

Department of Climate Change, Energy, the
Environment and Water


Office of Energy and Climate
Change

Metering plan implementation grants



Round 1 funding guidelines –
January 2024





Acknowledgment of Country The Department of Climate Change, Energy, the Environment and Water acknowledges that it stands on Aboriginal land. We acknowledge the Traditional Custodians of the land and we show our respect for Elders past, present and emerging through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

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Contents

Introduction	5
Purpose	5
Objectives	6
About the grant	7
Eligibility criteria	7
About the funding	8
Projects we will fund	8
Eligible costs	9
How to apply	10
Application process	10
1. Application form	10
2. Application number	10
3. Grant assessment	10
4. Notification of assessment	11
5. Funding deed	11
6. Project implementation	11
7. Payment of the grant	12
Assessment criteria	13
Further information	15
Suspension or cancellation	15
Disqualification of participants	15
Late submissions	16
Confidentiality and disclosure of information	16
Publishing of results	17

<u>Program evaluation</u>	<u>17</u>
<u>Complaints</u>	<u>17</u>
<u>Conflict of interests</u>	<u>18</u>
<u>Probity</u>	<u>18</u>
<u>Liability</u>	<u>18</u>
<u>Information supplied</u>	<u>18</u>
<u>Contact us</u>	<u>19</u>

Introduction

The NSW Government is committed to providing a reliable, affordable and sustainable energy system for decades to come.

That is why the Net Zero Plan Stage 1: 2020–2030 prioritises actions that both empower and enable customers and businesses to reduce energy bills and ease pressure on the electricity grid.

Energy metering and monitoring can help reduce energy emissions and bills by enabling businesses to more easily identify opportunities for savings and better respond to price signals. Data from previous programs and international literature show that a well-planned and designed energy metering and monitoring system can help you save around 5 to 15% in energy costs.

The Office of Energy and Climate Change (the Office), within the Department of Climate Change, Energy, the Environment and Water, is helping businesses cover the costs of implementing the recommendations from eligible energy metering and monitoring plans. To do so, we are providing grants of up to \$100,000, co-funding up to 50% of the project cost.

The metering plan implementation grants are part of the \$12 million metering package supporting businesses across the different stages of the metering and monitoring process. More information on the metering package can be found at www.energy.nsw.gov.au/metering, as amended from time to time.

The total funding allocated for the first grant round is \$1.5 million.

A total of four funding rounds are intended to occur between 2023 to 2026, however this may change at the discretion of the NSW Government.

Purpose

These guidelines provide the criteria and guidance for the first round of the metering plan implementation grants. The government may change features, requirements, or the process for future rounds.

You should read these guidelines in conjunction with the [frequently asked questions](#) on the NSW Climate and Energy Action website.

Objectives

The objectives of this funding are to:

- improve energy performance¹ in NSW businesses
- enable businesses to identify, prepare and verify energy and emissions reduction projects
- provide robust data to site managers to make informed investment decisions that help achieve net zero emissions objectives
- demonstrate the link between energy metering and monitoring systems and energy and cost savings.

¹ Energy performance involves reducing energy consumption while maintaining or improving the desired output or activities.

About the grant

The first round of metering plan implementation grants is open between 15 January 2024 and 29 July 2024. Applications can be submitted at any time while the grant round is open.

Applications will be assessed individually against the assessment criteria. If funding looks to be exhausted before the closing date or we decide to extend the closing date, we'll publish the new closing date and any other changes on [our website](#).

You should read these guidelines and our [frequently asked questions](#) before completing your application.

If you have any questions, contact us at energyefficiency.program@environment.nsw.gov.au.

Eligibility criteria

To be eligible, you must meet the following eligibility criteria:

- have an energy metering and monitoring plan. The plan must:
 - be no more than 3 years old from the day of the grant application
 - accurately reflect the current processes and systems on site
 - The breakdown of costs must be supported by itemised quotes valid at the time of the application.
- have an Australian Business Number (ABN) and be registered for GST
- the proposed metering plan implementation project must be at a NSW site address
- spend a minimum of \$200,000 a year on energy bills at that site, including all purchased fuels, except fuel for transport
- have a complex energy system including, but not limited to, a combination of:
 - multiple processes,
 - multiple distribution systems,
 - multiple energy types, and/or
 - multiple end uses.

If your application is for a commercial building:

- only the base building is eligible
- the occupancy certificate must have been issued prior to 1 January 2022.

You can apply for one grant per site. If you have more than one site, you'll need to submit a separate application for each site.

In Round 1 of the metering plan implementation grants, you can apply for up to 3 grants per business². If you apply for more than one grant, the sites specified in these applications must undertake activities in different industry classification subdivisions according to the Australian and New Zealand Standard Industrial Classification 2006, which is accessible at www.abs.gov.au/ausstats/abs@.nsf/0/5463F15A4D2FCBA0CA25711F00146D77?opendocument, as amended from time to time.

About the funding

Funding is capped at \$100,000 (excluding GST) and one application per site. We will fund up to 50% of incurred costs in a single payment following completion of the project and submission of the required milestone documentation.

Your project must be implemented within 6 months of the funding deed start date.

If your project costs more than the quote in your application form, we will not contribute any more than the approved amount. If it costs less, we will pay up to 50% of the actual incurred project costs.

Projects we will fund

We will only fund the implementation of recommendations from energy metering and monitoring plans that meet the eligibility and assessment criteria.

If your project receives a metering plan implementation grant, you cannot access funding from another NSW Government initiative for the same project. You may access other external funding sources as long as those contributions do not add up to more than 100% of the total project cost.

² Including related bodies corporate or related trusts. Related bodies corporate has the meaning it has in the *Corporations Act*. Related trusts means any trusts where an entity of the business or its related bodies corporate are its trustees and/or beneficiaries.

Eligible costs

Incurring costs we will co-fund

Costs to install and commission permanent submeters that are required for measuring energy performance

Hardware and integration with software needed to monitor energy use

First year subscription to data management systems

Incurring costs we will not co-fund

Costs to prepare your application

Costs associated with temporary meters or loggers, calibration and re-commissioning of existing submeters, or metering onsite renewables

Costs incurred (i.e. paid for in full or through a deposit) before you were awarded the grant

Internal project management and labour costs

Loss of revenue from interruptions of production or site operations

How to apply

Application process

Applications will be assessed as they are received. Before applying, you should read these guidelines and our [frequently asked questions](#). The latest updates about the grant will be published on the [NSW Energy and Climate Change website](#).

1. Application form

Visit our [website](#) and click on the “Apply Now” button to access the [application form](#) in the SmartyGrants platform. Complete the application form and answer all the questions. Upload all the necessary documentation and submit the application form before the closing date.

If you have any questions, contact us at energyefficiency.program@environment.nsw.gov.au.

2. Application number

Once you have submitted your application, you’ll receive an email notification with an application number to confirm it has been received.

3. Grant assessment

The Office of Energy and Climate Change within the Department of Climate Change, Energy, the Environment and Water will assess grant applications as they are submitted.

Applications will first be reviewed against the eligibility criteria outlined in these guidelines. If an application does not meet eligibility requirements, it will not be assessed further against the assessment criteria.

Our officers may be assisted by independent technical and probity advisors. We may ask for more information as part of this assessment. You will have 5 business days from the date of our written request for information to respond. If you do not respond by the due date, your application will be rejected.

The assessment team will make recommendations in writing to the decision-maker – Program Manager, Business Decarbonisation.

4. Notification of assessment

You will receive an email notification within 4 weeks of your application date confirming the outcome of your application.

The Office reserves the right to extend this notification window if required and applicants will be notified accordingly. Applicants should be aware that public holidays and Office shut down periods may also delay notifications. Applicants will be informed accordingly in these circumstances.

Submit a new application

If your application is assessed and you are unsuccessful, you can seek feedback from us and submit a new application before the closing date.

5. Funding deed

If your application is successful, we will send you a funding deed. You can see a sample funding deed on our [website](#), noting that the Office may vary the deed prior to execution.

You will have 20 business days to sign and return the deed from the date we send it to you. If you do not return the deed in time, we may withdraw the grant. The funding deed needs to be signed by someone with the authority to enter into contracts on behalf of your business.

The funding deed is not binding until signed by the Office.

6. Project implementation

You can now implement your project. All projects must be completed within 6 months of the funding deed commencement date.

Once your project is complete, you will need to provide:

- metering commissioning report. A template of the commissioning report is available in the SmartyGrants platform
- copies of invoices from suppliers and installers
- before and after photos of the installed equipment

- evidence of promoting the benefits of metering and monitoring expected to be achieved or achieved through this project
- invoice to the Department of Climate Change, Energy, the Environment and Water.

Promotion of metering and monitoring benefits

Successful applicants agree to share the benefits expected to be achieved or achieved through this project across its business, and/or supply chain, to encourage replicability.

7. Payment of the grant

Once you provide evidence that you've completed the project in accordance with your funding deed, you will receive payment.

Application process example:

Eligibility

- A food manufacturer hears about the grant.
- They are unsure if their business meets the requirement of having an energy metering and monitoring plan.
- After reading the funding guidelines, they understand they can develop a plan which meets the program criteria and includes the required 'content of the metering and monitoring plan'.

Application

- The manufacturer builds on their schematics to develop an eligible metering and monitoring plan. In doing so, they refer to the assessment criteria table in these guidelines. Then, after making sure that all other eligibility and assessment criteria are met, the manufacturer submits the application.

Assessment

- The Office initially reviews the application against the eligibility criteria outlined in these guidelines. If the application does not meet eligibility requirements it will not be assessed further against the assessment criteria. Our officers may be assisted by independent technical and probity advisors. We may ask for more information as part of this assessment.

Assessment criteria

To be recommended for funding, applications must meet the following eligibility and assessment criteria:

Criteria	Assessing performance against criteria (Pass / Fail)
Eligibility	Application meets all eligibility criteria including the requirement to have an energy metering and monitoring plan.
Completeness	All questions in the application form are answered. All supporting documentation is submitted.
Objectives	The application demonstrates how the implementation of the proposed solutions will lead to improved energy performance.
Quality	<ul style="list-style-type: none"> • The information provided is accurate, up to date and legible.
Content of the metering and monitoring plan	<ul style="list-style-type: none"> • The metering and monitoring plan recommendations are clearly indicated. • The plan includes detail at the subsystem level and valid itemised quotes for the recommended metering solutions. • The plan is supported by schematics wherever possible and includes: <ol style="list-style-type: none"> 1. Project context and objectives <ol style="list-style-type: none"> a) Clear and justifiable objective explaining how the proposed metering and monitoring system will contribute to improved energy performance on site. b) Details of site operations. c) Details of site annual energy use and estimated energy balance. 2. Energy distribution and metering plan boundary

a) Energy distribution within the site including details of existing metering.

b) Metering plan boundary and reasoning behind boundary selection.

3. Metering and monitoring system design

a) Detailed design of the proposed metering and monitoring system, including locations of existing and proposed meters, and justification for the proposed solutions.

4. Costed proposal for implementation and quotes

a) Costed proposal for implementation

b) Itemised quotes with metering and monitoring specifications.

Please refer to the "[Metering and monitoring plan report outline](#)" for more guidance on the content for each of the above elements.

Risks

The application does not raise any unacceptable reputational or project delivery risks including:

- pending legal action,
- media controversy, or
- lack of financial capacity to implement the project.

Further information

Suspension or cancellation

The Office may suspend or cancel the funding round if it is of the view that:

- the round cannot continue, or be conducted, in a fair and orderly manner
- it is likely the round will not be able to continue, or be conducted, in a fair and orderly manner.

The Office may suspend or cancel the funding round at any time before the closing date. Any decision to suspend or cancel will be communicated to all applicants whose applications have been received and are in the process of evaluation via email. The NSW Climate and Energy Action [website](#) will be updated to notify prospective applicants. The Office will seek the advice of the probity adviser in making any such a decision in a fair and objective manner.

If a funding round is suspended, the Office will continue or cancel the round within a reasonable timeframe. If the Office is satisfied that a round can continue and be conducted in a fair and orderly manner, the round will continue. If a funding round is cancelled, it may be rescheduled, and the updated application dates will be published on the NSW Climate and Energy Action [website](#).

Disqualification of participants

The Office reserves the right to disqualify businesses from participating in grant rounds for an identified period. This can be done if the Office believes, on reasonable grounds, that a business has engaged in misconduct relating to any part of the grant process. In determining whether to disqualify a business, the Office may consider whether the business has:

- breached the guidelines for participating in the grant process
- breached a direction given by the Office in relation to the grant process
- been involved in or is suspected of being involved in, now or in the future, conduct intended to affect the integrity of the grant process.

Provision of false or misleading information

The Office takes fraud very seriously. It is an offence to provide false or misleading information to the Office. If a business provides any information, or makes any representations to the Office that the Office considers is or may be inaccurate, intended to mislead, deceptive, deceitful, or otherwise fraudulent, the Office may take the following actions against the business:

- refuse to consider its application
- refuse to accept or consider any further applications from it
- withdraw its funding offer
- require the return of any received payment that the Office determines the business was not entitled to receive in accordance with these guidelines and the terms of the funding deed
- report the matter to the NSW Police.

Late submissions

Please note that, apart from any extension published by the Office, no late applications will be accepted following the published cut-off date. However, the Office, at its absolute discretion, may accept late applications if it does not affect any material fairness.

Confidentiality and disclosure of information

Unless otherwise stated, any commercial-in-confidence information provided by an applicant as part of, or in connection with, an application process will be treated confidentially by the Office.

The Office may disclose commercial-in-confidence information provided by applicants to the following parties:

- the Minister or Minister's Office
- the NSW Ombudsman and Audit Office of NSW
- the Office staff or advisors where authorised or required by law to be disclosed
- NSW Government agencies.

The Office will otherwise only disclose commercial-in-confidence information provided by applicants with their expressed consent.

Publishing of results

The Office may publicly announce and/or publish the following information associated with successful projects:

- name of the recipient
- recipient location
- description of the project and its aims
- amount of funding awarded.

We will also share or publish information about any project when required under law.

Program evaluation

The Office may use your deidentified application and project data in training materials, case studies and evaluations.

You may be contacted by the Office or a third party on the Office's behalf to provide feedback as part of an evaluation of the Business Decarbonisation Program, the Net Zero Plan or the NSW Climate Change Fund.

Complaints

Complaints concerning the round should be emailed to energyefficiency.program@environment.nsw.gov.au.

Complaints will be reviewed by the Office in the first instance. If the complaint cannot be resolved within 30 business days, the contact details of the complaints and review officer from the Office will be provided to advise next steps. If the complaint is still not resolved satisfactorily, you can engage the NSW Ombudsman for external review of the administrative actions of the Office.

Conflict of interests

The Office will administer its conflict of interest procedures, including procedures for all staff involved to declare their interests. All advisors engaged by the Office are required to disclose any conflict of interests they may have in relation to applicants and may be excluded from work if required under the Office's conflict of interests procedure. If applicants are aware of any actual, perceived or potential conflicts of interest they must advise the Office before or when submitting an application. Applicants must comply with any directions from the Office in the management of a conflict of interest.

Probity

The Office appointed Procure Group Pty Ltd (ABN 22 130 908 824) as the independent probity advisor for this grant. The probity advisor will monitor the conduct of the grant and ensure it is delivered impartially and with integrity and accountability. Should any applicant have questions or concerns about the probity of the grant and the application process, they are welcome to bring these directly to the probity advisor's attention: Daemoni Bishop, Senior Probity Advisor (dbishop@procuregroup.com.au).

Liability

All applications must be submitted electronically through the [SmartyGrants platform](#). The Office will not be responsible in any way for any loss, damage or corruption of electronically submitted applications.

The Office will not be liable to any applicant for any expenses or costs incurred as a result of preparing or submitting a grant application, including where grant funding is subsequently discontinued.

Information supplied

The information contained in the metering plan implementation guidelines has been provided with due care and is intended only for the applicant's guidance. It is not guaranteed as being accurate for future needs and expenditure by the Office.

Contact us

If you have any questions or concerns, please visit [our website](#) or contact us at energyefficiency.program@environment.nsw.gov.au.



For more information about metering initiatives, please [visit our website](#) or email us at energyefficiency.program@environment.nsw.gov.au.

