



Grants for Community Buildings Application *October 2007*

Please note that schools are no longer eligible for solar power rebates. This is because under the new \$480 million National Solar Schools Program starting 2008-09, every Australian school can receive a grant of up to \$50,000 for solar power, energy efficiency and water efficiency works. Of this amount, \$20,000 is specifically reserved for solar power.

Introduction

The Department of the Environment, Water, Heritage and the Arts is offering competitive grants to community groups who install solar power systems on their buildings. The grants are being offered on a competitive basis which means that applications will be assessed on value for money and on how well the installation and associated activities meet the objectives of the programme. The aim of the Programme is to increase awareness of renewable energy, reduce greenhouse emissions and assist in the development of the Australian photovoltaic industry. The Australian Government provides the grant funding and administers the Programme..

Funding Level Available

Grants are available for 50 per cent of the cost of a solar power system with an upper limit of two kilowatts. Grants are calculated on the basis of the rated output (in watts) of the solar panels used.

Applicant Type	System Size	Rebate Available
School / Community group	450 – 2000 watts	50% of system cost
	above 2000 watts	50% of the cost of 2000 watts (as a proportion of the larger system)

Step 1

Before applying, you should read the *Photovoltaic Rebate Programme (PVRP) Guidelines for Schools and Community Buildings* particularly the definition of 'eligible schools and community organisations'. This is available to download from the DEW website at: www.greenhouse.gov.au or by calling 1800 808 571. You should also consider the full range of requirements for developing a proposal, particularly the educational and interpretive requirements and possible partnership arrangements with electricity suppliers, or other organisations.

Step 2

Obtain a quote for the supply and installation of the system from an accredited renewable energy designer/installer (see list of accredited designer/installers at <http://www.bcse.org.au/default.asp?id=119>). It is in your best interest, wherever possible, to seek more than one quote and to obtain details of the equipment in relation to the assessed power load, warranty and maintenance contracts offered.

Step 3

Complete this *PVRP Grants for Schools and Community Groups Application Form* (noting that PART B needs to be completed in conjunction with your chosen system designer/supplier). Complete all relevant questions – incomplete forms will slow down the pre-approval process. The accredited system designer is also required to sign the application.

Step 4

Send the completed *PVRP Grants for Schools and Community Groups Application Form* and all supporting documentation to:
 Photovoltaic Rebate Programme Manager
 Australian Greenhouse Office
 Department of the Environment and Water Resources

GPO Box 787
CANBERRA ACT 2601

Your application must be approved by the Programme Manager before the system installation commences.

A rebate will NOT be paid for equipment installed without pre-approval being granted.

Step 5

You will be notified in writing if the application has been pre approved or not within six weeks from receipt of the complete application.

The notification of pre-approval will set out any additional compliance requirements; together with the pre-approval expiration date which will be six months from the date pre-approval is granted.

On receipt of pre-approval, you should immediately notify the installer so that materials can be ordered and installation commenced.

Systems must be commissioned and all required rebate documentation received by the Programme Manager before the expiration of approval. Extensions of time for installations will not be granted.

If pre-approval expires, you will be required to re-apply under the guidelines current at the time.

Note that payment of the grant is only made once the system has been installed.

Step 6

When the system has been installed, you must forward to the Programme Manager the completed *Installation Report* (you will have received this together with your notification of pre-approval), including any requested attachments and photographs.

Step 7

Payment of a rebate will be made on receipt, by the Programme Manager, of a fully and correctly completed *Installation report*. You can generally expect to receive the rebate within six weeks of the receipt of the *Installation Report*. The Programme Manager will forward the rebate to you or, if requested in writing, to a relevant third party (e.g. the installer).

Part A – To be completed by applicant

Applicant details

Organisation Name		
Contact Name and Position		
ABN (if applicable)		
Business address		
Installation address <i>(if different to above)</i>	State	Postcode
Postal address <i>(if different to above)</i>	State	Postcode

Does the Organisation own or have a lease for five years or longer for the Installation address?

No > You are not eligible for the rebate

Yes > You must attach proof of ownership or tenure to this application, e.g.

- Title, lease or proof of tenure; or
- Lodged plan, plan of subdivision or block and section plan showing government or school land (in the case of government owned buildings or schools)

Contact details

Work phone number	()
Home phone number	()
Fax number	()
Mobile phone number	
Email address	
Other	

I give permission for the Australian Greenhouse Office to advise the installer of the application status

Yes > The Australian Greenhouse Office will send an email to the installer advising if the application has been pre-approved

COMMUNITY EDUCATION AND INTERPRETIVE MERIT

To maximise the benefits of the Schools and Community Use Grant, applicants are required to undertake education or extension activities. These activities will be considered in light of the following criteria:

1. Activities should;

- encourage the long-term use of solar power technology available to generate electricity from sunlight and increase the use of renewable energy in Australia;
- increase public awareness of renewable energy through both the installation of photovoltaic systems and development of education and interpretive activities; and
- assist in the development of the Australian solar power industry by encouraging demand for solar power products.

2. The capacity of the organisation and the specific community to undertake the above activities and inform as wide an audience as possible.

3. The above activities and the development of these activities will influence the immediate users of the building in a positive way.

MONITORING OF EDUCATION AND INTERPRETIVE ACTIVITIES

Every year for five years, successful rebate applicants will be required to submit a written report containing the following information:

- A description of the activities undertaken, including planning and development processes;
- An evaluation of these activities;
- Details about the number of people involved;
- Examples of any products developed; and
- A report on the installed system's output.

SCOPE OF EDUCATION AND INTERPRETIVE ACTIVITIES

To keep the assessment process fair, open, and consistent, a scoring system is used to assess your application. To be eligible for funding, a school or community organisation must score at least 30 points

Assessment will be based on allocated scores according to the following groupings:

- Group 1: Public relations and awareness = 1 point for each activity.
- Group 2: Communications and partnerships = 5 points for each activity.
- Group 3: Education and interpretive merit = 10 points for each activity.
- Other (innovation) = 1 point for each activity to a maximum of 5 points.

Applicants must undertake at least one activity from each Group

A category of 'other' is included under each grouping to account for activities not otherwise specified. These may include educational and interpretive activities supporting innovative solutions to replace non-renewable energy systems, or programmes developed for specific groups.

Please provide any further comment about educational and interpretive activities to support your application. The assessors may contact you to obtain more details about your application.

Suggestions for possible activities are outlined in the Guidelines and in this application form.

Please note that the inclusion of at least ten lesson plans is mandatory for school groups.

PROJECT OVERVIEW

Summary

Please provide a summary of your proposed project:

- Why do you wish to undertake this project?
- Where will the project be undertaken?
- What is the source(s) of balance of funding?
- When will you start and how long will it take?
- Who will provide long-term technical support?
- Who will provide long-term programme support?

Outputs & Outcomes

Please provide a description of the benefit/s of the successful completion of the Project, e.g.:

- Installed capacity
- Energy sources replaced
- Money saved on energy use
- Interest generated
- How used?
- Target audience
- kWh of renewable electricity generated
- Behaviour changes

Attachments and further information in support of your application.

Applicants should also supply:

- Photos of location showing exposure to public areas or thoroughfares;
- Locality map demonstrating exposure value;
- Where relevant, current annual visitor numbers at your facility (members of the public): _____

EDUCATION AND INTERPRETIVE ACTIVITIES

Please provide a brief description of activity details. **Remember that you need to undertake activities from each group and the activities need a total value of 30 points or more.** You may receive ten points for participation in an activities organised by another organisation or by purchasing off-the-shelf educational resources.

Please attach a separate document if more space is required.

Group 1 - Gaining Publicity

Each activity grouping is worth one point

Group 1 Activities	Description (details of activities you plan to do when the system is installed)
1. Publicity through print press; television; and/or radio	
2. Launch	
3. Brochure; Information sheet; Flier	
4. Electronic and/or other advertisement	
5. Case studies; photographic studies; and other short reports prepared for newsletters and articles for publication	
6. Other public relations and awareness	

Group 2 – Communications and Partnerships

Each activity grouping is worth five points

Group 2 Activities	Description (details of activities you plan to do when the system is installed)
7. Static displays ¹	
8. Working models ²	
9. On-site detailed presentation or guides	
10. On site interpretations including explanations of the system or real-time displays showing electricity being generated	
11. Development of an award programme or competition to promote renewable energy	
12. Forming partnerships with electricity suppliers ³ ; local councils, or other community groups to promote ideas, sponsorships, functions and activities	
13. Other communications and partnerships	

Notes:

¹ The solar power system itself or points or places to view the solar power system do not constitute a static display. A static display may comprise, for example, a large poster explaining how solar electricity is produced.

² The solar power system itself, or the inverter or meter do not comprise a working model.

³ A standard connection agreement for a grid-connected solar power system does not constitute a partnership with an electricity supplier

Group Three – Education

Each Activity is worth 10 points

Please select one or more of the following activities. Note that Activity 14 is compulsory for schools and other educational institutions.

Group 3 Activities		
14.	<input type="checkbox"/>	For schools: Lesson descriptions and plans for at least 10 mandatory lessons (of about 40 minutes duration) including: aims, objectives, &/or focus questions; evaluation plan; examples of the work outputs; details of students (age, class size etc.) and other people involved in the lessons; identification of key learning areas within the curriculum addressed. ⁴ (Schools, please attach your lesson plans to this application, or forward after approval of rebate)
15.	<input type="checkbox"/>	Series of at least 5 slide workshops &/or lectures &/or slide shows &/or demonstrations; or the development of a one-day conference (for an audience of at least 50 people) including organising guest speakers, venue, agenda, publicity and all other conference arrangements (please attach supporting information expanding on your proposed educational activity).
16.	<input type="checkbox"/>	Resource development (other than school curriculum material) including: production of instructional manuals, for example, a 'how to' on PV installation; production of a video or creation of a dedicated Website providing information about the installation and output of the PV system (please attach supporting information expanding on your proposed resource development).

Please attach any other information of relevance to your education, extension, promotion and interpretation activities.

Group Four – Other

One point for each activity to a maximum of five points

Group 3 Activities		
17.	<input type="checkbox"/>	
18.	<input type="checkbox"/>	
19.	<input type="checkbox"/>	

Please attach any other information of relevance to your education, extension, promotion and interpretation activities.

Notes:

⁴ Off-the-shelf products to fulfil this requirement are available

Part B – To be completed in conjunction with the system designer/supplier

System design and performance statement

Installer details

Company name	<input type="text"/>
Accredited Person	<input type="text"/>
Phone number	(<input type="text"/>) <input type="text"/>
Email	<input type="text"/>
Accreditation number	<input type="text"/>

Designer details (if different to above)

Company name	<input type="text"/>
Accredited Person	<input type="text"/>
Phone number	(<input type="text"/>) <input type="text"/>
Accreditation number	<input type="text"/>

Supplier details

Company name	<input type="text"/>
Contact name	<input type="text"/>
Phone number	(<input type="text"/>) <input type="text"/>

System summary

Proposed installed capacity	<input type="text"/>	Watts
Planned installation date	<input type="text"/>	
Total cost of system	\$ <input type="text"/>	
Rebate amount requested	\$ <input type="text"/>	

Are you upgrading or extending a pre-existing system? No Yes > Rebates are not available for upgrading of existing systems.

System type: (select one) Grid interactive
Stand Alone Power System

Item	Manufacturer	Model number	Capacity (if applicable)	Quantity	Unit price	Total price (excl. GST)
New renewable energy components						
PV panels						
Inverter						
Batteries						
Regulator						
Balance of System (parts)						
Subtotal of new renewable energy components (excl. GST)						
Installation costs						
Design						
Installation						
Other – specify						
Subtotal of installation costs						
Total of components plus installation (excl. GST)						
GST						
Total cost (including GST)						

Stand Alone Power Systems

Renewable energy output	Winter	Summer
Output from existing PV	kWh/day	kWh/day
Output from new PV	kWh/day	kWh/day
Worst possible average daily load	kWh/day	kWh/day
Renewable energy contribution to daily load	%	%

Inverter kW continuous

System voltage Vdc

Generator size kW

Expected generator run time average hours per week

System designer's certification

I certify that:

- *this system design accords with all relevant Australian Standards and legislative requirements.*
- *this system complies with the Photovoltaic Rebate Programme (PVRP) Guidelines for Schools and Community Buildings and relevant parts of the PVRP householder guidelines.*
- *this system is appropriate for the installation address and the predicted system performance has been discussed with the owner.*

Signed

Date / /

Designer's name

Accreditation number

Terms and Conditions of PVRP Grants for Schools and Community Groups

August 2007

The following terms and conditions apply to the Schools and Community Use Grant, in addition to the Terms & Conditions in the application form. Please read them carefully before signing below.

- 1 *General*: All Terms & Conditions in the 'PVRP Grants for Schools and Community Groups Application Form' apply to the Schools and Community Use Grants Programme.
- 2 *Performance*: The solar power system must be covered by a 10 year performance warranty.
- 3 *Maintenance*: The solar power system must be covered by a two year maintenance contract.
- 4 *Eligible Community Organisations*: To be eligible for a grant, the organisation applying for the grant must be either a government-owned or a not-for profit organisation.
- 5 *Eligible buildings*: To be eligible for the grant, the building on which the solar power system is installed must be suitable for the education and demonstration of solar power; that is, it must be appropriate for the purpose of the *Interpretative Activities*; and it must be accommodating the targeted number of people comfortably. Eligible community buildings include, but are not limited to: public or private schools, learning institutions, local government buildings, and buildings used by organisations involved in conservation, environmental or community activities. Smaller high visibility buildings or facilities with prominent display of the PV output may also be considered.
- 6 *Interpretative activities*:
 - a) The Community Organisation must undertake the solar electricity education, extension, promotion, interpretation and/or demonstration activities outlined in this application in line with a timetable agreed between the Community Organisation and DEW.
 - b) Activities are scored using a weighted points system. Applicants must score at least 30 points.
 - c) Activity 14 is compulsory for all educational institutions and schools.
 - d) A maximum of 10 points can be scored using resources or activities developed by organisations other than the Community Organisation.
 - e) The Community Organisation will report to DEW annually for 5 years on:
 - i) a description of the activities undertaken including planning and development processes;
 - ii) details about the number of people involved;
 - iii) examples of any products developed;
 - iv) an evaluation of the activities; and
 - v) a report on the installed system's output.
- 7 *Sole Grant*. The DEW will not fund more than one grant per building per organisation.
- 8 *Delayed payment*: Pre-approval may be conditional on the Community Organisation accepting delayed payment of their grant. Applicants who do not confirm their acceptance of delayed payment will forfeit their pre-approval.
- 9 *Right to Refuse*. DEW has the right to refuse to grant or to continue to pay any funding assistance to any applicant whether the subject of this or any other application in its absolute discretion and without providing reasons.
- 10 *Refund of a Grant*. The grant provided shall be repaid in full by the School or Community Organisation if any of the conditions in the guidelines are found to have been breached, during the first five years after installation of the solar equipment, or the solar system is sold (unless the property is sold and the solar system retained by the new owner). This does not apply to batteries that are replaced at the end of their useful life. The School or Community Organisation must notify DEW in writing if the property is sold and provide details of the new owner.
- 11 *Publicity*. The applicant hereby gives DEW the right to publish and use for its own purposes, in full compliance with privacy provisions, the solar power system details enclosed in this application form and all reports and materials provided by the applicant to DEW.
- 12 *Programme Changes*. DEW reserves the right, at their sole and absolute discretion and at any time, to change any or all of the guidelines of their programmes, to introduce new or additional guidelines, and to cease, alter or withdraw the programmes without prior notice to prospective applicants.
- 13 *Liability*. The Community Organisation acknowledges that DEW accepts no liability in respect of any claim or cause of action arising out of or in relation to any solar power system or any system the subject of funding assistance, and the applicant agrees that it will indemnify and keep indemnified DEW for any claim or liability arising out of or in relation to the solar power system the subject of this application.

Applicant's Declaration

I declare that:

- a) I, representing and on behalf of the organisation named in this application, have read and understood the Terms and Conditions of the grant offer and accept these Terms and Conditions.
- b) the solar power system described in this application will meet all the requirements for participation in this programme.
- c) the information contained in this application including that concerning partnership arrangements and education and interpretive elements is current, truthful and correct.
- d) I understand that any attempt to misrepresent information in this application will disqualify the community organisation named in this application from all claims to existing or future grants offered through the PVRP.
- e) where I have applied for a grant for a NEW solar power system, that I am purchasing a complete solar power system, which will not contain any components other than those listed on this form;
 - the design and expected performance of the solar power system has been explained to me in full and the system designer has provided me with a copy of the Performance Guarantee; and
 - no part of the proposed solar power equipment has already been installed
- f) I have read the relevant guidelines and recognise that by signing this application, I accept all of the above Terms & Conditions.

Office bearer one

Office bearer two

Printed name

Printed name

Date

Date

NB: The signature of both Office bearer one and two is required.