

Stage 2 pre-application checklist

This document has been prepared to assist applicants who have been invited to apply for the Stage 2 EV Ready Buildings grant. This document should be read in conjunction with the drive electric NSW EV ready buildings grants guidelines.

Please use this document when preparing a Stage 2 application.

This checklist aims to help you:

- ensure you are eligible for a Stage 2 application
- collect the required documentation to complete your Stage 2 application form
- collect the required information you will need to answer the questions in your Stage 2 application form
- understand the requirements for Owners Corporation approval.

Stage 2 eligibility check

Ensure you meet the eligibility criteria for a Stage 2 application

- Successfully completed the EV Ready Building's Stage 1 grant program.

Applicants must have either:

- Received a new feasibility report (Route 1), or
- Received a satisfactory or satisfactory with recommendations rating on an existing feasibility report review (Route 2). Applicants who received an unsatisfactory rating are ineligible to apply for a Stage 2 grant.

Stage 1 application form information review

Check the information provided in your Stage 1 application is current

Your Stage 2 application will ask you to confirm that the building information such as the registered strata address, number of lots and carparks. in your Stage 1 application is correct.

You can check your Stage 1 application by logging into your Smartygrants Account and downloading a copy of your EV ready buildings - stage 1 application form.

To ensure your Stage 2 application can be processed as quickly as possible, it is recommended you review this information in advance of submitting your application. You do not need to wait for Stage 2 applications to open. Please contact the EV Ready Buildings team via email to evrb@environment.nsw.gov.au arrange any amendments.

Review the grant guidelines and supporting information

Undertake the following actions before beginning your application

Ensure you have read and understand

- The grant funding [guidelines](#)
- The milestone payments for when you will receive co-funding on page 25 of the grant guidelines
 - 10% upon signing of funding agreement and provision of project documentation
 - 85% upon completion of the project works and commissioning of the EV charging infrastructure
 - 5% upon provision of survey and usage data 12 months post project completion.
- Your Stage 1 feasibility report or existing feasibility report review outcome
- [Frequently asked questions](#)
- [Sample Stage 2 meeting motion](#)
- [Example quote template](#)
- [Detailed project plan template](#)
- Stage 2 Funding Deed (note a signed funding deed is not required with your Stage 2 application form, you will be asked to provide this after your Stage 2 application has been approved).

Documents and information required for your Stage 2 application

You will be asked to complete the following in your application form:

- Upload a copy of this checklist with all boxes ticked.
- Upload meeting minutes of a General Meeting of the Owners Corporation approving the grant application, installation of infrastructure and the execution of documents. Use our [meeting motion template](#).

Detailed project plan

- Your detailed project plan must use the template provided here (see our [detailed project plan template](#) for guidance)
- Please ensure you address all items applicable to your project in the detailed project plan template.
- You will be asked to confirm your project plan addresses the Stage 2 merit criteria (page 21 of the [grant funding guidelines](#)) when completing your application form.

EV charging Infrastructure

- Preferred quotation(s) for the installation of EV charging infrastructure that has been approved by the Owners Corporation (check the quotation example on our website for guidance) and
 - Electrical contractor's licence
 - Electrical contractor's Insurance Certificate (public liability, professional indemnity and workers compensation)
 - Business name and ABN of the licenced electrical contractor for your approved preferred quotation(s)
 - Total cost (ex GST) of the EV charging electrical infrastructure upgrades and shared chargers (if applicable) you are applying for co-funding for.
 - Estimated amount of co-funding for EV charging infrastructure you are eligible for (80% of installation costs, capped at \$80,000 ex GST)
 - Shared chargers (maximum of 4)
- Secondary quotation for the same installation of EV charging infrastructure that was not approved by the Owners Corporation
 - Cost of secondary quotation (ex GST).

Shared chargers and billing software subscription

- If applying for co-funding for shared chargers or billing software subscription:
 - Quotation(s) for product(s) you are applying for co-funding for.
 - Name of product
 - Name of provider
 - ABN of provider
 - Product spec sheet if the product is not on the EVC eligible product list but meets the technical requirements of Table 1 of the grant guidelines.
 - Total cost of the product(s) you are applying for co-funding for (ex GST).

Owners Corporation Information

- Owners Corporation Certificate of Currency (insurance)
- Copy of a balance sheet and statement of income and expenditure for the strata scheme's Administrative Fund and Capital Works Fund as at the date of the application (and the 12 months preceding).
- Your Building Management Committee (BMC), Deposited Plan (DP) or Community Association plan number (if applicable)

Stage 1 feedback

- Were you happy with the results you received in Stage 1 of the grants? (optional)
- Do you have any comments or suggestions on how the Stage 1 grant process could be made more effective? (optional)