

TOWARD ZERO- ENERGY SAVING INITIATIVE 2016/17 GUIDELINES

Council is now calling for Expressions of Interest for the Toward Zero-Energy Savings Initiative, which is part of the Community Grants Program. Community groups are encouraged to apply for funding projects which will save energy and reduce greenhouse gas emissions in community facilities.

This funding program links to the Hepburn Shire Council Plan. Successful applicants will be able to demonstrate how their project links to the program objectives (p.2).

Funding is available with no set cap for projects which can demonstrate energy and cost savings and a tangible reduction in greenhouse gas emissions.

“Council will work with and support communities to implement community driven projects through community grants, acknowledging the significant contribution made by community volunteers”

Hepburn Shire Council Plan 2013:2017



Towards Zero-Energy Saving Initiatives

To provide funding support to projects aimed at reducing greenhouse gas emissions and operational costs in community facilities.

WHO SHOULD APPLY?

Local not-for-profit groups and organisations in the Hepburn Shire which are incorporated or have an auspicing agent are encouraged to apply.

TOWARDS ZERO- ENERGY SAVING INITIATIVES OBJECTIVES

Supporting projects aimed to reduce greenhouse gas emissions, through reduced energy consumption and/or increase the use of renewable energy in community facilities. These could include:

- Renewable energy systems, such as solar
- Insulation and weather proofing
- Energy efficient heating/cooling systems
- Energy efficient lighting
- Energy efficient hot water, kitchen and other fixed appliances

Council invites Expressions of Interest (EOI) to be submitted. This funding stream will be a two stage process. Expression of Interest submissions will be assessed for the best energy efficiency measures to meet the needs of the community facility managers and users. Council officers will work with applicants with promising projects to determine the best outcome and make recommendations to Council.

Funding Aim

Council is encouraging projects with favourable cost savings and project costs recouped in less than 8-10 years and demonstrating clear reduction in greenhouse emissions and other benefits to the community. Council officers will work with you to quantify the savings and other benefits.

All applicants are required to discuss their intended submission with Council's Sustainability Officer -John van Rooden at jvanrooden@hepburn.vic.gov.au or 5321 6125 to ensure the project meets the funding aim.

Past funding Initiatives

In 2015-2016 Council funded seven energy saving projects which included:

- Replacing costly electric and gas heating systems with more efficient alternatives
- Installing two solar systems on community halls
- Draft proofing a community facility
- Replacing hall lights with energy efficient LED alternatives
- Upgrading theatre stage lighting to energy efficient LED alternatives

All these projects resulted in \$35,000 reduction in operating expenses across the board, savings valuable financial resources for each community group. The projects contributed to green house emissions savings of 22 tonnes and enhanced the amenity of each facility for users.

KEY DATES- TOWARDS ZERO

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|---------------------------------------|------------------------------------|
| EOI Opening date | Friday 9th September 2016 |
| EOI Closing date | Monday 31st October 2016 at 5.00pm |
| Recommendations to Council | 6 th December 2016 |
| Notification to all applicants | 23rd December 2016 |
| All projects completion and acquittal | 30th June 2017 |

ELIGIBLE PROJECTS FOR ALL CATEGORIES

To be eligible for assessment applicants must:

- Conduct their activity before 30th June 2017.
- Be within the Hepburn Shire to the benefit of its residents
- Be a legal entity eg: incorporated body, co-op, Trust (unless auspiced by a suitable group)¹
- Applicants must have an Australian Business Number (ABN) unless not required or entitled to have an ABN
- Have all permits, permissions and approvals for the project
- Be a not-for-profit group²
- The project demonstrates community involvement in its planning and implementation

Note: If the project is to undertake works Council owned/managed land or property, Department of Environment, Land, Water and Planning or Parks Victoria land you must provide written approval from the relevant land manager.

INELIGIBLE PROJECTS FOR ALL CATEGORIES

- Individual applicants, profit-making organisations and political parties
- An activity that is the funding responsibility of the state or federal government or can be funded by fees, sponsorship or service agreements

¹ An auspicating group is another organisation that is a legal entity. A letter signed by two committee members from the auspice agent confirming they will auspice the application must be provided when the grant application is submitted

² Your organisation meets the requirements of being a not-for-profit by having specific statements in its governing rules; the not for profit and/or dissolution clause

<https://www.ato.gov.au/non-profit/getting-started/is-your-organisation-not-for-profit/>

- Applicants that have an outstanding community grant acquittal or unpaid invoice from Council
 - Projects that have already commenced or already been completed
 - Applications made outside the closing dates
 - Organisations based outside the Shire, unless the project is of benefit to Hepburn Shire Council residents
 - Schools and health services. NB: We encourage these applicants to partner with other community organisations to achieve projects

If you are unsure of your eligibility, please contact:-

Linda Hell – Community Grants Co-ordinator lhell@hepburn.vic.gov.au or communitygrants@hepburn.vic.gov.au - T: 5321 6127 to discuss your application prior to submission.

The following factors will also be taken into consideration when assessing grant applications:

- Applicants who have submitted more than one application in each Community Grant round (Priority to one application should be indicated by applicant)
- Applications intended to fund ongoing operating expenses (in part or in full)
- Applicants who have received a community grant in the last round.

ASSESSMENT OF SUBMISSIONS

- Assessment for Towards Zero- Energy Saving Initiative is a (EOI) process as outlined within funding stream information. Council Officers will work with you to develop submissions and then make recommendations to Council.
- A report recommending successful and unsuccessful Community Grants applications will be taken to the Ordinary Meeting of Council held in December 2016
- All applicants are notified in writing regarding the outcome of their application
- All planning and building permits and other applicable authorisations remain the responsibility of the applicant. Evidence of documentation relating to permits/permissions should be provided where applicable
- Public Liability Insurance is the responsibility of the applicant
- An offer of a grant does not mean ongoing funding commitment or obligation by Council
- Hepburn Shire must be acknowledged on any promotional material related to the project/event. You are required to extend a written invitation, a minimum of 2 weeks, to the Mayor and Hepburn Shire Councilors to attend openings and events
- Successful applicants who are holding an event or launch for which funding has been provided must send invitations to Councillors
- Successful applicants are required to enter into a formal funding agreement with Council.
- If the project/event does not adhere to the conditions of the agreement Council may require grant funds to be returned
- All funded projects must complete an evaluation and acquittal including evidence of expenditure, eg: attaching copy receipts
- Ongoing maintenance and repair costs for equipment purchased with community grant funds are the responsibility of the applicant
- In the event of a project/event only being part funded Council will provide an explanation on request
- Multiple applications from applicants are accepted; however there is no guarantee of funding any or all applications. Priority to one application should be indicated on the form.

For applicants who are seeking funding from external grant sources – it's a requirement to advise Hepburn Shire Council as soon as possible on the status of this external grant funding:

▶ COMMUNITY GRANTS PROGRAM

- If your application includes community grant funds from Hepburn Shire Council and another source of funding that is greater than the community grant amount, and if the external funding source becomes unavailable you will be required to return the funds within 30 days of the funding decision
- If the other source of funding is less than the requested Hepburn Shire Council Community Grant and the external funding source is unavailable you may be required to submit an alternative proposal and budget within 30 days of the external funding decision date.

Please contact Linda Hell on T. 5321 6127 or lhell@hepburn.vic.gov.au or communitygrants@hepburn.vic.gov.au for any additional information

NOTE: Applications are to be submitted by email to communitygrants@hepburn.vic.gov.au or hard copy on agreement with Linda Hell.