



Energy Forever

**Sustainability Grants
Program
Guidelines**

DRAFT

1. INTRODUCTION

Energy Forever was initiated by the Port Macquarie Hastings Sustainability Network to achieve the following goals:

- encourage renewable energy generation in our community and
- financially support local sustainability projects.

To achieve this, Energy Forever Incorporated will reinvest money generated from the Energy Forever Community Solar program into a sustainability grants program. The Grants Program provides funding to enhance projects which benefit the social, environmental and financial sustainability of the Port Macquarie Hastings Local Government Area.

If you want to know more about Energy Forever visit:
<http://www.pmhsn.org.au/energy-forever/>

To get an idea of the kinds of projects Energy Forever is looking to support see Appendix A. Projects are not limited to these examples, so be creative!

2. OBJECTIVES

The objectives of the grants program are to:

Provide funding support for local individuals or organisations to undertake projects that achieve one or more of the following:

- Increase the uptake of solar power generation
- Increase energy efficiency
- Decrease the use of non-renewable resources
- Reduce waste of resources, including through re-use/recycling
- Grow food
- Care for the natural environment
- Build social capital

3. ELIGIBILITY CRITERIA

To be eligible for funding under the Energy Forever Grants Program, the applicant and project must meet the following criteria.

3.1 APPLICANT

3.1.1 ABN - The applicant must have an Australian Business Number (ABN)

3.2 PROJECT

3.2.1 Local - Projects must be located within the Port Macquarie Hastings Local Government Area.

3.2.2 Program objectives - The project must meet one or more of the program objectives (see section 2).

3.2.3 Benefit to the local community - The project must benefit the community not just an individual.

4 INELIGIBLE PROJECTS

The Energy Forever Grants Program **does not fund**:

- Projects retrospectively (projects that have already commenced or are completed);
- Any project of a commercial nature or that is for personal profit;

Applications that do not strictly comply with the eligibility criteria and/or do not contain all the necessary information will not be considered.

5 PREPARING AN APPLICATION

5.1 Complete an Application form - All fully completed applications are to be submitted using the Round 1 Energy Forever Grants application form which is available from <http://www.pmhsn.org.au/energy-forever/>

5.2 Define your Project Outcomes - The application must clearly define the project's outcomes, ie what the project will achieve. These outcomes should be specific and directly address the areas of need identified in the application.

5.3 Include a Project Budget - The application must include a project budget that is realistic and value for money. Itemise main costs and identify where funds will be sought from if the Energy Forever grant doesn't cover the full amount.

5.5 Discuss or seek advice - Applicants wishing to discuss their project or seek advice in completing an application should contact energyforever@pmhsn.org.au

A CHECKLIST is attached for your assistance.

6. ASSESSMENT

6.1 ASSESSMENT CRITERIA

Once the eligibility criteria requirements have been checked, each project will be assessed against the criteria outlined below:

Criteria	Assessment Criteria	Weighting
1.	The extent to which the proposed project meets the aims and objectives of the grants program.	40%
2.	The extent to which the applicant has demonstrated there is a real need for the project.	30%
3.	The extent to which the project outcomes meet the need stated in Criteria 2 and are realistic and achievable.	15%
4.	The extent to which the budget is realistic and demonstrates value for money. This includes 'in kind' support and or additional sources of funding.	15%

6.2 ASSESSMENT PROCESS

The Energy Forever Public Fund Committee, as elected per the constitution of Energy Forever Incorporated and in adherence with the Guidelines of the Register of Environmental Organisations, will conduct the assessment process.

The committee will be responsible for reviewing applications:

Step 1 - Eligibility Screening

The Panel will screen the applications to check that:

- The applicant is eligible to apply (see section 3.1)
- The project is eligible for consideration (see section 3.2)
- Application forms have been completed in full. Incomplete applications will not progress to Step 2.

Step 2 - Assessment against criteria

If the application passes step 1 above the project will be assessed on merit against the assessment criteria (see section 6.1).

7. ANNOUNCEMENT OF SUCCESSFUL APPLICANTS

Energy Forever will announce successful grant projects via the Energy Forever website. Both successful and unsuccessful applicants will be notified in writing of

the outcome of their applications. Energy Forever will then be responsible for the allocation of funds to successful grant recipients via electronic funds transfer (EFT).

8. FUNDING CONDITIONS

Grants allocated to individuals and organisations from the Energy Forever Grants Program are made on the following conditions:

- 8.1 Funds must be expended on the project as described in the application.
- 8.2 All projects must be completed within the timeframe specified in the application.
- 8.3 Allocation of funds in any year will not be taken as a commitment for funding in subsequent years.
- 8.4 All funds allocated should be invested in a recognised financial institution until such time that they are used for the specified purposes.
- 8.5 Formal advice of unexpended funds is required and funds not expended for the purposes outlined in the application should be returned to Energy Forever unless agreement has been reached to use these funds for other approved purposes.
- 8.6 Grant recipients must submit a financial statement and completed evaluation report to Energy Forever by the funding agreement end date. See attached Acquittal report.
- 8.7 Any promotion, media or signage generated through the project must acknowledge funds received from Energy Forever Inc. A digital copy of the Energy Forever logo will be provided to all successful applicants.

Appendix A - Example Projects

Examples of projects that might be eligible for funding are:

- Installing energy efficient lighting for sports and social clubs
- Training low income households in energy efficiency
- Purchasing tools or other materials for a community bike repair workshop
- Establishing or improving recycling activities
- Establishing or improving a kitchen garden in a local school,
- Installing solar power for a local charity organisation
- Supporting people who are actively looking after the environment
- Improving access for people with disabilities to natural areas