

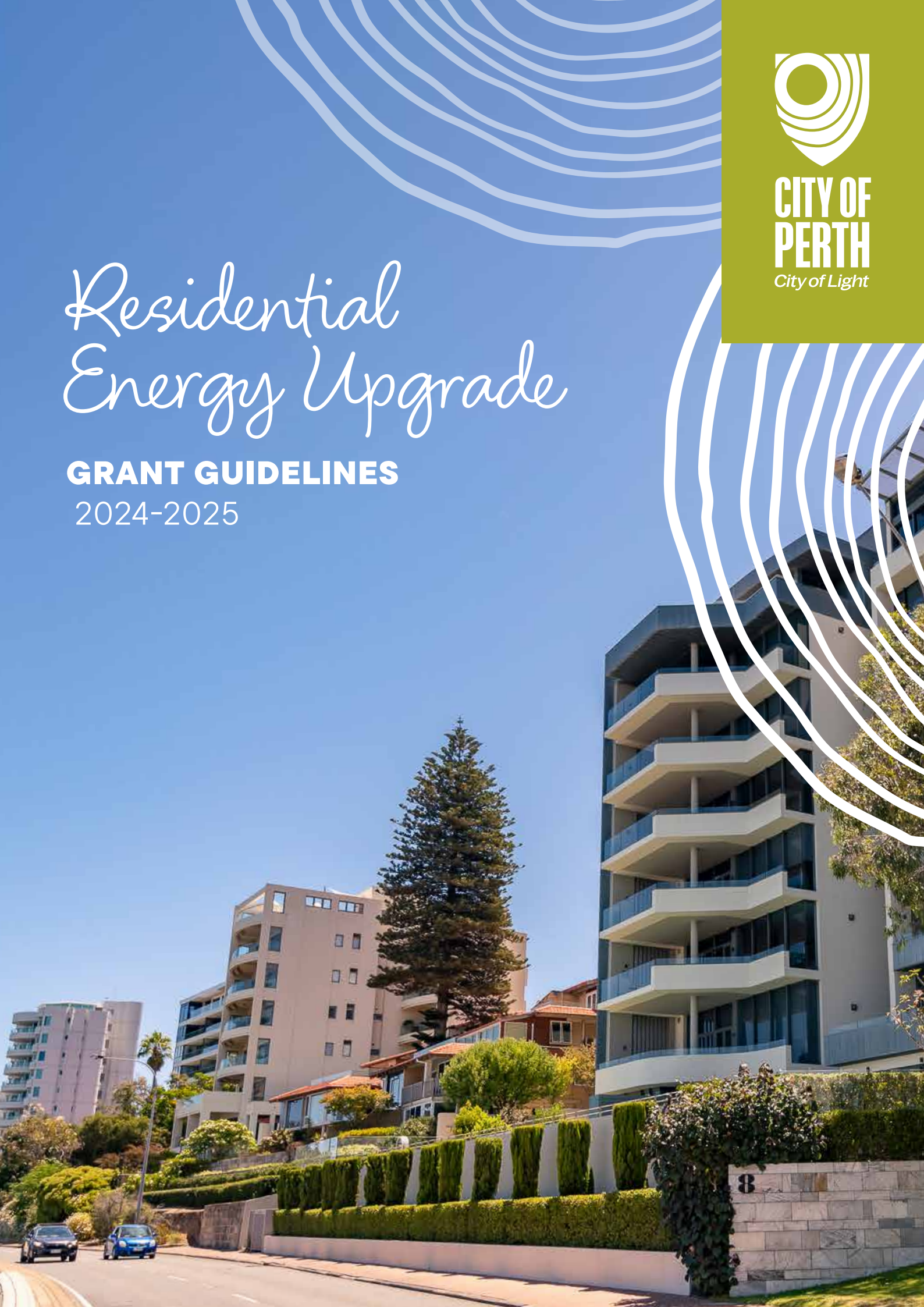


**CITY OF  
PERTH**  
City of Light

# Residential Energy Upgrade

**GRANT GUIDELINES**

2024-2025



# Contents

<b>The City's Aspiration</b>	<b>2</b>
<b>Introduction</b>	<b>3</b>
<b>Program Outcomes</b>	<b>3</b>
<b>Funding Streams</b>	<b>4</b>
Matched Funding Levels Available	4
<b>Eligibility Criteria</b>	<b>5</b>
Types of Projects Supported	6
Types of Projects Not Supported	6
<b>Assessment Criteria</b>	<b>6</b>
<b>Documentation</b>	<b>6</b>
<b>General Information</b>	<b>7</b>
Key Dates	7
How to Apply	7
Assessment Process	7
Decisions & Notifications	7
Funding Agreements	8
Funding Term	8
Permits and Approvals	8
Payment Terms and Acquittal	8
Lobbying of Elected Members and Administrative Staff	8
<b>Frequently Asked Questions</b>	<b>9</b>
<b>Contact Us</b>	<b>9</b>

## Disclaimer

This document is provided for information and does not purport to be complete. While care has been taken to ensure content is accurate, we cannot guarantee it is without flaw of any kind. There may be errors and omissions, or it may not be wholly appropriate for your particular purpose. In addition, the publication is liable to change. The City of Perth accepts no responsibility and disclaims all liability for any error, loss or other consequence that may arise from you relying on any information contained in this document.

## Acknowledgement of traditional custodians

The City of Perth acknowledges the traditional custodians of the land that we are situated on, the Whadjuk people of the Nyoongar nation and Aboriginal people from other lands. We celebrate the continuing traditions, living culture, and the spiritual connection to Boorloo and the Derbarl Yerrigan. We offer our respects to Elders past and present.

# The City's Aspiration

The City is committed to supporting initiatives and projects that contribute to our aspiration of Perth – Liveable, Sustainable and Prosperous. Through the provision of sponsorship and grants the City supports others to make the city a great place for people to live, work and visit.



Liveable



Sustainable



Prosperous



# Introduction

Residential Energy Upgrade Grants support body corporates in residential strata-title buildings to undertake upgrades that will improve environmental performance of existing residential buildings and work towards net-zero emissions. The grant supports upgrade projects that relate to common areas or provide communal benefit for residential occupants.



## Program Outcomes

To guide and inform the City’s direction and approach for the Residential Energy Upgrade Grants, key priority outcomes which are aligned to the **City’s Strategic Community Plan and Sustainability Strategy** have been identified.

**SUSTAINABLE**

-  **A climate-focussed city**  
Support the community to achieve net-zero emissions.
-  **A well-planned city**  
Identify opportunities to upgrade existing buildings to improve their environmental performance.
-  **A resource-efficient, climate-conscious, green city**  
Perth’s community are leaders in environmental sustainability.



# Funding Streams

The Residential Energy Upgrade Grant operates in three streams.

## Stream A

Stream A\* attracts a matched funding contribution from the City up to a maximum of **\$25,000**.

For projects in residential buildings with a minimum of twenty dwellings.



## Stream B

Stream B attracts a matched funding contribution from the City up to a maximum of **\$10,000**.

For projects in residential buildings with a minimum of twenty dwellings.

## Stream C

Stream C attracts a matched funding contribution from the City up to a maximum of **\$5,000**.

For projects in residential buildings with a minimum of four dwellings.

\* Stream A (only) is available for applicants that have completed and submitted the following reports:

- **NABERS Energy Rating and Report** which has been completed by an accredited assessor <sup>†</sup>
- **Type 2 Energy Audit** which aligns with AS/NZS 3598.1:2014 and has been completed by a qualified consultant <sup>†</sup>

<sup>†</sup> For further information see 'Documentation', page 6

## Matched Funding

The City will provide matched funding up to 50% of the total project cost with the remaining amount contributed by the applicant.

No. of Dwellings	Funding Stream	City of Perth contribution	Applicant matched contribution	Total project cost
20+	Stream A*	\$10,000 - \$25,000	\$10,000 - \$25,000	\$20,000 - \$50,000
20+	Stream B	\$3,000 - \$10,000	\$3,000 - \$10,000	\$6,000 - \$20,000
4-19	Stream C	\$3,000 - \$5,000	\$3,000 - \$5,000	\$6,000 - \$10,000



# Eligibility Criteria

To be eligible for funding an applicant **must**:



be a legally constituted body corporate/ owners corporation of an existing residential strata-titled building with an Australian Business Number (ABN), with at least four residential dwellings. Applications from mixed use strata are eligible to apply where the building is primarily residential strata (minimum 75% residential strata lots);



be located within the City of Perth's local government area;



have all appropriate insurances, permits and licenses for the proposed project or can demonstrate that appropriate permits, approvals, licences etc are being obtained with the relevant authorities including and not limited to the City's, planning, building, health and heritage departments;



be using external suppliers and contractors that are appropriately certified to undertake the proposed upgrade works;



have submitted the application prior to the project commencement date with sufficient time to enable consideration by the City; and



demonstrate financial viability without the City's funding (an individual project may not be viable without the City's support, however the organisation must be).



demonstrate the Body Corporate has provided full prior approval for the proposed project.

## The City will not consider applications from:

- applicants considered commercial, entertainment, or accommodation providers including short and long-term, serviced apartments, supported accommodation, hotels, or residential care;
- the Commonwealth or State Government Departments;
- a political party;
- an applicant that the City considers to support, promote or facilitate violence, intolerance or discrimination;
- an employee or elected member of the City, or their immediate family, however this does not include an application from an organisation that an employee, elected member or their immediate family member may be part of;
- an applicant that has outstanding debts to the City;
- an applicant who is in legal conflict with the City;
- an applicant that has failed to provide satisfactory acquittal reporting for any previous City funding;
- an applicant that has already received City funding (including in-kind) for the same project within the same financial year; or
- an applicant that conducts, or has conducted, themselves in a way the City considers to be injurious or prejudicial to the character or interest of the City.

## The City will not consider applications for the following projects or project expenses:

- projects where the City considers the primary purpose to be political;
- projects that the City consider denigrate or exclude parts of the community or have an adverse effect on public health, safety, the environment or heritage;
- projects that request reimbursement of funds already spent;
- projects that are for debt reduction or operational deficits; and
- project legal expenses.

The City will not support recurrent operational funding, including, but not limited to wages, salaries, or administrative overheads. Additional details on eligibility and requirements are set out in Council Policy 4.3 – **Outgoing Sponsorship and Grants**. Applicants are encouraged to review the policy prior to submitting an application for grant funding and, to the extent of any inconsistency, the policy takes precedence over this document.

## Types of Projects Supported

Eligible projects relate to **common areas** or provide **communal benefit** for residential occupants.

Upgrades may include one or more of the following:

- Energy efficiency: upgrades to lighting, hot water system, pumps and motors, lifts, air conditioning and ventilation, and including building tuning.
- Electrification: replacement of gas hot water systems, space heating and cooking appliances with an energy efficient electric alternative.
- Renewables: installation of solar photovoltaic systems and battery storage.

Alternatives may be considered where the applicant can demonstrate a measurable energy improvement. Applicants are required to discuss the project scope with a Sponsorship Officer prior to submitting an application.

## Types of Projects Not Supported

Below are examples of upgrades not supported under this program:

- Upgrades for individual dwellings (which do not provide a communal benefit)
- Upgrades relating to electric vehicles and charging.
- Upgrades that do not contribute to a reduction in energy consumption and emissions i.e. switchboard upgrades, like for like replacement.
- Replacements with gas as the primary fuel source (no new gas).
- Administration and managing costs by the strata manager and/or body corporate.

This list is not exhaustive, and you are required to discuss your project with a Sponsorship Officer prior to submitting an application.

# Assessment Criteria

## Essential Criteria

- Demonstrate the need for the project and how it aligns with the City's aspiration to support the community to achieve net zero emissions.
- Demonstrate the measurable energy improvements or measurable emission reductions that will be created by the project. Use the **Energy Data Sheet** to inform your answer.
- Demonstrate the capacity to manage all aspects of the project, including evidence of planning approvals and building permits (if applicable), and ability to deliver the project within the allowed timeframe (12 months from approval).

## Project Delivery

- Is the project budget realistic and value for money?

# Documentation

Applicants will need to supply the following documentation:

- Evidence of financial viability through a recent bank statement or annual statement.
- A copy of the strata management agreement (applicable where a strata manager is applying on behalf of the owner's corporation).
- A letter from the Body Corporate which confirms prior approval for the project.
- Minimum of two recent 'before photographs' of the project location.
- Minimum of one quote from qualified contractors and / or suppliers to carry out the works.
- A minimum of one utility bill (for each relevant utility) from within the last twelve months.
- Completion of the provided **Energy Data Sheet**.
- Stream A applicants (only) are also required to supply:
  - > A **NABERS Energy Rating** and Report which has been completed by an **Accredited Assessor**; and is current within the last 2 years.
  - > A **Type 2 Energy Audit** which aligns with AS/NZS 3598.1:2014; has been completed by a qualified consultant; is current within the last 5 years; and is relevant to the current energy performance of the building



# General Information

## Key Dates

The City will accept applications for Residential Energy Upgrade Grants at any time, however decisions will be made on a case-by-case basis in line with budget and strategic priorities.

**Applications open** 1 July 2024  
**Applications close** 31 March 2025

Residential Energy Upgrade Grants operate as exhaustive funding - where grants are allocated on an ongoing basis, provided the application meets the eligibility criteria and minimum standard in addressing the assessment criteria, until the budgeted funding is exhausted.

## How to Apply

Applications for Residential Energy Upgrade Grants must be submitted through the City's approved online management portal, **SmartyGrants**.

## Assessment Process

Applications are assessed by a minimum two-person funding panel, which may recommend full, part or no funding to the decision-making authority. The recommendation is carefully considered with the view of maintaining the integrity of the proposal.

The City regularly receives more funding applications than the available budget can accommodate.

Therefore, successful applications are those that best satisfy the assessment criteria.

The City reserves the right to request further information in considering any application, as well as the right to reject any application for any reason.

## Decisions and Notifications

Applications may be accepted or rejected or part-funding approved, and the decision is final and not subject to any further appeal. Applications will be approved by the City's administration.

Allow up to 8 weeks (requests up to \$20,000) and 12 weeks (requests \$20,001 - \$25,000) to be notified of a decision.



## Funding Agreements

Successful applicants for Residential Energy Upgrade Grants must enter into a written funding agreement with the City before any funding is provided. The City of Perth will not be under any obligations in relation to a successful applicant until the parties execute an Agreement.

A funding agreement template can be viewed on the [Grants and Sponsorship page](#).

## Funding Term

Residential Energy Upgrade Grants will have a funding term of twelve months from the date of approval.

## Permits and Approvals

Funding is subject to the applicant obtaining all relevant permits and approvals. The provision of the grant does not replace the requirements and processes for development, planning, building and health approvals. All relevant approvals and permits must be gained outside of the grant process and will require engagement with the relevant City departments.

## Payment Terms and Acquittal

Subject to the terms of the Agreement, successful applicants will be required to submit a claim and acquittal report through SmartyGrants within three months of the project completion.

Residential Energy Upgrade Grants are reimbursements, meaning they are paid after the work on the project or initiative is complete and once acquittal requirements have been satisfied. Invoices for approved grants will not be processed until the project is complete.

Successful applicants must:

- provide proof that their own expenditure at least matches the funding being provided by the City of Perth;
- provide proof that money was spent after the application submission date (not before) through invoices and tax receipts, or other documentation such as bank statements and remittance proving referenced invoice has been paid;
- provide before and after photographs (or other determined appropriate) of the project or initiative to be used for promotional and educational purposes; and
- provide a detailed testimonial of their experience with the City of Perth in assisting with the project or initiative, to be used for promotional and educational purposes;

The ongoing ownership and maintenance of supported projects is the sole responsibility of the applicant. The City will not be responsible for any costs beyond the term of the grant.

## Lobbying of Elected Members and Administrative Staff

Applicants or anyone representing the interests of applicants must not lobby or seek to influence the decision-making of Elected Members and administrative staff. If, during the period between submitting a funding application and a determination by the City, an applicant or any member of the public seeks to lobby any Elected Member or administrative staff, or attempts to provide additional information, either directly or indirectly, on any matter relating to the funding application, the person/organisation will be disqualified and the sponsorship excluded from being considered for approval.





# Frequently Asked Questions

This document is available in other formats on request.

1

## Can I assume similar projects will be funded in future years?

The City is committed to ensuring the assessment process is fair and equitable. Recurring annual funding is not guaranteed.

2

## Are the details of my application confidential?

No. The City of Perth must comply with the Local Government Act 1995 (WA), State Records Act 2000 (WA) and other relevant legislation and regulations in regard to retaining and making information available to the general public. An assessment of your application will form part of the decision recommendation report which may be subject to Freedom of Information (FOI) requests. Successful applicants will be listed on the City's website and in the Annual Report. Please make it known to the Sponsorship Officer if information provided in your application is commercially sensitive so as to protect trade secrets, or information about the business, professional, commercial or financial affairs of a person, so this information can be treated as Commercial-in-Confidence.

3

## How will I know if my application is successful?

Applications requesting over \$20,000 will be decided during an Ordinary Council Meeting which can be live streamed on the day or minutes provided post meeting. A City Officer will contact you to advise you of the outcome of your application after an appropriate amount of time after the council meeting.

For applications under \$20,000 a Sponsorship Officer will contact you to advise you of the outcome of your application within 8 weeks.

4

## How long does it take to receive funding after my project is approved?

Subject to the terms of the Agreement, the payment policy for the City is 30 days from the end of the month in which the invoice is received. Payment of funding will be made on achievement of milestones linked to project deliverables. Payments will not be made until the relevant financial year.



## Contact Us

### Sponsorship Team

@sponsorship@cityofperth.wa.gov.au

perth.wa.gov.au/grants

📍 27 St Georges Terrace, Perth WA 6000

✉ GPO Box C120, Perth WA 6839

☎ 08 9461 3333

@info@cityofperth.wa.gov.au



perth.wa.gov.au