

i am your funding guidelines

Blacktown Energy Initiative

Opening Date: 24 October 2016
Closing Date: 18 November 2016

1. Introduction

Western Sydney Community Forum (WSCF) in partnership with Office of Environment & Heritage (OEH) are investing up to \$50,000 in the implementation of a project or projects to kick start the Blacktown Energy Initiative (BEI).

BEI aims to increase energy and resource efficiency in the Blacktown and surrounding areas through developing a shared local vision and establishing and/or strengthening partnerships between local business and community networks. To date WSCF has engaged 44 organisations who have already undertaken their own energy efficiency projects and been part of collaborative workshops.

At these workshops the following themes emerged:

- Commitment – a willingness to lead for the long-term
- Education – a thirst for knowledge on energy efficiency opportunities
- Mentoring – a pool of local stories of success

In addition the following building blocks for potential collaborative projects emerged:

- Strata collaboration on energy living
- Connecting energy use to well-being in a specific location within the Western Sydney area
- Business peer-to-peer energy mentoring
- Energy savings in social housing
- Young energy champions
- Energy savvy communities
- Solar savings
- Deploying technological solutions

We invite you to draw on your experience to develop projects together that draw on these or other themes and that have a high impact potential to deliver the NSW Government's goals for energy efficiency and sustainability. By working together as part of the BEI you will grow local skills in place-based collaboration, share information and resources and grow the pool of local stories of success.

2. Project selection criteria

Your project application must meet all the following criteria:

1. It shows proven environmental needs and tangible environmental, social and / or cultural benefits.
2. It must demonstrate potential energy outcomes, either by energy efficiency measures or transition to cleaner energy
3. It must be efficient (value for money) and effective (i.e., appropriate to address the stated environmental needs).
4. It must demonstrate collaboration between partners and organisations from other sectors, including but not limited to local councils and business.
5. It must demonstrate opportunities to engage culturally and linguistically diverse community groups.
6. It must demonstrate co-investment opportunities

7. It must demonstrate how it contributes to the long term objectives of the Blacktown Energy Initiative
8. Projects must to be based in the broader Western Sydney area.

Each proposed project will be evaluated by a panel of WSCF, OEH and BEI Leadership Group representatives. The panel will review each application using the project objectives and the selection criteria. Projects will be chosen on their ability to meet the criteria.

For each submission, we will also assess whether the project could be achieved through in-kind support instead of using the seed funding. If this is the case, this will be included in your feedback as a recommendation from the panel.

2.1. Project types

Applicants must identify how their project fits within one of the following building blocks of action identified during community engagement for the BEI. Projects need to take into account the diverse communities of the area. We have added a table below to help you explain your focus. Please note these categories are intended as a guide only, and that your project may touch on one or more, or others beyond this.

Example Categories	Example of Activities
Strata collaboration on energy living	Incorporating building wide energy use into strata agenda
Connecting energy use to well-being in a place based energy initiative	Energy literacy for residents, real time data and technology use, power sharing
Business peer-to-peer energy mentoring	Working with local businesses to show them they can save money through using local experience and case studies
Energy savings in social housing	Working with social housing providers and their residents
Young energy champions	School kids taking message back to parents and driving change
Energy savvy communities	Locally based education and resources such as guides, mobile exhibitions, case studies and stories
Solar savings	Education and opportunities for businesses and residents using a mix of information sessions and communication material
Deploying technological solutions	Feasibility studies to investigate new technologies and encourage early adopters
Other	Activities that reflect actions in the NSW Energy Efficiency Action Plan and/or meet the objectives of the BEI (see Section 3)

2.2. Appropriate use of funds

You must use funding to meet the objectives of your project, including:

- partial wages/salary for a project co-ordinator
- administration costs
- communications
- IT support and equipment.

The funding cannot be used to purchase major equipment or to cover infrastructure costs, such as solar panels, battery storage and computers. Funding can be used for project engagement and feasibility.

On the application form, you will find space to provide your proposed budget. **There is a total pool of \$50,000 and you can apply for up to \$50,000.** Please include information on your proposed costs, including any in-kind resources that your organisation will be providing, and support from other organisations, including co-funding.

2.1 Organisation type

Applicants must be a partnership between two organisations, or a group of organisations. Applicants need to identify who will be the lead organisation, as part of the selection criteria. The following organisations can apply:

- community organisations
- incorporated associations
- incorporated non-profit organisations
- business-community partnerships
- non-commercial co-operatives.

The lead organisation must be incorporated. Community organisations that are *not incorporated* are only eligible to apply if they arrange for project funds to be administered by an incorporated or government organisation.

Applicants may nominate another organisation to administer project funds on their behalf. The administrator must be a legal entity and agreements are prepared in the name of the administering body. Project payments are made payable to the administrator, who is responsible for disbursing funds on the grantee's behalf and the preparation of financial reports. *An agreement should be reached between the grantee and the administrator in relation to project management.* The project must be led by the applicant and not the administrator.

3. Why Blacktown Energy Initiative exists

The Blacktown Energy Initiative exists to:

- increase *community participation* from local groups and businesses– by tapping into local interests and concerns (as well as existing interests, skills and knowledge)
- encourage *local cross-sector collaboration* and sharing by establishing new networks and supporting existing networks, groups, projects and services – to help implement environmental projects and activities in local communities
- build *local community capacity* in environmental and sustainability management and project skills (e.g. leadership, management, organisation, and research) – to develop long-term improvements.

4. Important dates

Key dates are summarised below.

Timing	Activity & Milestone
24 Oct 16	Applications open
18 Nov 16	Applications close
25 Nov 16	Successful applicants notified
28 Nov 16	Projects start
31 May 17	Your final report delivered

5. What your project must deliver

You will develop and implement a project that achieves energy outcomes as part of the Blacktown Energy Initiative

5.1 Your organisation's role

- submit the project application
- co-ordinate project participants and partners
- develop project plan, implement project on time and under budget
- provide regular feedback on the project's progress

5.2 The role of WSCF

- advice and support during project application period and implementation
- participate in evaluation panel and make recommendations to OEH
- manage the funded projects to ensure projects are on track
- provide opportunities for project participants to meet and network
- co-convene a leadership group to drive the BEI forward
- facilitate a one-day celebration of project achievements.

5.3 The role of OEH

- participate in evaluation panel and approve successful projects
- make payments for successful projects and ensure delivery as per project plans
- co-convene a leadership group to drive the BEI forward

6. How to submit the application

Applications must be submitted by **18 Nov 16** (5:00pm Sydney DST).

Submission method is by email: **energy@wscf.org.au**

Please ensure you complete all the relevant sections and provide evidence of your organisation's incorporated status. If you have questions about the application please, e-mail Sabrina Caldalano on sabrinacaldalano@wscf.org.au