

Program Guidelines 2017-2018

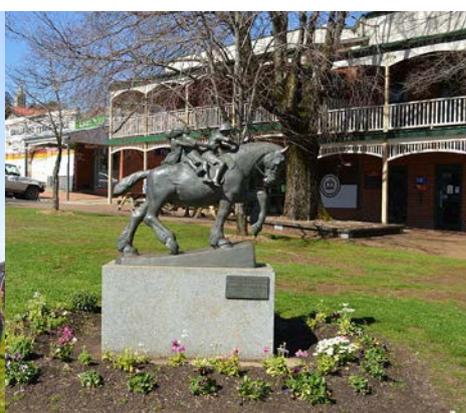
Council is now calling for Expressions of Interest for the Towards Zero – Community Energy Saving Program. Community groups are encouraged to apply for funding projects which will save energy and reduce greenhouse gas emissions in community facilities.

This funding program links to the Hepburn Shire Council Plan. Successful applicants will be able to demonstrate how their project links to the objectives of the Towards Zero – Community Energy Saving Program (p. 2).

Funding is available for projects which can demonstrate energy and cost savings and a tangible reduction in greenhouse gas emissions.

“Sustainability:
Respond to climate
change through the
reduction of energy use,
emissions and other
resource use, and helping
the community to adapt to
the impacts of increased
floods and fires.”

- Hepburn Shire Council Plan 2017:2021



Towards Zero – Community Energy Saving Program

The purpose of this program is 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 with an ABN, or have an auspicing agent, are encouraged to apply.

Towards Zero – Community Energy Saving Program Objectives

The program aims to support projects which reduce greenhouse gas emissions, through reduced energy consumption and/or increasing 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.

Application Process

1. Contact Sustainability Officer to express interest in the program

Glenn Tamblyn
gtamblyn@hepburn.vic.gov.au
T: 5321 6486

2. If your expression of interest meets the energy efficiency measures, meet and discuss application with the Sustainability Officer
3. Submit online application

Funding Aim

Council is seeking projects that having favourable cost savings with project costs recouped in less than 8-10 years, and, that demonstrate 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 – Glenn Tamblyn to ensure the project meets the funding aim.

Past funding Initiatives

In 2016-2017 Council funded several energy saving projects which included:

- Replacing costly hot water and heating systems with more efficient alternatives
- Installing two solar systems on a kindergarten and a golf club
- Installing more efficient flood-lighting for a netball club
- Replacing clubroom lights with energy efficient LED alternatives
- Upgrading lighting in two museums to energy efficient LED alternatives

These projects resulted in nearly \$7,000 reduction in annual operating expenses across the board, saving valuable financial resources for each community group. The projects contributed to greenhouse emissions savings of 37 tonnes annually, enhancing the amenity of each facility.

Key Dates

Opening date	Wednesday 13th December
Closing date	Wednesday 7th February 2018
Recommendations to Council	17th April 2018
Notification to all applicants	24th April 2018
All projects completion and acquittal	31st December 2018

Eligible Projects

To be eligible for assessment applicants must:

- Conduct their activity before 31st December 2018.
- Be within the Hepburn Shire to the benefit of its residents.
- Have an organisation that is a legal entity with an Australian Business Number (ABN). For example; an incorporated body, co-op, trust, or, be auspiced by a suitable group.¹
- Have all permits, permissions and approvals for the project.²
- Be a not-for-profit group.³
- The project demonstrates community involvement in its planning and implementation.

¹ An Auspicing Agent is another organisation that is a legal entity with an ABN. 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. Auspicing agents retaining a fee for this service will not be considered.

² If the project is to undertake works on 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.

³ 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/>

Ineligible Projects

- 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.
- 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. We encourage these applicants to partner with other community organisations to achieve projects.

If you are unsure of your eligibility, please contact Glenn Tamblyn – Sustainability Officer gtamblyn@hepburn.vic.gov.au T:5321 6486 to discuss your application prior to submission.

Assessment of Applications

- The Sustainability Officer will work with you to develop your Expression of Interest in preparation of for your application.
- A report recommending successful and unsuccessful Community Grants applications will be taken to the Ordinary Meeting of Council held in April 2018.
- All applicants are notified in writing regarding the outcome of their application.

Assessment Criteria

Criteria
<p>Description of project. A simple snapshot of the overall project and a summary of what the activity is. Describe the opportunity or issues the Project addresses. Why the Project is important or how the need is demonstrated (plans, letters, minutes etc).</p>
<p>What will the Project achieve and how will it be implemented? Present the aims and objectives, of the Project. Detail who in the community will benefit from the Project and how any energy savings or other benefits relate to the Towards Zero – Community Energy Saving Program objectives. Outline timeframe, key tasks and Project milestones.</p>
<p>Risk Assessment. Description of the risks involved in your project and strategies you will use to avoid harm or injury.</p>
<p>Budget. A completed budget that accurately reflects your project. Income and expenditure columns must balance.</p>

Funding Conditions and Requirements

- 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. You are required to extend a written invitation, a minimum of 2 weeks , to the Mayor and Hepburn Shire Councillors.
- Councillors to attend openings and events when available.

- Successful applicants, or their Auspicing Agent, are required to enter into a formal funding agreement with Council. If the Project 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, including receipts.
- Ongoing maintenance and repair costs for equipment purchased with Towards Zero - Community Energy Saving Program funds are the responsibility of the applicant.
- In the event of a Project only being part funded Council will provide an explanation on request.

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

If your application includes funds from Hepburn Shire Council and another source of funding that is greater than the 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 Towards Zero - Community Energy Saving Program 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.

All applications are to be submitted online.

Please contact Glenn Tamblyn on T. 5348 6486 or gtamblyn@hepburn.vic.gov.au for any additional information.