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| Western Australian Advocacy for Consumers of Energy Grants Program  Application Form    July 2020 |

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Abbreviations

The following table provides a list of abbreviations and acronyms used throughout this document.

|  |  |
| --- | --- |
| Term | Definition |
| EPWA | Energy Policy WA |
| WA ACE Forum | Western Australian Advocacy for Consumers of Energy Forum |
| WA ACE Grants | Western Australian Advocacy for Consumers of Energy Grants |

Throughout this document, a reference to ‘consumers’ is to household and small business consumers, who consume less than 50 MWh (megawatt hours) of electricity a year and/or less than 1 TJ (terra joule) of gas.

# Background

The Western Australian Advocacy for Consumers of Energy Grants (WA ACE Grants) have been established to distribute funds to support household and small business consumer advocacy and research in the energy sector.

The WA ACE Grant Guidelines provide information about the intent, structure and application processes for the WA ACE Grants program.

The objectives of the WA ACE Grants are to:

* support energy advocacy activities;
* build knowledge and capacity of energy consumer advocates; and
* promote solution-focused consumer-centric research in the energy sector

that benefit the long-term interests of energy consumers in Western Australia.

Priority areas for the WA ACE Grants program have been developed in consultation with consumers and the energy sector, highlighting those areas of research or advocacy activity that are seen to be or greatest need of addressing. Projects that seek to address the priority areas will meet certain selection criteria and simplify the application process. The priority areas for the 2020-21 Grants rounds are as follows:

* Improving household and small business consumer understanding of, and integration with, the energy sector.
* Optimising energy consumer behaviour change programs.
* Measuring the benefits of consumer behaviour change.
* Enabling the uptake and management of Distributed Energy Resources.
* Managing energy use in a COVID-19 impacted environment.
* Improving household and small business consumer understanding and ability to access renewable energy.

This application form is to be completed with reference to the Guidelines and submitted to [epwa‑grants@energy.wa.gov.au](mailto:epwa-grants@energy.wa.gov.au) prior to the close of the grants round.

The WA ACE Grants are administered by Energy Policy WA (EPWA).

# Applicant details

Please provide the following information:

|  |  |
| --- | --- |
| Applicant details |  |
| Name of Applicant | Click or tap here to enter text. |
| Postal address | Click or tap here to enter text. |
| Website/Facebook page | Click or tap here to enter text. |
| Description of the organisation  *Provide a brief (2-3 sentences) overview of the applicant organisation.* | Click or tap here to enter text. |
| Organisation ABN | Click or tap here to enter text. |
| Registered for GST | Yes  No |
| Contact person | Name:Click or tap here to enter text.  Title:Click or tap here to enter text.  Role in project:Click or tap here to enter text.  Phone number:Click or tap here to enter text.  Email:Click or tap here to enter text. |
| Alternative contact person name and title | Name:Click or tap here to enter text.  Title:Click or tap here to enter text.  Role in project:Click or tap here to enter text.  Phone number:Click or tap here to enter text.  Email:Click or tap here to enter text. |
| Conflict of interest  *Please declare any real, potential or perceived conflict of interest.* | Click or tap here to enter text. |
| Declaration | I declare that the information given in this WA ACE Grants application and all attached documents is complete and correct to the best of my knowledge, information and belief. |
| Signature of officer empowered to sign on behalf of the organisation | Name:Click or tap here to enter text.  Position:Click or tap here to enter text.  Signature:  Date:Click or tap to enter a date. |

# Project overview

Please provide the following introductory information:

|  |  |
| --- | --- |
| Project Overview |  |
| Project Title | Click or tap here to enter text. |
| Select the objective(s) that the project contributes to | Supporting energy advocacy activities  Building knowledge and capacity of energy consumer advocates  Promoting solution-focused consumer-centric research in the energy sector |
| Project outcome  *Provide a brief (2-3 sentences) overview of the project’s intended outcomes.* | Click or tap here to enter text. |
| Total funding sought (excluding GST) | Click or tap here to enter text. |
| Start Date | Click or tap to enter a date. |
| Completion Date | Click or tap to enter a date. |

# Project outline

Describe the project, addressing:

* what issue or problem the project will address;
* the intended impact on consumers;
* what outcome(s) the project is seeking to achieve;
* what the project outputs will be; and
* what the key performance indicators are for the project.

|  |  |
| --- | --- |
| Project outline |  |
| Detailed description of the project | Click or tap here to enter text. |

# Project partners and stakeholders

List the partnering organisations and their contributions if relevant:

|  |  |
| --- | --- |
| Project partner | **Contribution** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

List any stakeholders relevant to the project and describe their role:

|  |  |
| --- | --- |
| Project stakeholder | **Role** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

# Project milestones

Outline the key project stages at which funding should be released. As a minimum, three milestone stages should be proposed, including commencement, completion and acquittal.

Note: The milestone due dates and payment schedule may be modified in consultation with successful grant applicants prior to the execution of a funding agreement.

|  |  |  |
| --- | --- | --- |
| Milestone | **Proposed due date** | **Proposed portion of funding** |
| Commencement | Click or tap to enter a date. | Click or tap here to enter text. |
| *Additional rows as required*  Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Completion | Click or tap to enter a date. | Click or tap here to enter text. |
| Acquittal | Click or tap to enter a date. | Click or tap here to enter text. |

# Project budget

Outline the full project budget, including a breakdown of personnel costs (such as salaries, consultant fees and travel), operational costs (such as publication, participant remuneration and other direct costs) and organisational (indirect) costs, along with details of any revenue relating to the project. Please also outline if any component is being funded from an alternative source.

|  |  |  |
| --- | --- | --- |
| Item  *Provide a description (itemised if appropriate)* | **Amount ($)**  *Excluding GST* | **Funding source**  *WA ACE Grant or describe other source* |
| Personnel costs |  |  |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Sub total | Click or tap here to enter text. | NA |
| Operational costs |  |  |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Sub total | Click or tap here to enter text. | NA |
| Organisational costs |  |  |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Sub total | Click or tap here to enter text. | NA |
| Revenue |  |  |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Sub total | Click or tap here to enter text. | NA |
| TOTAL | Click or tap here to enter text. | NA |

# Eligibility Checklist

WA ACE Grant eligibility criteria are outlined in the Guidelines.

Providing the following information may assist in confirming eligibility.

## Details (Eligibility criteria E1-E7)

|  |  |
| --- | --- |
| Eligibility |  |
| E1 Date of application submission | Click or tap here to enter text. |
| E2 Application made on the application form to [epwa‑grants@energy.wa.gov.au](mailto:epwa-grants@energy.wa.gov.au) before the close of applications | Yes  No |
| E3 Provide proof of the applicant’s location in Western Australia  *e.g. Address of WA office, demonstration of WA advocacy activity (provide link or attachment if appropriate)* | Click or tap here to enter text. |
| E4 Has another application made been made in this funding round?  Note that multiple applications are permitted in a funding round.  *If Yes, include project title.* | Yes  No  Click or tap here to enter text. |
| E5 Is the completion date within 12 months of the announcement date? | Yes  No |
| E6 Has the application been signed by the Chief Executive Officer or authorised officer of the applicant organisation? | Yes  No |
| E7 Does the scope of the proposal include a presentation to the WA ACE Forum? | Yes  No |

## Meeting the program objectives (Eligibility criteria E8-E10)

Provide a detailed explanation of how the project meets at least one of the program objectives.

**E8** The project supports energy advocacy activities in Western Australia.

**E9** The project builds knowledge and capacity of energy consumer advocates in Western Australia.

**E10** The project promotes solution-focused consumer-centric research in the energy sector.

In compiling your explanation, please address:

**E0.1** How the proposed research or solution (change to policy, regulation or practices) will benefit consumers; and/or

**E0.2** How the project will build the capacity of household and small business consumers and/or consumer advocates; and/or

**E0.3** How the project may empower household and small business consumers; and/or

**E0.4** How the project will influence decision makers; and/or

**E0.5** How the project will inform/support advocacy.

Also quantify the consumer benefit by outlining:

**E0.6** The size of the consumer class impacted; and

**E0.7** The potential to improve the situation of those consumers; and

**E0.8** The potential reach of information or findings.

|  |  |
| --- | --- |
| Meeting the project outcomes |  |
| How does the project meet at least one of the program objectives  *Identify which criteria is being met (E8-10) with detailed information referencing sub-criteria (E0.1-E0.8)* | Click or tap here to enter text. |

# Selection criteria

WA ACE Grant applications will be assessed based on the selection criteria outlined in the Guidelines.

WA ACE Grants will be awarded to projects that meet the objectives of the program, are outcomes focused, timely and cost effective.

Selection criteria used in project assessments are not ranked.

## Addressing the selection criteria

Addressing the following points may assist in addressing the selection criteria. Briefly outline how your project meets the criteria and provide attachments if appropriate. If this information has been clearly provided in earlier content, it does not need to be repeated here.

|  |  |
| --- | --- |
| Addressing the selection criteria |  |
| Describe how the project aligns with one of the priority areas. If it does not align, explain why the project is a priority. | Click or tap here to enter text. |
| Describe how the project will be utilised by or support advocacy organisations to represent the views of energy consumers | Click or tap here to enter text. |
| Describe how the findings of the project will be shared | Click or tap here to enter text. |
| Describe how the experience, expertise and networks of the applicant support achievement of the project outcomes | Click or tap here to enter text. |
| Describe how the project is solution focused | Click or tap here to enter text. |
| Describe how the project presents value for money | Click or tap here to enter text. |
| Describe how the project costs align with the project methodology | Click or tap here to enter text. |

# Submission

All applications are to be submitted to EPWA via [epwa-grants@energy.wa.gov.au](mailto:epwa-grants@energy.wa.gov.au). An email confirmation will be provided. If a confirmation email is not received, please contact EPWA via phone to confirm that your application has been received.

# Application support

Applicants may be contacted for further information about an application to support its assessment.

Applicants seeking further information about the WA ACE Grants application process can contact EPWA via email at [epwa-grants@energy.wa.gov.au](mailto:epwa-grants@energy.wa.gov.au). A three-day response time to queries is maintained.

Applicants seeking input on the relevance of their proposed works to Western Australian energy consumer advocacy can contact the Senior Advisor – Consumer Policy & Advocacy at EPWA on (08) 6551 4644 or via [epwa-grants@energy.wa.gov.au](mailto:epwa-grants@energy.wa.gov.au) for input. Please note that EPWA does not inform the grants decision process and cannot provide any guidance as to the potential success of an application.

# Grant Approval Process

An independent, three-member panel will consider grant applications with reference to the Guidelines and make a recommendation to the Western Australian Minister for Energy. The Minister for Energy will make the final determination prior to announcement on the decision date.

All organisations that apply for funding will be notified via email of the outcome of their submission. Feedback will be provided to unsuccessful applicants.

Successful application forms will become part of the funding agreement. Grant conditions and management protocols will apply to successful projects.

# Grants Management

EPWA is committed to a transparent, accountable and robust grants management framework.

To guarantee transparency and integrity, the WA ACE Grants program is developed on the Australian National Audit Office’s key principles of best practice grants administration guidance.[[1]](#footnote-2)

## Publication of information

EPWA will publish all written reports and materials arising from a grant on its website, to ensure that all consumers can benefit from the work.

Funding agreements will require all publications relating to the project to carry the following disclaimer:

*"This project was funded by the State Government of Western Australia (Energy Policy WA) as part of its grants process for consumer advocacy projects and research projects for the benefit of consumers of electricity and gas.*

*The views expressed in this document do not necessarily reflect the views of the State Government of Western Australia or Energy Policy WA."*

Confidential information or information impacting privacy will be removed prior to publication.

## Agreement

The WA Grant Agreement will be formed utilising the [Community Services Template – Grant Agreements](http://www.wa.gov.au/sites/default/files/2019-08/Community%20Services%20Templates%20-%20Grant%20Agreement_0.doc) in line with the [Delivering Community Services in Partnership Policy](https://www.wa.gov.au/government/publications/delivering-community-services-partnership-policy).

## Progress reporting

Successful applicants will be required to submit progress reports using the below template at milestone stages and at a maximum of three-month intervals. A separate form will be provided to successful applicants and completed reports should be a maximum of two pages.

|  |  |
| --- | --- |
| Progress report |  |
| Project Title |  |
| Grant recipient |  |
| Grant number |  |
| Date of progress report |  |
| Stage of progress report | Interim  Completion  Other: |
| Project outcomes expected for the reporting period |  |
| Project outcomes achieved in the reporting period |  |
| Project outputs expected for the reporting period |  |
| Project outputs achieved in the reporting period |  |
| Performance against Key Performance Indicators |  |
| Explanation of variations |  |
| Other comments |  |

## Project acquittal

To receive final acquittal of the project, grant recipients will be required to submit a project acquittal report using the below template. A separate form will be provided to successful applicants.

|  |  |
| --- | --- |
| Project acquittal report |  |
| Project Title |  |
| Grant recipient |  |
| Grant number |  |
| Date of report |  |
| Date of presentation to the WA ACE Forum |  |
| Project outcomes  *Describe the intended project outcomes and whether they were met. Explain whether the outcomes were different from those proposed in the grant application and the reasons for the variation (if applicable).* |  |
| Project outputs  *Outline the project outputs and whether they are different from the intended outputs and why.* |  |
| Project assessment  *Provide an assessment of the effectiveness and performance of the project relative to the Key Performance Indicators.* |  |
| Other comments |  |
| Project expenditure  *Outline the project costs and revenue relative to the project budget (provide attachment if appropriate).* |  |

# Review

The WA ACE Grants Guidelines will be reviewed annually by EPWA. Please provide any feedback on the Guidelines or the Grants program via [epwa-grants@energy.wa.gov.au](mailto:epwa-grants@energy.wa.gov.au).

1. *Implementing Better Practice Grants Administration, Better Practice Guide,* ANAO December 2013 <https://nla.gov.au/nla.obj-494730694/view> [↑](#footnote-ref-2)