

Department of Climate Change,
Energy, the Environment and Water

Net Zero Planning Grant



Funding guidelines

January 2025



Acknowledgment of Country



Department of Climate Change, Energy, the Environment and Water acknowledges the traditional custodians of the land and pays respect to Elders past, present and future.

We recognise Australian Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to place and their rich contribution to society.

Artist and designer Nikita Ridgeway from Aboriginal design agency – Boss Lady Creative Designs, created the People and Community symbol.

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Net Zero Planning Grant

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Contents

Introduction	6
Purpose of these funding guidelines	6
Key information	7
Funding amount	7
Milestone payments	7
Dates	7
About the Grant	9
Objectives	9
Eligibility criteria	9
Assessment criteria	10
Grant process	10
The Net Zero Business Guide	11
Application process	13
Step 1: prepare your application	13
Application form	13
Specialist consultant(s)	13
Step 2: submit your application	13
Step 3: review and outcome of your application	14
Step 4: execute funding deed	14

Milestone 1 – net zero planning	15
Step 5: engage a specialist consultant(s)	15
Step 6: delivery of milestone 1 activities	15
Step 7: review and payment of milestone 1	17
Milestone 2 – net zero implementation	19
Step 8: delivery of milestone 2 activities	19
Step 9: review and payment of milestone 2	20
Further information	22
Suspension or cancellation	22
Variations	22
Disqualification of grantees	22
Provision of false or misleading information	23
Late application submissions	23
Confidentiality and disclosure of information	23
Publishing of results	24
Program evaluation	24
Complaints	24
Conflict of interest	24
Probity	25
Liability	25
Information supplied	25

Contact us	25
Glossary	26
Appendices	27
Appendix A: specialist consultant(s)	27
Appendix B: net zero planning tool	28
Appendix C: estimated time for delivery of milestone 1 activities	29
Appendix D: examples of action deliverables	30

Introduction

We are committed to reducing emissions by 70% by 2035 and achieving net zero emissions by 2050. Reaching net zero is an important part of our plan to grow a sustainable low carbon economy, create jobs, reduce the cost of living and improve environmental outcomes through our emissions reduction initiatives.

As businesses across NSW respond to stakeholder demands and seek long-term resilience, many are also setting their own net zero targets. The \$1.5 million Net Zero Planning Grant (the Grant) provides funding for businesses to progress their net zero journey and access to the Net Zero Business Guide (the Guide).

The Guide supports businesses navigate the evolving net zero landscape. This resource consolidates a range of national and international frameworks for setting and achieving net zero goals and offers a clear path for identifying actionable next steps across 9 action categories.

The Guide is an output of the NSW Net Zero Pathways Pilot (the Pilot).¹ The Pilot highlighted the significant progress the private sector has made, while also underscoring the substantial work that still lies ahead. Participants in the Pilot, which included businesses with established net zero commitments and those just starting out, benefited from a structured approach to identifying and implementing their next steps, making tangible progress, and strengthening their overall understanding and engagement with net zero goals.²

This funding is part of the [Business Decarbonisation Program \(BDP\)](#), a \$22 million initiative designed to help businesses plan and implement practical, cost-effective steps to achieve net zero emissions.

Purpose of these funding guidelines

These funding guidelines provide information for applicants seeking to apply for the Grant, including eligibility and assessment criteria and the application process.

You should read these funding guidelines in conjunction with the information on our [website](#) before completing your application.

¹ [NSW Government, December 2021, NSW Net Zero Pathways Pilot](#)

² <https://www.youtube.com/watch?v=apVEqxOpHUA>

Key information

Funding amount

We are providing grants of up to \$30,000, covering up to 75% of costs, to help your business strategically plan for net zero. The Grant will help identify the key actions needed to advance your business towards net zero and assist in addressing any gaps. A total of \$1.5 million is available for this grant. We may consider additional funding rounds in the future.

Milestone payments

The Grant will be provided to eligible applicants in 2 stages:

Milestone 1: up to \$4,000, covering up to 75% of the costs to identify the key actions needed to advance your net zero journey. The action categories include:

- Strategy (including climate-related risk and opportunity assessment)
- Governance
- People and capability
- Data
- Targets
- Net zero action planning
- Finance
- Stakeholder engagement
- Reporting

Milestone 2: up to \$26,000, covering up to 75% of costs to support detailed work in one or more of the action categories. This may include developing a greenhouse gas inventory, a net zero action plan or net zero targets. This work must follow the key actions of the Guide and align with nationally and/or internationally recognised frameworks.³

Dates

The Grant is open for applications between 29 January 2025 and 2 May 2025. Applications can be submitted at any time while the Grant is open. This is a non-competitive grant, applications will be assessed as they are received against the eligibility and assessment criteria. If funding

³ For action areas where such frameworks are not available, the work must align with the Net Zero Business Guide.

looks to be exhausted before the closing date or we decide to extend it, we will publish the new closing date and any other changes on our [website](#). We recommend applying for the Grant as soon as possible to increase the likelihood of your application's success.

About the Grant

Objectives

The objectives of this Grant are to:

- support businesses with long-term net zero planning
- enhance businesses' understanding of net zero to better integrate climate-related risks and opportunities, strengthen resilience and reduce emissions
- provide practical guidance to businesses to identify and take actions to progress towards net zero
- enable businesses to improve their competitiveness in the global transition to net zero.

Eligibility criteria

To be eligible for the Grant, your business must meet the following eligibility criteria:

- Have an Australian Business Number (ABN) and be registered for goods and services tax (GST).
- Be a business with a NSW site address and business operations in NSW (commonwealth, state, and local government entities are not eligible for this funding).
- Not be a Safeguard facility under the [Australian Government's Safeguard Mechanism](#).
- Spend at least \$200,000 annually on energy bills at a single site in NSW or a total of \$500,000 per year across multiple sites in NSW. This includes all purchased fuels, except fuel for transport. You must provide proof of your annual energy expenditure, such as energy bills⁴. You must provide your latest energy bills, which are no more than 2 years old from the date of your application submission.
- Must not have already been approved for Grant funding.
- Not be a related entity⁵ to an entity or entities that have been successful in applying for the Grant, unless the main business operations in NSW of the related entities fall under different industry classification groups according to the [Australian and New Zealand Standard Industrial Classification 2006](#), as amended from time to time. In this case, up

⁴ If your energy bill significantly exceeds the eligibility threshold, a single bill may suffice. However, if your energy expenditure is close to the \$200,000 threshold for a single site or \$500,000 for multiple sites, you will need to provide your most recent energy bills from the past 12 months for verification.

⁵ Including related bodies corporate or related trusts. Related bodies corporate has the meaning it has in the Corporations Act. Related trusts mean any trusts where an entity of the business or its related bodies corporate are its trustees and/or beneficiaries.

to 3 applications can be submitted in total, with a limit of one application per related entity.

If your business meets the eligibility criteria and you wish to submit applications for more than one related entity, separate applications must be submitted for each related entity.

If your business has received or will receive funding from another NSW Government initiative for the same activities, you are ineligible for this Grant for those activities.

You may access other external funding sources, provided those funding contributions, together with this grant do not exceed 100% of the total cost of the activities funded by the Grant.

Applicants must answer all questions in the application form and provide supporting documentation if required.

Assessment criteria

To be awarded this Grant, applications must meet assessment criteria outlined in Table 1.

Table 1 Assessment criteria for applications

Criteria	Assessment requirements (Pass/Fail)
Objectives	The application demonstrates alignment with the grant objectives and a commitment to work towards net zero.
Quality	The information provided is accurate, up to date and legible.
Risks	The application does not raise any unacceptable reputational or delivery risks including any: <ul style="list-style-type: none">• pending legal action,• media controversy, or• lack of financial capacity to implement the grant milestone activities.

Grant process

The Grant consists of 3 key stages: submitting an application, and, if successful, completing milestones 1 and 2. Figure 1 provides a summary of the steps involved, with detailed information about each step included in the following sections of these funding guidelines.



Figure 1 Net Zero Planning Grants: key steps, milestones and timelines

The Net Zero Business Guide

The delivery of the Grant milestones is supported by the Guide. The Guide:

- brings together national and international frameworks associated with setting and achieving an organisation's net zero goals
- is a practical resource to assess an organisation's journey toward achieving net zero emissions
- offers practical steps for transitioning to net zero that are applicable to organisations across the economy
- can prompt initial discussions to start an organisation's net zero journey, help to identify gaps within established net zero plans or provide direction on the potential next steps.

The Guide covers 9 key elements related to net zero, shown in Figure 2. Additional details on the key actions for each element are available on our [website](#). Successful grantees will be provided with a comprehensive version of the Guide.



Figure 2 Nine elements of the Net Zero Business Guide

Application process

Step 1: prepare your application

Before applying, you should read these funding guidelines and the information on our [website](#). We will publish updates about the Grant on our [website](#).

Application form

Visit our [website](#) and click on the “Apply Now” button to access the application form. Complete the form by answering all the questions and uploading the supporting documentation.

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

Any applications by Trusts are required to include evidence of power and authority of the applicant to:

- apply for this Grant; and
- enter and comply with the funding deed;

which may include provision of the Trust Deed of the Trust.

Specialist consultant(s)

Both milestones 1 and 2 of the Grant must be completed by external specialist consultant(s) chosen by the grantee. Guidance on selecting suitable consultant(s) is available in [Appendix A](#). Please be aware that multiple consultants with varying expertise may be necessary at different stages of the Grant or for different aspects of milestone 2. If you have already selected a consultant(s) for milestone 1, include their details in your application. If not, you will need to engage a consultant for milestone 1 after the funding deed is signed. You may need to engage different and/or additional consultant(s) for milestone 2 as required. Consider the time required to engage a consultant to ensure you meet the milestone deadlines.

Step 2: submit your application

Once you have completed your application, submit it via our [grant management system](#). After submitting your application, you will receive an email confirmation with an application number to verify that it has been received.

Step 3: review and outcome of your application

The Business Decarbonisation Program assessment team will assess applications as they are received.

Applications will be reviewed against eligibility and assessment criteria outlined in these funding guidelines. If an application does not meet eligibility requirements, the applicant will be notified. We may provide feedback to applicants.

Independent technical and probity advisors may assist our assessment team in the assessment process. We may request additional information as part of this evaluation. You will have 5 business days from the date of our written request to provide the requested information. If you do not respond by the due date, your application will not proceed.

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

You will receive an email notification within 20 business days of your application date confirming the outcome of your application. We reserve the right to extend this notification window if necessary and applicants will be notified accordingly. Applicants should be aware that public holidays and shutdown periods may impact notifications.

Step 4: execute funding deed

If your application is successful, we will send you a funding deed. A [sample funding deed](#) is available on our [website](#); however, please note that we may modify the funding deed before it is finalised.

You will have 20 business days from the date we send it to you to sign and return the funding deed. If you do not return the funding deed in time, we may withdraw the funding offer. The funding deed must be signed by an individual(s) with the authority to enter a contract on behalf of your business.

The funding deed is not binding until signed by us.

Milestone 1 – net zero planning

Step 5: engage a specialist consultant(s)

Grantees must engage a specialist consultant(s) to help complete milestone 1 activities detailed in step 6 below. [Appendix A](#) provides guidance on selecting suitable specialist consultant(s).

All milestone 1 activities must be completed by the specialist consultant(s) within 8 weeks from the commencement date of the funding deed. Consider the time required to engage a consultant to ensure you meet the milestone deadlines.

Step 6: delivery of milestone 1 activities

To fulfil the requirements of milestone 1, the grantee must ensure that their specialist consultant(s) completes all activities listed in Table 2.

Table 2 Milestone 1 activities, deliverable requirements, and resources provided by us

Activity (sequential order)	Deliverable requirements	Resources provided by us
<p>Activity 1: read the Net Zero Business Guide and guidance on the use of the net zero planning tool.</p> <p>For information about the net zero planning tool, see Appendix B.</p>	<p>The specialist consultant(s) must read the 63-page Net Zero Business Guide to ensure they have a good understanding of its contents; and guidance on the use of the net zero planning tool.</p>	<ul style="list-style-type: none"> The detailed Guide (provided after signing the funding deed). Guidance on how to use the net zero planning tool (provided after signing the funding deed).
<p>Activity 2: facilitate engagement session(s) with the grantee.</p> <p>The purpose of the engagement session(s) is to:</p> <ul style="list-style-type: none"> provide a high-level overview of the 9 elements of the Guide assess the current progress of net zero initiatives and identify broad future actions for 	<p>The engagement session(s) must be facilitated by a specialist consultant(s).</p> <p>One of our representatives must be invited to attend via email to energyefficiency.program@environment.nsw.gov.au</p> <p>These sessions may be delivered online.</p> <p>The specialist consultant(s) should ensure grantee</p>	<p>Link to the online net zero planning tool (provided after signing the funding deed).</p>

Activity (sequential order)	Deliverable requirements	Resources provided by us
<p>the business across the 9 elements of the Guide. This will be guided by the questions in the online net zero planning tool</p> <ul style="list-style-type: none"> scope out actions for milestone 2 of the Net Zero Planning Grant. 	<p>representatives relevant to the different elements of the Guide take part in the engagement session(s).</p> <p>The specialist consultant(s) must submit the responses to the mandatory fields for all 9 elements of the Guide via the net zero planning tool.</p> <p>A summary of responses will be shared with the specialist consultant(s) and the grantee.</p>	
<p>Activity 3: prepare milestone 1 report.</p> <p>This report summarises the results of the engagement session(s) and outlines the detailed actions selected for implementation during milestone 2.</p>	<p>Milestone 1 report must be prepared by the specialist consultant(s).</p> <p>The report must include all sections and content specified in the milestone 1 report template.</p> <p>Actions selected for milestone 2 must satisfy all requirements outlined in Table 3 below.</p>	<p>Milestone 1 report template.</p>

The total time and cost for each activity will vary based on the size, industry and operations of each grantee. Estimated timeframes for completing milestone 1 activities are provided in [Appendix C](#).

Requirements for the selection and implementation of actions for milestone 2 are specified in Table 3.

Table 3: Requirements for selection and implementation of actions for milestone 2

Requirements for selection and implementation of actions for milestone 2	
Actions must:	<ul style="list-style-type: none">• Follow the key actions of the Guide and align with nationally or internationally recognised frameworks,⁶ such as the Greenhouse Gas Protocol or Science Based Targets Initiative.• Cover the scope of at least one key action of the Guide.• Be defined in consultation with the grantee, taking into account the organisation's progress towards net zero to date, priorities and industry.• Contribute to the net zero planning activities related to the grantee's business operations in NSW.• Be of sufficient detail to guide the implementation at milestone 2 (in milestone 1 report).• Result in specific action deliverables supported by evidence, that will be provided to us. Examples of high-level action deliverables are provided in Appendix D.

Upon completing milestone 1, grantees must use our [grant management system](#) to submit:

- the milestone 1 report
- the specialist consultant(s)'s itemised invoice to you
- your invoice to NSW DCCEEW for milestone 1 payment.

Step 7: review and payment of milestone 1

We will review milestone 1 submissions. Our officers may be supported by independent external technical advisor(s). The review process may take up to 30 business days after submission.⁷ During this period, we may request for additional information. It is important to respond within the timeframe specified in the request. Failure to provide a timely response may result in the incomplete achievement of milestone 1 and could affect the milestone payment.

⁶ For action areas where such frameworks are not available, the work must align with the Net Zero Business Guide.

⁷ NSW DCCEEW reserves the right to extend this notification window if required and grantees will be notified accordingly. Grantees should be aware that public holidays and shut down periods may also delay notifications.

Grantees that fulfil all milestone 1 requirements will receive confirmation of successful completion and payment. Incomplete deliverables may affect the payment. For details on covered costs, see Table 4.

Table 4 Milestone 1 incurred costs that we will and will not fund

Incurred costs we will fund	Incurred costs we will not fund
Up to \$4,000 (excluding GST), covering up to 75% of the total cost of services provided by the specialist consultant(s) responsible for delivering milestone 1 activities.	<ul style="list-style-type: none">• Costs incurred (i.e. paid for in full or through a deposit) before execution of the funding deed.• Internal project management and labour costs.

Milestone 2 – net zero implementation

Step 8: delivery of milestone 2 activities

During this phase, specialist consultant(s) will implement the actions detailed in the grantee’s milestone 1 report. Milestone 2 must be completed within 24 weeks of the successful completion notification for milestone 1.

The total time and cost associated with each milestone 2 activity will depend on the size, industry and specific actions outlined for each grantee in their milestone 1 report.

To fulfil the requirements of milestone 2, the grantee must ensure that their specialist consultant(s) completes all activities listed in Table 5.

Table 5 Milestone 2 activities, deliverable requirements and resources facilitated by us

Activity (in order)	Deliverable requirements	Resources facilitated by us
Action 1: implement the actions outlined in the grantee’s milestone 1 report (see tables 2 and 3 of the milestone 1 report template for examples).	The specialist consultant(s) must implement actions as outlined in the grantee’s milestone 1 report.	The Guide (provided after signing the funding deed).
Action 2: prepare milestone 2 report and action deliverables. Milestone 2 report includes a summary of the completed work, challenges, areas of improvement and next steps.	Milestone 2 report must be prepared by the specialist consultant(s). The report must include all sections and content specified in the milestone 2 report template. The report must be accompanied by action deliverables and supporting evidence listed in milestone 1 report.	Milestone 2 report template.

Upon completing milestone 2, grantees must use our [grant management system](#) to submit:

- the milestone 2 report
- all action deliverables listed in the milestone 1 report and supporting documentation
- the specialist consultant(s)'s itemised invoice to you
- your invoice to NSW DCCEEW for milestone 2 payment.

Step 9: review and payment of milestone 2

We will review the milestone 2 submissions, and we may be supported by external technical advisor(s). The review process may take up to 30 business days after submission.⁸ During this period, requests for additional information may be made, it is important to respond within the given timeframe. Failure to provide a timely response may result in the incomplete achievement of milestone 2 and could affect the milestone payment.

Grantees that fulfil all milestone 2 deliverable requirements will receive confirmation of successful completion and payment. Incomplete deliverables may affect the payment. For details on covered costs, see Table 6.

When reviewing milestone deliverables, NSW DCCEEW will not verify or validate the accuracy and correctness of the information contained in these action deliverables. Please discuss validation and verification options with your consultant(s).

Table 6 Milestone 2 incurred costs that we will and will not fund.

Incurred costs we will fund	Incurred costs we will not fund
<p>Up to \$26,000 (excluding GST), covering up to 75% of the total cost of the services provided by the specialist consultant(s) responsible for delivering milestone 2 activities.</p>	<ul style="list-style-type: none"> • Costs incurred (i.e. paid for in full or through a deposit) prior to the notification of successful completion of milestone 1. • Internal project management and labour costs. • Costs associated with the purchase of carbon offsets. • Costs associated with any capital expenditure. • Costs associated with equipment or technology feasibility assessments.

⁸ NSW DCCEEW reserves the right to extend this notification window if required and grantees will be notified accordingly. Grantees should be aware that public holidays and shut down periods may also delay notifications.

Incurred costs we will fund	Incurred costs we will not fund
	<ul style="list-style-type: none">• Costs associated with actions required for mandatory reporting under the National Greenhouse and Energy Reporting (NGER) Scheme. This may include actions under Data and Reporting elements.• Costs associated with external training and certification program fees, auditing, verification and validation fees.• Costs for existing ongoing activities, for example, existing voluntary reporting.

Further information

Suspension or cancellation

We 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 funding round will not be able to continue or be conducted in a fair and orderly manner.

We may suspend or cancel the funding round at any time before the closing date. Any decision to suspend or cancel will be communicated via email to all applicants whose applications have been received and are in the process of evaluation. Our [website](#) will be updated to notify prospective applicants. We will seek the advice of the probity adviser in making any such a decision fairly and objectively.

If a funding round is suspended, we will continue or cancel the round within a reasonable timeframe. If we are 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 our [website](#).

Variations

Requests for variations to the funding deed will be assessed on a case-by-case basis. Approval may be granted only in exceptional circumstances and at our sole discretion. Any approval must be provided in writing.

To be considered for a variation, grantees must email energyefficiency.program@environment.nsw.gov.au to notify the need for a variation providing a detailed justification and explanation.

For milestone delivery date variations, grantees must request for a variation at least 2 weeks before the milestone delivery due date.

Disqualification of grantees

We reserve the right to disqualify grantees in grant rounds for an identified period. This can be done if we believe, 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, we may consider whether the business has:

- breached the guidelines for participating in the grant process

- breached a direction given by us 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

We take fraud very seriously. It is an offence to provide false or misleading information to us. If a business provides any information or makes any representations to us that is or may be inaccurate, intended to mislead, deceptive, deceitful, or otherwise fraudulent, we 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 we determine the business was not entitled to receive in accordance with these funding guidelines and the terms of the funding deed
- report the matter to the NSW Police.

Late application submissions

Please note that, apart from any extension published by us, no late applications will be accepted following the published cut-off date. However, at our discretion, we may accept late applications if they do not affect any material fairness upon probity advisor review.

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 us.

We 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
- our staff or advisors where authorised or required by law to be disclosed
- other NSW Government agencies.

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

Publishing of results

We may officially 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.

We reserve the right to announce successful grantees. Grantees must not make any announcement regarding their successful application until we have made the announcement or provided approval to do so in writing.

Program evaluation

We may use your de-identified application and project data in training materials, case studies and evaluations.

Grantees may be contacted to provide information through a survey or an interview at the start of the funded project, immediately after implementation and several months later for follow-up.

You may also be contacted by us or a third party on behalf of us 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 grant round should be emailed to energyefficiency.program@environment.nsw.gov.au

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

Conflict of interest

We will administer our conflict of interest procedures, including procedures for all staff involved to declare their interests. All advisors engaged by us are required to disclose any

conflicts of interest they may have in relation to applicants and may be excluded from work if required under our conflict of interest procedure. If applicants are aware of any actual, perceived, or potential conflicts of interest they must advise us before or when applying. Applicants must comply with any directions from us in the management of a conflict of interest. Specialist consultant(s) engaged by the grantees to deliver the milestone activities must notify us in writing if a conflict of interest or the potential for one arises.

Probity

We appointed Procure Group Pty Ltd (ABN 22 130 908 824) as the independent probity advisor for the Grant. The probity advisor will monitor the Grant's conduct and ensure it is delivered impartially, with integrity and accountability. Should any applicant have questions or concerns about the Grant's probity 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 our [grant management system](#). We will not be responsible in any way for any loss, damage or corruption of electronically submitted applications.

We 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 in the Net Zero Planning Grant funding guidelines has been provided with due care and is intended only for the applicant's guidance. We do not guarantee it as being accurate for future needs and expenditure.

Contact us

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

Glossary

Term	Definition
Capital expenditure	Refers to funds used by an organisation to acquire, upgrade or maintain physical assets such as property, buildings, or equipment.
Site	A specific physical location with a designated address where business operations are conducted. A single site may encompass a series of geographically contiguous locations that are directly adjacent to one another, regardless of having different directly adjacent addresses.

Appendices

Appendix A: specialist consultant(s)

In the context of the Grant, a specialist consultant(s) is an external professional hired by the grantee to deliver the milestone activities. It is the grantee's responsibility to select specialist consultant(s) to deliver the Grant milestone activities. The specialist consultant(s) must not have any conflicts of interest with the grantee.

When selecting specialist consultant(s), please consider that different consultants with varied expertise may be needed at various stages of the Grant or for different aspects of milestone 2. For successful delivery of milestone 1 activities, a specialist consultant should possess broad knowledge of the 9 elements covered in the Guide. For milestone 2 activities, however, specialist experience and in-depth knowledge in one or more of the 9 elements covered in the Guide will be required to deep dive into the actions outlined in the grantee's milestone 1 report.

The following criteria are provided as guidance when selecting specialist consultant(s):

1. Relevant net zero qualifications in any of the following areas:
 - Net zero
 - Carbon accounting
 - Sustainability
 - Environmental Social and Governance (ESG)
 - Environmental engineering or environmental services
 - Renewable energy and energy efficiency
 - Other relevant areas related to any of the 9 elements of the Guide.
2. Relevant professional experience in any of the fields mentioned above. It is advisable to gather examples of the specialist consultant's past work on related topics.
3. Capacity to deliver on time.

Appendix B: net zero planning tool

The net zero planning tool is an engagement platform to assist specialist consultant(s) in identifying the key actions needed to advance the business’s net zero journey. The net zero planning tool will be used to gather the grantee’s responses on actions detailed in the [Net Zero Business Guide](#). You can find a snapshot of the tool below.

	Please choose the option that best describes the organisation's current status in addressing the corresponding action.*				Key takeaways (optional)
	Yes	No	Partially	N/a	Free text field (optional)
<p>5.1 Consider the organisation’s approach to setting net zero targets</p> <p>5.1.1 Define the scope of the emissions reduction targets, including the consideration of the below. For more information see Targets note 5b</p> <p>5.1.1.1 Emissions coverage:</p> <p>5.1.1.1.1 Organisation’s own processes (Scope 1)</p> <p>5.1.1.1.1.1 Purchased or acquired electricity, steam, heat and cooling (Scope 2), and</p> <p>5.1.1.1.2 Emissions generated by suppliers and end-users (Scope 3)</p> <p>5.1.1.2 Consider approach to using offsets For more information on offsets see note 5c.</p> <p>5.1.1.2 Organisational coverage, for example product, site, national and international boundaries.</p> <p>5.1.1.3 Consider checking progress of Australia’s organisations in the Climateworks Centre Net Zero Momentum Tracker</p>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Grantee has established scope 1 and 2 targets but have not used an internationally or nationally recognised framework approach to set net zero targets. It is recommended that the grantee considers Science Based Targets (SBTi) initiative in the future.</p>
	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Currently, grantee has included scope 1 and 2 within the coverage of their emissions reduction targets. Grantee needs to include scope 3 as a next step within their established targets.</p>

Appendix C: estimated time for delivery of milestone 1 activities

The estimated time, provided below in Table 7, is subject to individual circumstances. This estimate is intended as a guideline only.

Table 7 Estimated time for delivery of milestone 1 activities by the specialist consultant(s)

Activities	Estimated hours
1. Read the Guide and guidance on the use of net zero planning tool.	2 to 3 hours
2. Facilitate engagement session(s) with the grantee.	5 to 8 hours
3. Prepare milestone 1 report.	8 to 9 hours
Total estimated time	15 to 20 hours

Appendix D: examples of action deliverables

Table 8 provides high-level examples of action deliverables for each element of [the Guide](#). The milestone 1 report must provide further breakdown of actions with detailed tasks tailored to the grantee.

Table 8 Examples of milestone 2 deliverables

Element	Examples of action deliverables
Strategy	Climate-related risk and opportunity assessment report.
Governance	Documented net zero governance, accountability and responsibility structure.
People and capability	Documented training and knowledge-sharing program aimed at enhancing understanding and awareness of the grantee’s net zero goals, as well as the skills required to achieve them.
Data	Grantee’s greenhouse gas inventory (Scope 1, 2 and 3).
Target	Defined and documented net zero target.
Action plan	Documented long-, mid- and short-term net zero action plan.
Finance	Documented long-, mid- and short-term net zero financial plan.
Stakeholder engagement	Documented net zero stakeholder engagement plan.
Reporting	Voluntary external net zero disclosure report.



For more information

For more information about the Net Zero Planning Grant and other initiatives, visit our [website](#) or contact us via email.

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