



Environment,
Climate Change
& Water



NSW CLIMATE CHANGE FUND

Central Coast Water Savings Fund

Guide for Applicants – Round 5
DECEMBER 2010

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Introduction

Fund supports long-term water savings

The Central Coast Water Savings Fund was established in May 2006 to provide financial backing to help households, businesses, industry, schools and councils save water.

At the time, dam levels on the Central Coast had fallen to 13.5% and the region was in the grip of the worst drought on record as a result of more than 15 years of below average rainfall and streamflows.

In August 2007, Gosford Wyong Councils Water Authority adopted a long-term strategy to secure the region's water supply against a backdrop of continuing population growth and predicted ongoing reduction in rainfall due to climate change. Water Plan 2050 details programs to reduce water demand, increase supply and upgrade infrastructure to improve efficiency.

The NSW Government established the Central Coast Water Savings Fund in partnership with Gosford City and Wyong Shire Councils to complement measures identified in Water Plan 2050, including the requirement for high using businesses to prepare water management plans, rebates for households and programs to increase use of recycled water and reduce leaks.

The Central Coast Water Savings Fund is part of the NSW Government's Climate Change Fund. It provides \$2 million a year for projects that will save or recycle water and aims to address one of the major barriers for investment in water savings by bridging the gap between the upfront cost of improvements and the return from savings on bills.

So far the Central Coast Water Savings Fund has allocated more than \$8.7 million to 78 projects, saving 924 million litres of water every year. They include major water recycling projects, efficiency programs for schools and households and projects to harvest rainwater for reuse in sporting clubs and playing fields.

Round 5 is open for applications for water savings projects from all water users on the Central Coast including councils, community organisations and schools. Businesses with Water Management Plans approved by Gosford City or Wyong Shire Councils are encouraged to apply to the Water Savings Fund for financial support to implement actions identified in their plans.

Summaries of previously funded projects are available on the Department of Environment, Climate Change and Water website at www.environment.nsw.gov.au/grants/ccwsf

Purpose of this document

This document is an invitation to prospective Fund participants to submit proposals for funding.

It sets out details of Round 5 of the Water Savings Fund for the Central Coast, including the objectives, eligibility, selection criteria, assessment of projects and how to apply for funding. It also includes detailed application form instructions.

Administration of the Fund

The Central Coast Water Savings Fund is administered by the Department of Environment, Climate Change and Water (DECCW). Please visit www.environment.nsw.gov.au for more information on our organisation or programs to save water and energy.

About the Central Coast Water Savings Fund

The aim of the Fund is to stimulate investment in innovative water conservation and recycling technologies and practices, and improve water efficiency across all sectors.

The Fund provides up to \$2 million a year for saving water in the Central Coast region. Activities that are eligible for funding include, **but are not limited to:**

- water savings measures that will reduce water used in equipment, devices or processes; reduce leaks; or improve operating and maintenance practices
- measures that will reduce potable water consumption through substitution from alternative sources such as rainwater, stormwater or recycled water.

The Gosford Wyong Councils' Water Authority is currently implementing a number of water saving initiatives, including incentive programs for householders. Applicants to the Central Coast Water Savings Fund are encouraged to focus on areas not covered by existing initiatives or, for related projects, state how their proposal will complement, rather than duplicate, these programs. Visit www.gwcwater.nsw.gov.au for more details on existing initiatives.

What outcomes do we want from the Fund?

We want to fund a selection of projects which collectively:

- maximise the leverage of the Fund through applicants' contributions
- maximise the water savings from projects identified by high water users in approved Water Management Plans
- deliver water savings across a wide range of sectors
- adopt a mix of approaches.

Selection criteria

Applicants must **demonstrate capacity to deliver**

Applications are open to any business, organisation or community group and both Wyong and Gosford councils for projects which will save potable water in the Central Coast. All applicants must be legally constituted entities.

All applicants must be able to demonstrate their capacity to deliver, with evidence of:

- appropriately qualified and experienced personnel
- sound planning, including a clear process to obtain all necessary statutory approvals and permits
- appropriate management, including adequate project control methods and monitoring of outcomes
- necessary resources
- sound financial administration to complete, operate and maintain the project.

Applicants must **commit to communicating their results**

Applicants must commit to communicating the results of their project and, where appropriate, sharing the experience gained.

Projects must **significantly reduce site water usage**

Projects must save potable water in the area of operations of Gosford City Council and/or Wyong Shire Council.

For applicants who are required to prepare Water Management Plans it is expected that projects would significantly contribute to the overall 24% reduction in demand expected of high water users with approved Water Management Plans.

Applicants are required to determine the volume of water they would use without the proposed savings measures, and the volume that they expect to save after implementing the project. All water saving figures must be substantiated with engineering calculations, including input data, assumptions and methodology.

Projects must be **cost-effective**

The cost-effectiveness of water savings (\$/kilolitre) is one of the key criteria for funding from the Fund.

The cost-effectiveness is calculated as the **funding sought** divided by the **total project water savings**. The **total project water savings** is the sum of the water savings each year for ten years (until 30 December 2020). Projects with savings of more or less than ten years are accepted, but a ten year timeframe will be used for the cost-effectiveness assessment.

Other selection criteria

Preference will be given to projects which:

- have a high degree of certainty in delivering savings
- are repeatable and/or will lead to wider changes in water consumption behaviours and investment choices (market transformation)
- coordinate with and complement, rather than duplicate, other programs and policies
- demonstrate or apply innovative new technologies or practices
- lead to benefits in addition to saving water, including energy savings.

Applicants are requested to provide information on each of these preference criteria in the application form.

Ineligible projects

Funding will not be provided for:

- projects which it is reasonable to expect the applicant would undertake without assistance from the Fund, including where there are no financial barriers to implementing the project
- projects which are research and development only
- projects directly implementing regulatory requirements such as BASIX (Building Sustainability Index – www.basix.nsw.gov.au) or preparation of Water Management Plans.

Applicant contribution

What will an applicant need to contribute?

The level of funding is determined on a project-by-project basis. Funding will not be provided for activities that would reasonably be expected to occur without assistance of the Fund, including those with a payback period of two years or less.

Applicants are asked to indicate why the project would not proceed without funding assistance, taking into account any financial savings from implementing the project and whether they have considered other forms of finance.

Projects which include a substantial contribution from the applicant will rank favourably because the cost-effectiveness of a project is defined as the funding sought divided by total water savings over ten years.

Applicants are encouraged to explore opportunities for funding from other sources. You are required to advise us if you:

- have secured funding from another source for the same project
- have current applications lodged with other funding sources
- receive other funding in the future for your project.

How long can your project last?

We expect your project to be fully implemented within three years of receiving the first payment of funds. However, priority will be given to projects which can be completed and implemented within 12 months. Ongoing funding beyond the initial approved amount will not be provided.

How will projects be assessed?

Projects will be assessed within categories

Projects will be assessed within categories based on **where the water will be saved** (eg. in commercial or industrial applications). This will allow projects with similar objectives to be compared. Applicants nominate an assessment category in the application form.

The categories are:

1. Residential
2. Commercial
3. Industrial (including manufacturing and primary industries)
4. Government
5. Cross-sectoral.

The assessment process

After the closing date, we will initially check whether your application is eligible and sufficiently complete. Ineligible and incomplete applications will not be assessed.

Departmental staff assess the applications on their technical merit against the Selection Criteria. Eligible applications are then forwarded to an independent evaluation panel consisting of members with relevant business, technical and water expertise. The applications are assessed and ranked, with recommendations then made to the Minister for Climate Change and the Environment.

Applications will be ranked according to the key selection criteria of water savings and cost-effectiveness. Other preference criteria outlined above (page 2) will then be taken into account. All applicants must be able to demonstrate the capacity to deliver and commit to communicating their results.

You may not receive the full requested amount and your funding may be subject to specific conditions. Decisions are final and there is no appeal process.

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

The application process

How do you apply

Visit www.environment.nsw.gov.au/grants/ccwsf to download an application form from the DECCW website. Complete the application form electronically and email it to the address provided before the closing date (files over 5 MB should not be emailed but delivered to DECCW as a soft copy by the closing date).

Please do not convert your application to a .pdf as the application forms are uploaded into a database. Please note: for Microsoft Excel 2007 (or later) users, open the application form, enable macros (click the 'Options...' button on the 'Security Warning' bar, select 'Enable this content' and then click 'Ok' and then select the 'Add-Ins' tab on the right-hand side of the menu bar to view and use the navigation toolbar. When saving your application, please save it in Microsoft Office 97-2003 format (.xls format and not the new .xlsx or .xlsm format).

The application form can also be submitted by post, although electronic submission is preferred. If you choose to send your application by post you must provide both a hard copy and a soft copy (disk or flashdrive).

When to apply

All applications must be received by **by 5pm on Thursday 17 February 2011**.

No applications will be accepted after this time.

Where to lodge your application

Email (preferred)

WSFCentralCoast5@environment.nsw.gov.au

OR post to:

Manager, Climate Change Funding
Environmental Funding
Department of Environment, Climate Change and Water NSW
PO Box 644
PARRAMATTA NSW 2124

OR hand deliver to

Manager, Climate Change Funding
Environmental Funding
Department of Environment, Climate Change and Water NSW
Level 2, 1 Fitzwilliam Street
PARRAMATTA NSW 2150

Who to contact if you need help

If you require further help with your application please phone 02 8837 6075, or email fundsmanager@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 email on successful electronic delivery. We may also contact you for further information about your application or your proposal.

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

Funding agreements

Successful applicants will be required to enter into a performance based Funding Agreement which will stipulate all funding obligations and conditions. The Funding Agreement will include:

- a project Budget
- a Milestone and Payments Schedule detailing the major milestones of the project, the instalment amounts directly linked to each milestone, reporting and payment dates and evidence to support the achievement of each milestone (eg a summary of activities, relevant documentation)
- a Measurement and Verification Plan which will be used to report actual and estimated savings. Details on how you propose to measure and verify your savings will be agreed with successful applicants on a case by case basis.

The Central Coast Water Savings Fund is focused on implementing savings measures and applicants should be aware that project start-up or establishment costs should be kept to a minimum. Any up-front costs will need to be substantiated by quotes for products and services and/or statements of expenses incurred by the project.

Funding Agreements are expected to be signed within four weeks of the successful applicant receiving an agreement for the project. If this is not achieved then the offer will be reviewed and may be withdrawn.

A sample Funding Agreement is available on the DECCW website. Applicants should review the sample agreement before submitting their application because requests to amend standard clauses or conditions after the offer of funding will not be considered.

Other requirements

It is assumed that applicants have obtained any necessary approvals under national, state and local government legislative and planning requirements. Failure to do so may result in funding being revoked.

Successful applicants will also be required to:

- seek prior approval to vary proposed outputs, milestones and budget
- provide progress reports and comply with all conditions contained in the Funding Agreement
- provide a final evaluation report that sets out key activities and results of the project, and an independently certified financial statement of expenditure, to enable DECCW to assess the project's outcomes
- acknowledge the Fund's support in all promotional material or any public statement about their project.

DECCW will monitor progress of projects. Funding will be provided in staged payments, and continuing payments will depend on satisfactory progress including demonstrated water savings. Grant 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 and any unexpended monies must be repaid.

Future funding rounds

Details of any future funding rounds will be posted on the DECCW Climate Change Fund website at www.environment.nsw.gov.au/grants/ccfund.

Ongoing updates on Climate Change Fund programs can also be obtained by registering for the e-newsletter. To register for the e-newsletter, please email your contact details to ccf@environment.nsw.gov.au.

Other information

Confidentiality

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

We 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 (minimum limit of \$10,000,000) 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.

Program changes

DECCW reserves the right, at its sole and absolute discretion and at any time, to change the eligibility and selection criteria for the Central Coast Water Savings Fund.

Application form instructions

The following information has been prepared to help you to complete the Application Form.

PART A: Applicant details

1. Name of applicant

The company/organisation/legal name is the official, legal name of the applicant. The trading name of the applicant can sometimes be different to the legal name of the organisation, and is the name under which the organisation operates. Indicate if your organisation has a trading name you wish to use.

For joint projects involving a number of organisations, please specify a lead organisation to be listed as the applicant. All applicants must be legally constituted entities.

2. Postal address

The postal address and other contact details will be used for all correspondence related to the application.

3. Nominated contact

This is the person who will be kept informed about the progress of the application, and from whom additional information will be sought, if required.

4. Is your organisation GST registered?

This will affect how GST is dealt with in the Project Budget (Part E).

5. ABN (Australian Business Number)

An organisation's Australian Business Number (ABN) is a unique eleven-digit number provided by the Australian Taxation Office for taxation purposes. Include an ABN if your organisation has one.

6. Company/Organisation Profile

Provide a brief description of your company/organisation. Include, if relevant company/organisation history, number of employees, core business and a description of operations at the site(s) where the water will be saved. This information may be used for promotional purposes if your application is successful.

PART B: Project details

7. Project title (maximum 70 characters)

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

8. Project summary

In 100 words or less, provide a synopsis of how your project will save water, including where and how. The summary should provide a clear, plain English overview of the project which may be used for promotional purposes if your application is successful. There is provision later in the application form for applicants to explain the project in more detail.

9. Water and sewerage charges

Select the council(s) to which your project pays water and sewerage charges. Using information given on your bills, enter the \$/kL water usage charge and the \$/kL sewerage usage charge. The Sewerage Usage Discharge Factor (expressed as a percentage) is entered at Question 21b.

This information is important for calculating dollar savings to your project from reduced water and sewerage usage and trade waste discharges.

10. Project location

Detail the location/s where water savings from your project will be made, such as the municipality, suburb and postcode. This may be as broad as the entire Central Coast or as narrow as single premises. A site map and/or street directory reference can be included, where appropriate.

11. Assessment category

Projects will be assessed within categories based on **where the water will be saved** to allow projects with similar objectives to be compared. The categories are residential, commercial, industrial (including manufacturing and primary industries), government and cross-sectoral (covering water savings in more than one sector). You nominate the assessment category for your project.

12. Why have you chosen this way to save water?

Explain why you have chosen this particular project to save potable water. Identify the other options that have been canvassed in the project development and explain why this particular project is preferred. Outline any previous water savings projects that have been implemented which relate to this application, and whether they received any funding from the Fund.

13. Project Plan

Provide a detailed project plan. It should fully describe the project's key steps, activities, deliverables and timelines. The plan will form part of the Funding Agreement should the application be successful.

14. Is your project (or part of your project) implementing an action identified in a Water Management Plan?

In response to the drought conditions experienced on the Central Coast, medium to large water users (mostly commercial, industrial and government sectors) have been required to prepare and implement a Water Management Plan (WMP). Savings measures identified in Water Management Plans are a priority for funding. The Plan must have been completed and approved by the relevant Council.

15. If yes to Q14, how does this application relate to actions identified in the Water Management Plan?

Please detail how your project relates to potential water saving actions identified in your Water Management Plan.

16. Approvals and permits

List any permits or approvals that will be required to run the project and indicate their current status. Indicate whether they have been applied for, their expected approval time, or whether they have been granted.

PART C: Capacity to deliver and communicating results (essential criteria)

The following criteria are essential and must be addressed by all applicants. The capacity to deliver the project must be demonstrated through evidence provided in the application. All applicants must commit to publicly communicating results.

17. Skills and knowledge

Explain the skills and knowledge needed to carry out the project and how these will be provided (internally or externally). Describe the experience and expertise that your organisation has in delivering a project such as this.

18. Key personnel

Provide information on the capacity and relevant expertise of the people who will be involved in developing and implementing the project. Outline what job or function each will perform in this project.

19. Collaboration

List partners and other participants who will be involved in the project, their role and/or contribution (financial contributions are to be included in Budget Summary). This may be in-kind use of equipment and time or endorsement of the project. Provide evidence of their support.

20. Communicating results

Applicants must commit to communicating their results or share the experience gained to encourage and assist others in implementing similar projects. Describe how you will inform the wider community or industry about your project.

PART D: Selection criteria

21. Savings in potable water (Essential Selection Criteria)

For applicants who are required to prepare Water Management Plans it is expected that projects would significantly contribute to the overall 24% reduction in demand expected of high water users with approved Water Management Plans.

In Table 21a, list your

- historical baseline potable water use (kL/year) from 2003/04 to 2008/09 using water meter readings and/or water utility bills. Please include at least 12 months worth of utility bills.
- forecast baseline potable water use (kL/year), without the proposed savings measures until 2019/20. This will include any expected growth from the historical baseline.
- forecast potable water savings (kL/year), which is the water saved by the project. The total project savings for a project (T1) are calculated as the sum of annual project water savings for ten years (until 30 December 2020). This savings figure is used in calculating the cost-effectiveness of the project (Question 29). If you will not save any water in the first year as you set up the project, do not enter any savings in this cell of the table.
- forecast cost savings through reduced water usage and sewage and trade waste volumes¹.

Note that the claimed savings should be consistent with your project plan. If your project will not save water in the first year (or other years), do not enter any savings in this cell of the table.

In table 21b, if applicable, provide the annual trade waste usage charges for the period 2003/04 to 2008/09.

Cost savings through reduced sewer charges are calculated as follows: Sewerage charge savings (\$) = project water savings (kL) x SUDF (%) x sewerage usage charge (\$/kL). The SUDF (Sewerage Usage Discharge Factor) is expressed as a percentage on your water bill. Sewerage usage charges (\$/kL) differ according to whether the project is located in Gosford City or Wyong Shire Council areas.

22. Calculation of savings

Describe how you calculated the volumes of water that will be saved by your project. Provide engineering calculations including input data, assumptions and methodology to support your water savings in kL/year.

Information provided in this section should be in sufficient detail for the Evaluation Panel to be confident in your estimate of the savings. Where relevant, include any manufacturer's specifications and third party accreditation of performance such as Water Efficiency Labelling and Standards (WELS) Scheme rating or Smart Approved WaterMark accreditation. For irrigation and harvesting projects, include details such as the size of the irrigation area, the size of water collection areas, run-off coefficients, tank sizes, average daily demand and existing efficiency measures.

23. Measurement and Verification

How will you measure and verify that the claimed savings have been achieved? This may require the installation of a water meter on new infrastructure to directly measure the volumes saved. If your application is successful, the monitoring and verification plan will form part of the Funding Agreement.

24. Certainty of savings (Preference Criteria 1)

What are some of the potential risks which may affect the certainty in savings? How will you manage them? Preference will be given to projects which have a high degree of certainty in savings. For programs that can be scaled up over time, we may consider managing risks by committing smaller initial funding until programs are well-established.

25. Market transformation (Preference Criteria 2)

How will the project lead to additional water savings beyond the immediate savings associated with this project by helping to transform behaviour and practices? What is the potential for this project to be replicated within your sector and beyond? Preference will be given to projects which lead to additional savings.

26. Innovation (Preference Criteria 3)

How is your project innovative? It may involve an innovative application of technology or practices within your sector or industry. Preference will be given to projects which demonstrate or apply innovative technologies or practices.

27. Coordination (Preference Criteria 4)

How does this project relate to other water savings programs and similar initiatives? Where relevant, this must include a description of how the project will complement existing water savings initiatives, such as appliance rebates and household retrofit programs. More details on these programs are available at www.gwcwater.nsw.gov.au. Preference will be given to projects which coordinate with and complement, rather than duplicate, other programs and policies.

28. Other benefits (Preference Criteria 5)

In addition to identified water savings, what are the other key benefits of your project? These may include reductions in associated greenhouse gas emissions, reduction in water pollution or improvement in community safety and amenity. Preference will be given to projects which deliver benefits to the community in addition to water savings.

¹ For information on water and sewerage usage charges in Gosford and Wyong refer to your water bill or the fees and charges section on the water utility's website. Use current charges – do not adjust for anticipated inflation.

PART E: Budget and cost-effectiveness

29a. Summary of Project Budget

This table requires a breakdown of capital and operating expenditure for the project from all sources of funding (Central Coast Water Savings Fund, applicant contributions and other contributions).

Note that you may not receive the full requested amount. The Fund will not support projects that have a payback period of two years or less (ie the financial return from the water savings pays for the initial investment within two years). For projects with a payback period beyond two years, the funding recipient will be expected to cover the first two years of the payback period (at a minimum).

If your application is approved, the Budget Summary, cash flow requirements and budget details will form part of the Funding Agreement. Successful projects that have not secured all funding needs will be subject to a conditional grant.

Do not include any GST in your budget. The program will add GST at the time of payment.

29b. Estimated project cash flow requirements

This table requires a breakdown of the required cash flow for the years 2010/11 through to 2013/14. Ensure that the figures in Table 29b correspond with those in Table 29a.

29c. Project cost-effectiveness

Projects will be ranked using a simple assessment of cost-effectiveness. The cost-effectiveness of a project (\$/kL) is calculated as funding sought (T2 from Question 29a) divided by total project savings (T1 from Question 21).

The total project savings for a project (T1) are calculated as the sum of project water savings per year for ten years until 30 December 2020.

29d. Details of direct project costs

This table requires details for items given in your budget. Indicate whether the expected expenditure is an estimate or actual quote. Where in-kind contributions form a portion of the contribution from the applicant, partner or sponsor, indicate the amount, description and how the value was derived (provide separate documentation if required). Examples of budget items might include:

Salaries and related on-costs: provide a breakdown of the number of staff and expected hours of work on the project.

Consultancies/contract costs: where possible list the goods/services included in the contract and respective costs. Provide quotes where possible.

Plant/equipment: list physical components of the project (eg pipes, tanks, treatment systems or other fixtures) and their respective costs. Provide quotes where possible.

30. Why would this project not proceed without funding assistance?

Funding will not be provided for activities that would reasonably be expected to occur without assistance of the Fund, including those with a payback period of two years or less.

Describe why this project would not proceed without funding assistance. Where an organisation will realise cost savings as a result of the project, the following questions should be answered:

- What are your estimated savings in costs (eg reductions in water and sewerage costs, see Question 21)?
- How does the payback for the project, with and without funding support, relate to your organisation's hurdle rates for project investment?
- Have other forms of finance been considered, including where finance can be repaid from savings (eg performance contract)? For NSW Government budget dependent agencies this includes consideration of accessing the NSW Treasury Loan Fund. If not, why not? If it has been rejected, what was the basis for this decision?

For projects where there are no financial barriers to proceeding or where cost savings from the project will not accrue to the organisation (eg for community groups) state:

- What are the non-financial barriers to implementing the project?
- How will the funding assistance help the project proceed?

31. Project milestones and required payment contributions

The schedule of milestones and payments will form part of the Funding Agreement should the application be successful. A milestone is a significant event signalling the commencement and/or completion of some part of the project, or a stage at which agreed parts of the project will be completed.

From information provided in the Project Plan and cash flow requirements, detail the major milestones of the project, including the starting date, projected timelines for when funding is required and, if funding is being provided by other sources, when those funds will be available.

Application Checklist

The list at the end of the application form is to help you make sure your application is complete and accurately represents your project.

