



Department of
Energy and Economic
Diversification

Energy
Policy WA



Western Australian Advocacy for Consumers of Energy Grants Program

Small Grants Funding Guidelines

April 2026

Working together for a **brighter** energy future.

An appropriate citation for this paper is: Western Australian Advocacy for Consumers of Energy Grants Program - Small Grants Funding Guidelines

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1. Background and objectives

The energy sector in Western Australia exists to provide electricity and gas to consumers. It is central to energy production and delivery that the long-term interests of energy consumers are served.

While some large energy consumers have the capacity to influence policy and infrastructure investment decisions, smaller consumers face greater barriers to inclusion in informed, constructive debate about energy use. Given the critical role and impact energy has on households and small businesses, overcoming these barriers to enable the views of consumers to be heard is essential to improving and maintaining an effective energy sector.

In response to this need, Energy Policy WA co-ordinates and supports consumer advocacy through the Western Australian Advocacy for Consumers of Energy (WA ACE) Program, including through a grants program.

1.1 Program Objectives

The WA ACE Grants program distribute allocated funds to support consumer advocacy and research projects, with the intention to:

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

The WA ACE Grants program includes two funding streams: the Project Grants funding stream is designed to support larger consumer advocacy projects, whereas the Small Grants funding stream has been developed to support more discrete consumer advocacy activities, including the development of submissions and other contributions to energy sector review processes.

2. Eligibility for Small Grants

Individuals and organisations can apply for a Small Grant. Applicants will be required to declare actual or perceived conflicts of interest as and when they arise.

All applications for WA ACE Small Grants must meet the following eligibility criteria to be eligible for funding. Applicants can submit more than one application at a time.

E1 At least one of the applicants for each Small Grant must be based in Western Australia **OR** the application must include a letter of support from a Western Australian based consumer advocacy organisation and/or member(s) of the Expert Consumer Panel.

E2 Applications must be signed by the chief executive officer or authorised officer of the applicant's organisation (if applicable).

E4 Applications must include a presentation to the WA ACE Forum and/or the Expert Consumer Panel in their scope.

Of note, is that there is no requirement for, nor is it expected that, applicants provide in-kind or financial co-contributions to a grant funding application.

2.1 Ineligible projects/applicants

The following projects will not be considered eligible for funding:

- Consumer awareness campaigns or advertising.
- Development of commercial products.

Individuals employed by or associated with energy sector participants or governance bodies, including the Australian Energy Market Operator and the Economic Regulation Authority, are not eligible for a Small Grant.

Officers of the Western Australian Public Service are not eligible to apply for a Small Grant.

Academic research without the support of a consumer advocacy organisation and/or member of the Expert Consumer Panel will not be supported.

3. Grant details

Small Grant applications can be made at any time. Applications should be concise and supporting information may be attached to the application form.

There is no time limit on the duration of a proposed project.

A maximum grant value of \$10,000 (exclusive of GST) will be awarded per application. Applicants are advised to consider their proposed hourly rate, expected time commitments of the various stages of the consultation process, and other costs when completing their application.

Administration expenses cannot exceed more than 10 per cent of the project budget.

4. Selection criteria

The selection criteria against which all applications for Small Grants will be assessed are set out below. For a project proposal to be considered for a grant, it must meet most of the criteria.

The criteria are not ranked, for example, compliance with criterion four as important as compliance with criterion one. The 'measures for assessment against the criteria' outline how a criterion may be met. Not all measures need to be met.

For a project proposal to be successful, applications must demonstrate that the proposed work has value, supports WA ACE Grant Objectives and that the applicant is able to achieve the project.

Selection criteria	Measurement against the selection criteria
S1. Relevance to Western Australia's energy sector	S1.1 The project responds to a Western Australian energy sector proposal or issue impacting Western Australian energy consumers
	S1.2 The Applicant aims to develop a solution-focused and pragmatic response
	S1.3 Detailed consumer feedback is not readily available or being developed through other WA ACE Program elements
S2. Impact on consumer group identified	S2.1 Applicant is able to represent general consumer sentiments, or the views and needs of a group/s not otherwise well represented in energy debate
	S2.2 Applicant has identified the size of the consumer group affected and has conveyed the potential impact to the consumer group OR the research aims to establish the size of a consumer group affected

S3. Offer value for money: the benefits should outweigh the costs, and costs should be prudent and minimised. Project timeframes are clear.

S3.1 The proposal demonstrates consideration of the most effective and efficient way to achieve the intended outcome

S3.2 A breakdown of the proposed time and resourcing commitment is provided

S4. Clear outcomes and success indicators provided

S4.1 Clarity of proposed outcomes and/or outputs

S4.2 Applicant's track record in delivering similar work

5. Application assessment and approval process

Small Grant applications will be assessed against the selection criteria and subject to independent review, with a recommendation on the application to be approved by the Coordinator of Energy. The Coordinator of Energy is the sole determining authority and decisions of the Coordinator of Energy are final.

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

Energy Policy WA reserves the right to have third parties assist with assessment and administration of WA ACE Small Grants.

5.1 Assessment timeframe

Applicants will be notified of the outcome of their application within 15 business days. All applicants will be notified via email of the outcome of their funding submission.

5.2 Feedback for unsuccessful applications

Feedback can be provided to unsuccessful applicants on request.

6. Grant conditions

Where an application is approved, the grant will be administered in line with conditions outlined in the [Community Services Template – Grant Conditions](#).

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

7. Publishing requirements

All project outputs will be made available on the Energy Policy WA website and presented to the WA ACE Forum and/or the Expert Consumer Panel. Reusable project outputs are to be provided with and without logos. Any white label material provided may be used by other parties, with appropriate referencing.

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

"This project was funded by the 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 Government of Western Australia or Energy Policy WA."

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

All grant agreement information is subject to Freedom of Information provisions.

8. Application support

Applicants seeking further information on the suitability of their proposal for a Small Grant or requiring assistance with a grant application can contact the Senior Advisor Consumer Policy and Advocacy at Energy Policy WA for input or assistance. Please note that Energy Policy WA cannot provide any guidance as to the potential success of an application.

Applicants and potential applicants can submit feedback and complaints to Energy Policy WA via email at epwa-grants@deed.wa.gov.au.

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