lights • Motion sensors • Sunset switches • Timers <p>LED lighting upgrades are not eligible, except in foyers, showrooms or exit lights</p>	<p>Must replace inefficient lighting</p> <p>Lighting levels after the installation must comply with AS 1680</p> <p>Lighting upgrades to be completed by a licensed electrician</p>
Passive design elements	<p>Installation of external window louvers/awnings</p> <p>Planting of trees to shade buildings</p> <p>Installation of green roofs and walls</p> <p>Installation of solar controlled blinds</p>	<p>Must provide clear understanding of how passive elements will reduce energy consumption</p> <p>Building modifications to be completed by a licensed building tradesperson</p>
Glazing	<p>Replace standard float glass with low (e) emissive glass, laminated glass or double glazing</p> <p>Installation of double glazing equivalent refit kits</p> <p>Installations of window film/tinting</p>	<p>Preference will be applied to buildings with centralised air conditioning systems</p> <p>Must comply with relevant guidelines and standards</p> <p>New glazing to meet WERS certification. Assessment of existing glazing to be provided</p>
Skylights	<p>Install new skylight to reduce the need for artificial lighting</p>	<p>Incorporate electrical (switching) works that allow lights to be switched off in the areas where skylights are installed</p> <p>Building modifications to be completed by a licensed building tradesperson</p>

Action	Examples of eligible items	Funding conditions
Space heating	Replace existing reverse cycle air conditioning unit with: <ul style="list-style-type: none"> • Solar/gas radiant hydronic heating • Wood heater • Flued gas heater • Ground source heat pump • New energy efficient air conditioning unit 	Must replace an electric energy inefficient unit. Where minimum fresh air requirements are required, preference will be given to solutions associated with heat recovery/ heat exchange
Space cooling	Replace existing air conditioning unit with: <ul style="list-style-type: none"> • Ceiling fans • Evaporative coolers • Ground source heat pump • New energy efficient air conditioning unit 	Must replace an electric energy inefficient unit Where minimum fresh air requirements are required, preference will be given to solutions associated with heat recovery/heat exchange
Insulation for heating/cooling efficiency	Ceiling and under floor insulation (except for all foil insulation)	Must cover the entire ceiling area and floor Must meet minimum R value for insulation for your local government area Installation of insulation is to comply with AS 3999:1992 The insulation material is to comply with AS 4859.1:2002
Hot water system (HWS) upgrade	Solar boosted gas or electric HWS Air or ground source electric heat pump Gas instantaneous > 6 stars Electric instantaneous	Must replace an existing electric hot water system
Electrical Appliances	Replace electric appliances with energy efficient or gas fired equivalent units e.g. refrigerators or replace cook tops with gas units	Must replace an existing electrical appliance more than 10 years old The existing goods must be recycled

Other funding conditions

Community Savers will support projects within the following funding limits:

- a maximum of \$40,000 ex GST will be provided from the Fund
- applicants are eligible for one funding contribution per site each year. Sites that received funding under the previous round of Community Savers are eligible to apply for this round but preference will be given to those sites that have not yet received any funding.
- funding will not cover administration, travel, licensing, salaries or other activities that are the responsibility of the community organisation
- a maximum of 10 per cent of the total funding amount can be spent on specialist advice, design and permit costs, for example engineering or planning
- If a project results in ongoing private benefit, 50 per cent of project funding must be provided by the beneficiary. For example, if the applicant leases a property from a private landowner and that landowner will benefit from the project by obtaining a new asset or financial savings, the landowner must contribute 50 per cent of the total funding granted by Community Savers.

If the site is owned by a local council, the council is not considered to have an ongoing private benefit and is therefore not required to contribute 50 per cent of the funding.

What funds will an applicant need to contribute?

There is no requirement for the applicant to contribute funds towards their project. However, financial contributions from the applicant and/or other sources will improve the cost effectiveness and therefore competitiveness of the project in relation to other applications.

Applicants are encouraged to explore opportunities for funding from other sources. If funding from another source has been secured for the same project, or if an application is currently lodged with other funding sources, applicants are required to advise DECCW.

How long will it take to implement the project?

The project is expected to be fully implemented within 12 months of receiving funds under Community Savers. Ongoing funding beyond the initial approved amount will not be provided.

APPLICATION CRITERIA

Essential criteria

All applications to the Community Savers stream must meet the essential criteria below:

Capacity to see the project through

All applicants must be able to demonstrate their capacity to deliver the project and claimed savings, with evidence of:

- the necessary resources to deliver and to maintain the project once it is complete
- sound financial administration systems
- ability to monitor water and energy savings (usually through utility bills)
- a clear process to obtain all necessary statutory approvals where required.

Communicating results

Applicants must commit to publicly communicating the results of their project and sharing the experience gained with the wider community. A communications kit will be provided to all successful applicants, containing resources and publicity materials to help them promote the project to their local communities.

Itemised quotes and site visits

Applicants must provide at least two itemised quotes for each opportunity from suitably qualified tradespersons, or a proposal from a project manager/design consultant, to support all the costs presented in their application.

As a minimum the quotation/proposal needs to state the type, condition and quantity, of the existing equipment to be replaced, as well as the proposed energy and/or water savings and associated calculations.

Applicants must ensure that the preparation of itemised quotes or design proposals includes a site visit by the particular tradesperson or consultant. Evidence of the site visit is to be included with the application.

Selection criteria

Applications will be competitively assessed on the selection criteria below.

Water and/or energy savings (40 per cent weighting)

Projects must save one or more of the following in NSW:

- water supplied from a reticulated water supply network (water utility) and/or
- electricity and related greenhouse gas emissions and/or peak electricity demand.

There are no minimum savings thresholds. Applicants must complete the application form with details of the expected water and/or energy savings from the project.

Cost-effectiveness (40 per cent weighting)

It is important that funded projects represent good value for money. The cost-effectiveness criterion is calculated by dividing the amount of funding requested by the total water and/or energy savings that will be made over ten years.

Community engagement (20 per cent weighting)

Applicants must demonstrate that they will be able to promote their water and/or energy savings project to the wider community.

This will be measured by the number of regular occupants and periodic visitors to the site who will be able to find out about the project through communication activities such as signage, tours and information in the organisation's newsletters, website and local papers, as appropriate.

SUBMITTING YOUR APPLICATION

Applications to Community Savers are to be submitted on an electronic application form, which is available for download from the DECCW website as an Excel zip file.

Detailed instructions on completing the application form are also available for download from our website. Applicants are encouraged to contact DECCW on 1300 361 967 for assistance in completing the application form.

Application checklist

To lodge your application for Community Savers funding, you will need to provide the following information:

- correct legal name of the organisation or Administrator, if required
- relevant identification numbers, for example Australian Business Number (ABN)
- details of an authorised person from your organisation, or Administrator, who will act as the nominated contact for the project and from whom more information can be sought, if required
- details of who owns the building where the works are proposed (if not your organisation)
- hours of operation 'weekly' as well as 'yearly'
- a figure for the current yearly water and/or energy use. If this figure is not readily available from your utility bills, you may need to consult an expert to assist you
- copies of your water, electricity and gas account bills (where there is an existing meter) for the most recent 12 month period
- an estimate of the amount of water and/or energy your project will save. Consult the tradesperson/ project manager/ consultant or an expert for an estimate

- at least two itemised quotes from suitably qualified tradespersons or a proposal from a project manager/ design consultant to support the costs presented in the application
- evidence of a site visit from the licensed tradesperson/ project manager/ consultant
- a project budget detailing the costs relating to your project
- potential activities you could undertake to promote your project within your community, for example newsletters, signage, media releases
- the numbers of regular occupants and periodic visitors to your facility.

How applications are assessed

After the closing date, the application will undergo a preliminary check to ensure it is eligible and sufficiently complete. Ineligible or incomplete applications will not be assessed.

Applications will be separated into water or energy categories based on the primary savings type and will be ranked according to the three selection criteria of water and/or energy savings, cost effectiveness and community engagement. All applicants must be able to demonstrate the capacity to see the project through and commit to communicating the results.

Technical specialists will then assess the application against the selection criteria to verify the proposed savings. An independent evaluation panel, consisting of members with relevant expertise, will then assess the applications and make recommendations to the Minister for Climate Change and the Environment.

Projects selected for funding may not receive the full requested amount and funding may be subject to specific conditions. Decisions on funding are final.

When the application process is completed, a list of successful applicants and project summaries will be published on DECCW's website. All applicants will be informed by letter whether or not their application for funding has been approved.

Given the large number of applications expected, individual feedback on applications may not be given.

Lodging your application

Applications are submitted on an electronic application form downloaded from the DECCW website at www.environment.nsw.gov.au/grants/ccfpfp.htm

Follow the download instructions carefully to ensure that the form and the data you enter is successfully saved. Complete the application form by answering all questions and return by email to the address below.

Files over 5 MB should not be emailed but copied to CD and delivered to DECCW as a soft copy (CD or USB flash drive) by the closing date. Please do not convert your application to a PDF file as the application forms are uploaded into a database.

Deadline for submissions

Applications must be received by **5pm on Monday 25 October 2010**. No applications will be accepted after this time.

Contact us

Email (preferred)	OR post to	OR hand deliver to
community.savers@environment.nsw.gov.au (for submission of applications only)	Manager Climate Change Funding Sustainability Programs Division Department of Environment, Climate Change and Water PO Box 644 PARRAMATTA NSW 2124	Manager Climate Change Funding Sustainability Programs Division Department of Environment, Climate Change and Water Level 2, 1 Fitzwilliam Street PARRAMATTA NSW 2150

If you need help with your application, please contact DECCW on 1300 361 967 or email us ccf@environment.nsw.gov.au

WHAT HAPPENS NEXT?

Letting you know

After your application is registered, we will write to you confirming its receipt. Emailed applications will receive an auto-acknowledgement on successful electronic delivery. We may also contact you during the assessment process for further information about your application.

Successful projects will be publicly announced and all applicants will be notified in writing of the outcome of their application.

Letter of Agreement

If your application is successful, you will be required to sign a Letter of Agreement, which will stipulate all funding obligations and conditions. Conditions in the Letter of Agreement will relate to:

- project delivery
- reporting outcomes
- publicity
- financial reporting
- providing documentation.

The Letter of Agreement is signed by both DECCW and the successful applicant. Applicants are expected to sign the Letter of Agreement within four weeks of it being received.

If this is not achieved, the offer of funding will automatically lapse.

Once the Letter of Agreement is signed, funding will be provided in advance to the successful applicant. On completion of the project, a Final Report will be required which includes evidence of installation and an independently certified financial Statement of Expenditure.

Applicants will be required to provide water and/or energy use data, in the form of utility bills or another verifiable format if bills are not available, 12 months after project completion.

Other requirements

Successful applicants must obtain any necessary approvals under national, state and local government legislative and planning requirements. Failure to do so will result in the funding offer being revoked.

Successful applicants will also be required to:

- seek prior approval from DECCW to vary proposed deliverables associated with the project
- comply with all conditions contained in the Letter of Agreement
- acknowledge the Climate Change Fund support in all promotional material or any public statement about your project.

Fund recipients must use the monies solely for the purpose of carrying out the project. Statements of Expenditure will be part of the project's reporting requirements. Any unexpended monies must be repaid.

OTHER INFORMATION

Definition of not-for-profit organisation

For the purposes of grants administration in NSW, a not-for-profit organisation is one which is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. A not-for-profit organisation can still make a profit, but this profit must be used to carry out its purposes and must not be distributed to owners, members or other private people.

Confidentiality

DECCW will use the information you supply to assess your project for funding. Information on funded projects may be used for promotional purposes.

DECCW will endeavour to treat sensitive personal and confidential information that you provide to us confidentially. If you require strict commercial confidentiality, you should request this in your application. However, all documents held by DECCW are subject to the *Government Information (Public Access) Act 2009*.

Intellectual property

The applicant must own or be able to lawfully use any intellectual property required to carry out the project. The applicant will be required to grant DECCW (without cost) a non-exclusive irrevocable licence to use, reproduce, communicate to the public, or adapt the intellectual property in the project.

Insurances and indemnity

The applicant will be required to hold broad form public liability insurance and, where applicable, professional indemnity insurance and workers' compensation insurance. The applicant will be required to indemnify DECCW for all losses and/or damage arising from the project.

Tax

Goods and Services Tax (GST) applies to payments made under the Public Facilities Program, if the recipient is registered for GST. It is recommended that applicants seek independent legal and financial advice to determine all taxation obligations before submitting the application.

Funding agreements can only be entered into with recipients with an Australian Business Number (ABN). If the applicant does not have an ABN, an Administrator with an ABN should be nominated to act on behalf of the organisation.

Program changes

DECCW reserves the right, at its sole and absolute discretion and at any time, to change the eligibility and selection criteria for funding streams under the Public Facilities Program. The current eligibility and selection criteria for the Public Facilities Program under the NSW Climate Change Fund are published in the Guides for Applicants on the DECCW website.

Other programs

The DECCW administers a range of other programs for community groups. These include:

- **Environmental Education Program** under the NSW Environmental Trust – to support educational projects or programs that develop or widen the community's knowledge of, skills in, and commitment to protecting the environment and promoting sustainable behaviour. Visit www.environment.nsw.gov.au/grants for more information.
- **Environmental Restoration and Rehabilitation Grants** under the NSW Environmental Trust – to facilitate projects of significant environmental benefit to NSW and to improve the capacity of communities and organisations to protect, restore and enhance the environment. Visit www.environment.nsw.gov.au/grants for more information.

