Participation Grants Application
Form Preview

Introduction

Objective

The Participation Grant Program (previously known as CEO Grants) will support and accommodate advocates' engagement in government, regulatory and or industry decision making processes, or for small, targeted research projects, recognising the need to respond within short timeframes.

Examples of projects that could be funded include:

- engaging a consultant to provide technical or specialist expertise for a submission.
- undertaking research to inform and support future advocacy;
- undertaking workshops; and
- funding for reasonable travel costs (flights, accommodation, transfers but not sitting fees) to engage in government, regulatory and industry forums relating to that process, and where video conferencing is not provided

Information on previous Grants can be found by accessing the Grants Archive on Energy Consumers Australia's website.

Eligibility

* indicates a required field

To apply for a Participation Grant, the applicant must be proposing to undertake a work program, or participate in engagement, that: *
☐   Considers how the project or engagement will achieve impact or influence
☐   Build knowledge and capacity whilst supporting policy development in the NEM
☐   Build knowledge and capacity whilst supporting consumer education in the NEM
☐   Support energy advocacy, which is designed to influence or create change that improves the long-term outcomes of electricity and gas consumers
No more than 1 choice may be selected.

Which types of consumers are the focus of project? *
☐ Household   ☐ Disadvantaged
☐ Small business   ☐ Large business
☐ Low-income   ☐ Consumers using over 4GWh or 100Tj p.a.
No more than 3 choices may be selected.

Specify the type of disadvantage *

Where are affected consumers? *

☐ Urban
☐ Rural
☐ Remote

Is this a national or jurisdictional problem? *
☐ National Energy Market   ☐ South Australia
☐ Australian Capital Territory   ☐ Tasmania
☐ New South Wales   ☐ Victoria
☐ Queensland
Select a maximum of two categories.

Project Overview

* indicates a required field

Project title *

[   ]

Must be no more than 30 words.

Project description *

[   ]

Word count:
Must be no more than 50 words.
Please provide a short but descriptive outline of the Project (this will be published on our Grants Archive).

Total amount requested *

[$]

This number/amount is calculated.
This is autocalculated from your response on the Budget page (page 6).

Total project cost *

[$]

This number/amount is calculated.
This is autocalculated from your response on the Budget page (page 6).

Co-contribution to project by applicant

[   ]

This number/amount is calculated.

Proposed start date *

[   ]

Must be a date.

Proposed completion date *

Must be a date.

Problem statement

* indicates a required field

What is the problem you intend to address and why is it critical for households or small business consumers? *

Word count:
Must be no more than 200 words.

What evidence / knowledge gaps are being filled by this project? *

Word count:
Must be no more than 200 words.

How will your project deliver a direct benefit to residential or small business consumers? *

Word count:
Must be no more than 200 words.

Outcomes and Impacts

* indicates a required field

Briefly describe the change you want this project to achieve. *

Word count:
Must be no more than 150 words.
What does success look like?

What activities are you planning to undertake to achieve the intended outcomes?

What will the results be of your activities?

Activity	Output	Who is the decision-maker you want to reach?	Proposed date for delivery of output
Outline the activity that will contribute to each outcome.	E.g., submissions, report, meeting, building coalitions.		Must be a date.

Outcomes you expect to result from your project. Outcomes are the changes you expect to occur for the beneficiaries of your project.

- Short-term outcomes occur in the first 6 months of the project.
- Medium-term outcomes occur between 7 months and 18 months of the project; and
- Long-term outcomes are those we expect to see years later, beyond 18 months.

What outcomes are you seeking to achieve?	Timeframe	How will you measure success?
What changes do you expect will occur as a result of your project?	When do you expect this outcome to emerge?	
	❍ Short-term ❍ Medium-term ❍ Long-term	

Budget

* indicates a required field

It is important that you outline the **total** cost of your project, including your organisations in-kind contributions and/or where you expect to receive funding from other sources.

This will allow ECA to assess that the project offers value for money - that the project benefits outweigh the costs, and that costs are prudent and minimised.

The budget should align exactly with your project plan.

Personnel

Please provide details of **total** personnel costs for the project - staff, external consultants and travel expenses.

Where some of those might be partly funded by ECA, you will need to add an expenditure item for each funding source:

- staff costs should list key personnel - use a different row for each staff member
- external consultants should make clear the daily rate
- travel - pls itemise airfares, accommodation and per diem.

Expenditure	Comment	Daily rate/ itemised costs	Total	Funding source
		Must be a dollar amount.	Must be a dollar amount.	
Staff (incl. super and on-costs)		$	$	
External consultants		$	$	
Airfares		$	$	
Accommodation		$	$	
Meals		$	$	
Other costs		$	$	

What is your total salary cost? *

$

Must be a dollar amount.

Operational

Please itemise the costs associated with undertaking the project - that could include:

- research costs - such as reimbursing focus group participants, or peer review
- publication costs - printing or website costs
- meeting costs - costs associated with the consultation or launch of your project report.

Expenditure	Cost components	Daily rate/ itemised cost	Total	Funding source
		Must be a dollar amount.		
Printing & Publication		$	$	
Research costs (e.g. peer review)		$	$	
Meeting costs		$	$	
Other direct costs		$	$	
		$	$	

Organisational

Organisational costs refers to the cost to your organisation to undertake this project.

Note that ECA is unlikely to approve funding for organisational overheads of **more than 15%.**

Expenditure	Cost components	Daily rate/ itemised cost	Total	Funding source
		Must be a dollar amount.		

Office costs incurred because of this project		$	$	
		$	$	

Subtotal Personnel Expenditure	Subtotal Operational Expenditure	Subtotal Organisational	Total Expenditure Amount
$	$	$	$
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Income

Will the project generate any income?

Income source

Estimated amount of income to be generated

$

Must be a dollar amount.

Other funding

Is funding being sought from sources other than ECA?

In the table below list the source of funding (other than ECA), outlining the amount, if it is confirmed and whether it will be tied to particular costs.

Who have you sourced other funding from?	Total amount sought (Ex GST)
	Must be a dollar amount.
	$

Total of other sources of funding

$

Must be a dollar amount.

Proposed milestones and funding tranches

Grant funding is usually released in tranches, as each stage of the project is completed. We may request more information.

ECA can approve a tranche for project commencement (once the funding agreement is signed). Normally at least 10% of the total funding will be paid only on project completion and acquittal.

Please note that ECA reserves the right to vary tranche amounts and timing.

For any projects extending beyond 12 months, your project plan should incorporate a gateway review, to report progress and review the strategy going forward.

Milestones and funding

What are the key project stages at which funding should be released? Please outline the key activities and deliverables, the date, and the tranche amount.

Tranches	Date	Tranche amount
What are your deliverables?	Must be a date.	Must be a dollar amount.
Tranche 1		$
Tranche 2		$

Total Tranche

$

This number/amount is calculated.

ECA funding amount request

$

This number/amount is calculated.

Calculation check

This number/amount is calculated.
This should be "0" where the Total Tranche $ = ECA Funding request.

Applicant Details

* indicates a required field

Organisation Details

Organisation Name *
Organisation Name

Organisation Address
Address

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Primary purpose and mission of the organisation *

Word count:
Must be no more than 50 words.

Please attach the most recent Annual Report or audited financial statement *
Attach a file:

Organisation 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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Are you registered for GST? *
○ Yes
○ No
Note G

Grants Administration Contact

This will be the person who is responsible for the management of the grant, ie they will administer the grant.

Name *
Title   First Name   Last Name

Position *

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Will the Project Manager be different to the grant administration contact? *
○ Yes
○ No
The Project Manager is responsible for carrying out the project.

Project Manager Contact Details

This is the person who will carry out the project.

Project Manager Contact Name *

Title	First Name	Last Name

Position *

Business Hours Contact Number *

Must be an Australian phone number.

Email *

Must be an email address.

Attached a CV for the Project Manager
Attach a file:

Declaration and Privacy Statement

* indicates a required field

- I certify that all details supplied in this application and in any attached documents are true and correct to the best of my knowledge, and that the application has

been submitted with the full knowledge and agreement of the management of my organisation/group.
- I have read the accompanying guidelines for applicants provided with this application form.
- I agree that I will contact the Energy Consumers Australia immediately if any critical information provided in this application changes or is incorrect.
- Energy Consumer Australia respects all personal and confidential information received and will do everything possible to protect information from unauthorised access, loss or misuse. Information collected from you is required for the delivery of the services in accordance with the employees'/Directors' powers, functions and purposes. It may also be used by the Trustees/Directors and their representatives to conduct research and customer satisfaction surveys so that we may better understand community needs and can improve service delivery. Should you need to change or access your personal details, please contact grants@energyconsumersaustralia.com.au A copy of the Energy Consumers Australia Privacy Policy is available on our website.
- I understand that the information above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

Authorised By:

I am authorised to complete this application and have read and understood the declaration and privacy statement *
○ Yes

Date of declaration *

Must be a date.

Name *

Title First Name Last Name

Position *