EV ready buildings



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.

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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

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.

unsatisfactory rating are ineligible to apply for a Stage 2 grant.

You can check your Stage 1 application by logging into your <u>Smartygrants Account</u> 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.

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Review the grant guidelines and supporting information

Undertake the following actions before beginning your application

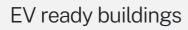
Ensure you have read and understand							
	The gr	The grant funding guidelines					
	The milestone payments for when you will receive co-funding on page 25 of the grant guidelines						
		10% upon signing of funding agreement and provision of project documentation					
		85% upon completion of the project works and commissioning of the EV charging infrastructure					
		5% upon provision of survey and usage data 12 months post project completion.					
	Your S	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						
	applic	2 Funding Deed (note a signed funding deed is not required with your Stage 2 ation form, you will be asked to provide this after your Stage 2 application has approved).					

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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.				
[the gra	d meeting minutes of a General Meeting of the Owners Corporation approving ant application, installation of infrastructure and the execution of documents. Ir meeting motion template.			
Detailed project plan						
[Your detailed project plan must use the template provided here (see our <u>detailed</u> <u>project plan template</u> 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						
[·		red quotation(s) for the installation of EV charging infrastructure that has approved by the Owners Corporation (check the quotation example on our see 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)			
			dary quotation for the same installation of EV charging infrastructure that ot 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)			
	_	u have any comments or suggestions on how the Stage 1 grant process could de more effective? (optional)			