

# Small Business Energy Efficiency Grants - Application Form

## Form Preview

### About this form

#### IMPORTANT

Before completing this application, ensure you have read the relevant grant guidelines. These are available on our website [Small Business Energy Efficiency Grants](#).

For any queries regarding this form, the grant application process or about your eligibility, email [smallbusinessenergygrants@sa.gov.au](mailto:smallbusinessenergygrants@sa.gov.au).

Applications close **5:00PM ACST Friday 29 November 2024**.

#### Eligibility Check

**I have a valid and active Australian Business Number (ABN)**

☐ Yes ☐ No

**I am registered for Goods and Services Tax (GST).**

☐ Yes ☐ No

**My business is located and operates in South Australia.**

☐ Yes ☐ No

**My business is a small business electricity customer (including not-for-profit) that consumes less than 160MWh of electricity per year.**

☐ Yes ☐ No

**My business is a home-based business.**

☐ Yes ☐ No

**My business is a public company.**

☐ Yes ☐ No

**I own or lease the business premise where any work or goods will be installed or used.**

☐ Yes ☐ No

**I am able to provide matched funding of at least 50 per cent of eligible costs.**

☐ Yes ☐ No

**I am a not-for-profit organisation that has an annual turnover that is greater than \$75,000.**

☐ Yes ☐ No

**I have an Australia-wide grouped payroll of less than \$1.5 million in 2023/24.**

☐ Yes ☐ No

# Small Business Energy Efficiency Grants - Application Form

## Form Preview

You are not eligible.

Based on your answers in the eligibility check above, you are not eligible for this grant program. You will not be able to complete the remainder of this form.

To access more support for your organisation, visit [Office of Small and Family Business](#).

You may be eligible.

Please proceed with the remainder of this form. Ensure you have all the required documents and information on hand to complete this form.

### Disclaimer

Completing this Eligibility Check does not mean you are eligible. Your application will be assessed in full. We may request further proof to confirm any of the information you have indicated in the Eligibility Check or throughout the form.

## Information required to complete this form

Check that you have all the following information and documents on hand to complete this application form.

1. **Australian Business Number** – The business has a registered active ABN.
2. **Bank statement** – Provide a copy of applicant's business bank account statement. The bank account statement must show the name of the business (sole trader, partnership, company or trust name), address, BSB and account number.
3. **Business insurance** – Provide a copy of business insurance certificate of currency showing the name of the business (sole trader, partnership, company or trust name), insured business address or address where contents or public liability is insured, and the policy end date. *If you do not have any business insurance, additional evidence may be requested in the form.*
4. **Electricity bills covering the previous 12 months** – Provide copies of the most recent 12 months of electricity bills for your business to show annual usage.
5. **If your business is on a separately metered business tariff that consumes more than 160MWh of electricity per year OR if you are in an embedded network, PAYG statement** – Provide a copy of your most recent lodged PAYG statement for 2023-24 showing the total salary amount paid for that period.
6. **If you are a not-for-profit organisation which is not GST registered** – Provide a copy of your most recently lodged tax return.
7. **If you are applying with other businesses on the same embedded network** – Provide a list of all businesses applying together and their ABNs.
8. **Evidence of reduced energy consumption of any proposed expenditure** – Take screenshots of the Energy Savings Calculator for each item that you are looking to purchase to show the amount to be saved for each goods purchase.
9. **For grant application up to \$15,000 (total business spend up to \$30,000),**
  - one quote for work(s) required to be undertaken and/or
  - one quote for each of the proposed goods to be purchased.
10. **For grant applications over \$15,000 up to \$50,000 (total business spend up to \$100,000),**
  - two quotes for work(s) required to be undertaken, and/or

# Small Business Energy Efficiency Grants - Application Form

## Form Preview

- two quotes for each of the proposed goods to be purchased.

### Useful links and information

In this application, the following terms and definitions apply.

**Applicant** refers to the business entity to which this application relates.

**Department** refers to the Department of State Development.

**Minister** refers to the South Australian Minister for Small and Family Business.

**Program** refers to the Economic Recovery Fund Round 2 - Small Business Energy Grant Program.

**Treasurer** refers to the South Australian Treasurer.

**More information can be found at:**

- [Small Business Energy Efficiency Grant Guidelines](#)
- [Frequently Asked Questions](#)
- [Energy Efficiency Calculator](#)

## Applicant

\* indicates a required field

### 1. Entity Type

The applicant is **the legal entity** applying for the grant. **This can not be a Trust.**

**Applicant legal name \***

Organisation Name

This is the legal entity name that appears on all official documents or legal papers. This may be different to your Register Business Name.

**Applicant's entity type \***

- ☐ Sole trader
- ☐ Partnership
- ☐ Company

**Select if applicable**

- ☐ For profit
- ☐ Not-for-profit (non-charity)
- ☐ Registered charity

**Is the Applicant ACTING FOR A Trust? \***

- ☐ Yes
- ☐ No

# Small Business Energy Efficiency Grants - Application Form

## Form Preview

**Trust Name \***

Organisation Name

**Trust ABN**

The ABN provided will be used to look up the following information. Click  
Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

## Partnership Details

**List all partners in the partnership**

Title	First Name	Last Name
Title	First Name	Last Name

These should be the partners of the partnership entity type, not the project partners.

## Trust Details

**Who is the trustee of the trust? \*****If the trustee is a company, enter trustee company name**

Organisation Name

**List all individual trustees OR trustee company directors**

Title	First Name	Last Name
Title	First Name	Last Name

## Company Details

**List all company directors**

# Small Business Energy Efficiency Grants - Application Form

## Form Preview

Title	First Name	Last Name
Title	First Name	Last Name

## 2. Applicant Details

### Registered Business Name

### Australian Business Number (ABN) \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

### Australian Company Number (ACN)

If required.

### Website (or Facebook page)

### Business phone \*

If landline, include area code.

### Business email \*

**You declare that you own or lease, and have the right to undertake any proposed works at the address provided below. \***

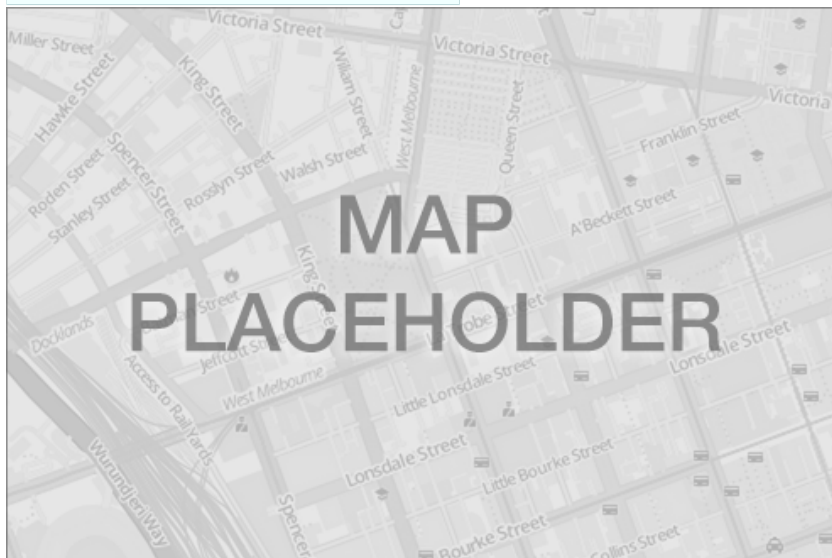
☐

### Operating premise address \*

# Small Business Energy Efficiency Grants - Application Form

## Form Preview

Address

Applicant Primary Address

### 3. Authorised Contact

**Person authorised to represent and/or act on behalf of the applicant or tenancy group on an embedded network in relation to this grant application.**

**Name \***

Title      First Name      Last Name

**Position title \***

**Phone (mobile) \***

**Phone (office)**

**Email \***

### 4. Person preparing the application

If the person preparing this application form is the same as the Authorised Contact, please leave this section blank.

# Small Business Energy Efficiency Grants - Application Form

## Form Preview

**Name**

Title

First Name

Last Name

**Position or Relationship to applicant**

If other, please specify relationship with applicant.

**Position title****Phone (mobile)****Phone (office)****Email**

## Payment Details

\* indicates a required field

### 5. Banking Details

Please provide:

- the bank account details for payment of the assistance funds by Electronic Funds Transfer
- a copy of a bank account statement to ensure prompt payment.

**Disclaimer:** Providing bank account details does not mean you are eligible for payment.

**Bank \*****Branch Name \*****Bank account details \***

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

# Small Business Energy Efficiency Grants - Application Form

## Form Preview

### Bank statement \*

Attach a file:

Must be less than 25MB. Bank account statement must show the applicant name (sole trader, partnership, company or trust), address, BSB and account number. The bank details provided above must match your bank statement, any variation between the two may result in delays in payment.

## Application Details

\* indicates a required field

### 6. Electricity Usage

#### Are you a part of an embedded network?

- ☐ Yes, I am in a group of tenancies in an embedded network.  
☐ No, I receive a separate electricity bill.

If you are applying under an embedded network arrangement, you are taken to have negotiated with your landlord any benefits that you may receive by making an energy-efficient purchase under this program.

#### Are you applying as group with other tenants in the embedded network? \*

- ☐ Yes, I am applying with other tenants.  
☐ No, I am applying as an individual business.

Provide the following details in relation to each tenant that is a part of this application.

**By entering the ABNs in the table below, the Authorised Contact declares that they have the authority to represent and/or act on behalf of all the businesses listed in relation to this grant application.**

*Notes on filling out this table*

- maximise the table to enter all columns
- add rows if required.

**Table 1: Details of tenants applying together.**

Tenant name	ABN	Tenant contribution to the proposed expenditure (%)

Provide copies of the most recent 12 months of electricity bills for your business to show annual usage. The bills should show:

- the name of your business;
- the business address where the electricity is supplied; and
- the bill statement period.

*Notes on filling out this table*



# Small Business Energy Efficiency Grants - Application Form

## Form Preview

- maximise the table to enter all columns
- add rows if required.

**Table 2: Electricity usage details and bills.**

Bill start	Bill end	Usage	Bill upload
		Number only. MWh as shown on your bill.	Each file must be less than 25MB.

### Total usage

This MWh usage value is calculated.

## 7. Business Insurance

### Do you have any business insurance? \*

☐ Yes ☐ No

Includes any insurance policies under the business name, eg building insurance, contents, public liability..

Provide a copy of your business insurance certificate of currency showing:

- the name of your business;
- the insured business address or address where contents is insured or indemnity; and
- the policy end date.

### Upload certificate of currency \*

Attach a file:

Must be less than 25MB.

## 7A. Financial Information

### Upload a copy of your most recent BAS issued by the ATO. \*

Attach a file:

Must be less than 25MB.

### Upload a copy of your lodged 2023-24 PAYG statements. \*

Attach a file:

# Small Business Energy Efficiency Grants - Application Form

## Form Preview

Must be less than 25MB.

### Upload a copy of your most recent lodged income tax return. \*

Attach a file:

Must be less than 25MB.

## 8. Proposed Expenditure

Review your proposed goods or services against the **Eligible Expenditure list** in the [Program Guidelines](#).

### You are applying for Eligible Project Activities and Equipment from: \*

☐ Categories 1 to 8

☐ Category 9

Select all that apply.

#### Notes on filling out this table

- maximise the table to enter columns A to I
- add rows as required
- use the [Energy Efficiency Calculator](#) to provide Proof of Savings for each line item, where required.

**Table 3.1: Proposed expenditure table for items in Categories 1 to 8.**

A. Activity category	B. Item detail	C. Unit price (\$)	D. Qty	E. Item total (\$)	F. Estimated energy bill savings per year (\$)	G. Estimated energy savings per year (MWh)	H. Proof of pricing	I. Second proof of pricing	J. Proof of current equipment
Select a category.	Include brand, product name, model number and energy star rating where applicable.	RRP AUD, ex GST.		Calculated AUD, ex GST.	Use the Energy Efficiency Calculator linked above to calculate \$ savings for this item.	Use the Energy Efficiency Calculator linked above to calculate MWh savings for this item.	Each file must be less than 25MB. Example: quotes, website screenshots. Must be less than 25MB.	Each file must be less than 25MB. Example: quotes, website screenshots. Required if where total proposed expenditure is over \$15,000.	Each file must be less than 25MB. Where you select a 'replace' activity category, provide a photo of your current equipment.

# Small Business Energy Efficiency Grants - Application Form

## Form Preview

Total proposed expenditure for items in Categories 1 to 8.

This Australian Dollar amount is calculated.  
Excludes GST.

Total estimated energy bill savings per year (\$)

This Australian Dollar amount is calculated.

Upload a screenshot of the Energy Efficiency Calculator showing calculations for all the above line items \*

Attach a file:

Must be less than 25MB. You can supply one PDF showing all items.

Total estimated energy savings per year (MWh)

This number is calculated.

Notes on filling out this table

- maximise the table to enter columns A to H
- add rows as required
- total proposed expenditure of Category 9 items must be greater \$20,000. If the total is less than \$20,000, it cannot be claimed under this Program.

**Table 3.2: Proposed expenditure table for items in Category 9.**

A. Equipment type	B. Item description	C. Unit price (\$)	D. Qty	E. Item total (\$)	F. Proof of pricing	G. Second proof of pricing	H. Proof of current equipment
		AUD, ex GST.		Calculated AUD, ex GST.	Each file must be less than 25MB. Example: quotes, website screenshots.	Each file must be less than 25MB. Example: quotes, website screenshots.	Each file must be less than 25MB. Provide a photo of your current equipment.

Total proposed expenditure for items in Category 9.

Must be more than \$20,000. This Australian Dollar amount is calculated. Excludes GST.

**TOTAL PROPOSED EXPENDITURE**

\$

This Australian Dollar amount is calculated.  
Excludes GST.

### ⚠ REMINDER!

Your total expenditure across all categories exceeds \$30,000.

Ensure you have provided second proof of pricing in *column I* for the above expenditure table/s.

# Small Business Energy Efficiency Grants - Application Form

## Form Preview

Provide further energy usage details regarding any goods or services that fall under *Category 9 Other unique project and/or equipment*.

Notes on filling out this table

- maximise the table to enter all columns
- add rows where required.

A.	B.	C.	D.	E.	F.	G.	H.	I.	J.	K.	L.	M.	N.
Proposed equipment (qty)	Proposed equipment rating (kW)	Proposed equipment daily run time (hours)	Proposed equipment daily kWh	Proposed equipment annual kWh	Proposed equipment annual production	Proposed equipment daily widget	Current equipment (qty)	Current equipment rating (kW)	Current equipment daily run time (hours)	Current equipment daily kWh	Current equipment annual kWh	Current equipment annual production	Current equipment daily widget

## 9. Other Government Funding

**Have you applied for any government grants in the last 2 years? \***

☐ Yes ☐ No

This includes grants from the Government of South Australia, Australian Government, local government or another state government.

Provide details of all grant programs that you have applied for in the last 2 years including the value of the grant and the outcome of your application.

Program name	Government	Department, agency or council Name	Grant value (\$)	Does the grant cover any of the proposed expenditure listed in this application?	Outcome
			AUD, ex GST		

## Additional Information

\* indicates a required field

## 10. Additional information about your business

**Which industry does your business operate in?**

# Small Business Energy Efficiency Grants - Application Form

## Form Preview

### What is the nature of your business?

### Does your business have more than 50%

- ☐ Ownership by women?
- ☐ Ownership by First Nations people?
- ☐ Ownership by Culturally and Linguistically Diverse people?
- ☐ Ownership identifying as people with disabilities?
- ☐ Prefer not to say

### When did your business start operating?

### How many full-time equivalent (FTE) employees do you employ? \*

Full-time equivalent hours is taken to be 37.5 hours per week.

### How many FTEs are residents of South Australia? \*

### Average annual turnover (Financial Year)

\$

Provide the average annual turnover over the last 2 years for your business.

### Tell us more about what your business does.

### Additional comments to support your application

### Additional supporting documents

Upload additional documents that support your application below.

Document title	Upload
	Each file must be less than 25MB.

## Declaration

\* indicates a required field

# Small Business Energy Efficiency Grants - Application Form

## Form Preview

### Conflicts of Interest

**Are you, the Authorised Contact, a Public Officer under the ICAC Act 2012 (SA)? \***

☐ Yes ☐ No

**Do you, the Authorised Contact, have any actual, potential or perceived conflicts of interest in relation to this application and/or program? \***

☐ Yes ☐ No

**Provide details of actual, potential or perceived conflicts of interest in relation to this application and/or program.**

### Confidential information

Confidentiality obligations apply to **Government of South Australia** (the 'Government') employees under their terms of employment and the *Public Sector Act 2009 (SA)*. The **Department of State Development** (the 'Department') will treat information provided by the applicant as confidential information if all the following is satisfied:

- the information is clearly identified as confidential and you explain why it should be treated as confidential;
- the information is of a confidential nature (e.g. commercially sensitive); and
- the information is provided with the understanding that it will stay confidential.

Information that is or becomes public knowledge (other than by breach of any confidentiality obligations) will not be considered to be confidential information.

### Disclosure of information (including confidential information)

Any information contained in, or relating to, an application, including information identified by an Applicant as confidential information for the purposes of applying for funding under the **Economic Recovery Fund Round 2 - Small Business Energy Efficiency Grants Program** (the 'Program'), may be disclosed by the Department:

- to employees, advisers or third parties in order to manage the Program (including but not limited to, for the purposes of evaluating and assessing the application);
- within the Government where this serves the legitimate interest of the Department;
- in response to a request by a House or Committee of the Parliament of the Commonwealth of Australia or South Australia;
- where information is authorised or required by law to be disclosed; and
- where the information is already in the public domain.

### Privacy

The Department is required to treat your personal information in compliance with the Government of South Australia's [Information Privacy Principles \(IPPs\)](#). The Department may

# Small Business Energy Efficiency Grants - Application Form

## Form Preview

provide the personal information collected from you to Government employees, advisers or third parties so that the Department can manage, monitor and assess the Program. The Department, the **Treasurer** or the **Minister for Small and Family Business** (the 'Minister') may publicly announce details of successful applications including but not limited to, the name of applicant, project summary, estimated and actual economic outcomes and amount of funding, and publish personal information on the Department's social media and websites.

## Declarations and Consents

1. I declare that I have authority to complete this **Application Form** (the 'Form') and to make these declarations and consents on behalf of the Applicant, and further acknowledge that by including my name in this Form, I am deemed to have signed this Form as an authorised representative of the Applicant.
2. I declare that I have read and understood the Program Guidelines and the instructions set out in this Form (including the provisions relating to Confidential Information, Disclosure of Information and Privacy outlined in this Form).
3. I declare that the information contained in this Form together with any statement attached and all other information provided in relation to this Form is, to the best of my knowledge, true, accurate and complete and that I will bring any relevant changes to the attention of the Department as soon as practicable during the assessment period. I also understand that giving of false or misleading information is a serious offence under the *Criminal Law Consolidation Act 1935 (SA)*.
4. I understand that I may be requested to provide further clarification or documentation to verify the information supplied in this Form (and/or associated documents) and that during the Application process, the Department may consult with other Government agencies or engage external advisors/third parties about the information provided in this Form (and associated documents).
5. I acknowledge that if the Department, Treasurer or Minister is satisfied that any information provided in this Form (or in any associated documents) is incorrect, incomplete, false or misleading, the Department, Treasurer or Minister may, at its absolute discretion, take appropriate action which may include, but is not limited to:
  - excluding this Application from consideration;
  - withdrawing a funding offer; and/or
  - terminating any grant agreement including recovering funds already paid.
6. I declare that the Applicant will comply with, and require that its employees and contractors comply with, all applicable laws and Government policies.

By submitting this Form, you, as the Authorised Contact, declare that:

- you understand and agree to the paragraphs above; and
- the information provided in this application is true and correct.

### Authorised contact \*

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

