

# Manufacturing Energy Efficiency Grant Round 2 Application Form

## Form Preview

### Introduction

\* indicates a required field

The Manufacturing Energy Efficiency Grant (MEEG) Program is a \$7.1 million Queensland Government program helping small and medium sized manufacturers to reduce overall energy costs, energy use, operational emissions and to improve awareness of energy use.

The MEEG Program is an implementation action under the [Queensland Energy and Jobs Plan](#) and also complements the [Queensland Advanced Manufacturing 10-Year Roadmap and Action Plan](#).

### Before starting your application

When preparing your application, it is important to:

- read the Applicant Guidelines
- understand the eligibility requirements for an applicant entity. Eligibility requirements, as stated in the Applicant Guidelines include:
  - be a Queensland based business whose principal activity and majority annual turnover is derived from manufacturing, as defined under Division C of the Australian Bureau of Statistics' [Australian and New Zealand Standard Industrial Classification \(ANZSIC\), 2006](#);
  - be registered for GST and hold an active Australian Business Number (ABN);
  - be an SME with between five and 200 full-time equivalent (FTE) employees. A minimum of 5 FTE employees must be located in Queensland;
  - have a proposed Eligible Project that meets the requirements set out in Section 2.4;
  - have a minimum of 12 months access to the project site address in Queensland (either through ownership or an executed lease agreement or similar);
  - have quotes for a minimum of \$7,500 excluding GST of Eligible Project costs for lighting only projects or a minimum of \$10,000 excluding GST of Eligible Project costs for other eligible projects (which may also include lighting), noting that additional quotes or project costs cannot be added to an application once it has been submitted;
  - have operated within Queensland for a minimum of 12 months at the time of submitting an application;
  - have the financial capacity and standing necessary to successfully undertake and complete the proposed Eligible Project, recognising that the grant payments are made in arrears;
  - not have received or be subject to funding for the project under any other local, state or federal government grant, scheme or program;
  - not have, and must not be, an Associated Entity of an entity that has received funding under the MEEG Program that in aggregate exceeds \$50,000 (excluding GST)
  - not have, and must not be, an Associated Entity of an entity that has been awarded MEEG Round 1 and has not completed the project
  - accept that the department may require security over any single Eligible Project item that exceeds \$100,000 in value, for a period of seven years

# Manufacturing Energy Efficiency Grant Round 2 Application Form

## Form Preview

- not be insolvent or have owners or directors that are an undischarged bankrupt; and
- not be a federal, state or local government entity, statutory authority or special purpose vehicle or not-for-profit organisation.
- understand the eligibility requirements for a proposed project (see Section 2.4 Eligible Projects on page 3-4 of the guidelines).

## Submitting your application

To apply, you must complete this online application form ensuring you:

- address all eligibility criteria
- provide all the information requested
- include all necessary attachments.

Submission of this Application requires you to accept the Terms and Conditions of submission and certify that you are authorised by your business to submit the application.

## Confidentiality, privacy and use of information

The Department will maintain controls in relation to the management of confidential information provided by applicants. Applicants should specifically mark any information the applicant considers to be confidential.

An applicant must keep confidential its application, any information provided to the Department in connection with its application and its dealings with the Department about its application but may make disclosures if required by law or to its representatives or advisors who are under an obligation of confidentiality. An applicant must also keep confidential any information designated by the State as confidential.

The Department may disclose information, including confidential information, of or provided by an applicant:

- to its representatives and advisors for any purpose
- to any government agency or authority and its representatives and advisors, including for the purpose of assessing and verifying such information
- to comply with or meet applicable standards of accountability of public money or established government policies, procedures or protocols; or
- if required to be disclosed by law.

The Department collects personal information during the application process. Personal information will be used and may be disclosed for the purpose of processing, assessing and making a decision about the application, and as authorised by law. This may include personal information being disclosed to third parties and other government agencies for purposes in connection with the assessment of applications (and if an application is successful, in connection with administration of any subsequent agreement). The State will otherwise deal with personal information provided to it in accordance with the Information Privacy Act 2009 and the [Privacy Statement of the Department of Regional Development, Manufacturing and Water](#).

**1. I understand these confidentiality, privacy and use of information statements and the implications to information I provide: \***

# Manufacturing Energy Efficiency Grant Round 2 Application Form Form Preview

Yes

## 2. I have read and understood the Applicant Guidelines \*

Yes

You must read and understand the applicant guidelines prior to submitting a Manufacturing Energy Efficiency Grant application. A copy of the guidelines can be found [here](#). Please right click and open in a new window.

## Applicant Details

\* indicates a required field

### Applicant Business Details

Please provide information about the applicant business. Mandatory questions must be answered for your form to submit.

#### 3. Applicant Business Name \*

Organisation Name

#### 4. Applicant business ABN \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

#### 5. Applicant business website

Must be a URL.

#### 6. Please provide an overview of the applicant's business operations \*

# Manufacturing Energy Efficiency Grant Round 2 Application Form

## Form Preview

Word count:

Must be no more than 100 words.

Provide a clear and concise description of the business (e.g. your elevator pitch)

**7. Has your business operated within Queensland for a minimum of 12 months at the time of submitting this application? \***

Yes

No

Please stop the application process here

To be eligible for the MEEG Program, an applicant must have operated within Queensland for a minimum of 12 months prior to submitting an application.

**8. What is the (FY2023-24) turnover for the applicant's Queensland operations? \***

\$

Must be a dollar amount.

If audited reports are not yet available please provide your best estimate on available records.

**8a. What is the (FY2023-24) turnover for the applicant's Queensland manufacturing operations? \***

\$

Must be a dollar amount.

**8b. Please upload evidence demonstrating that the applicant has been in operation for at least one year. This includes audited financial statements for at least the most recent financial year and should include profit and loss statement, balance sheet and, if available, statement of cash flow. If audited statements are not available for 2023-24 at the time of applying, please provide relevant financial statements to align with figures provided at question 8 and 8a. \***

Attach a file:

A minimum of 1 file must be attached.

Please provide evidence demonstrating that the applicant has been in operation for at least one year. This includes financial statements for at least the most recent financial year, including notes to the accounts that are either accountant (CPA/CA qualified) prepared, audited and certified (preferred) or accountant (CPA/CA qualified) prepared and signed financial statements. If you are applying towards the end of the current financial year or are waiting for audited records, you should provide an interim statement for the current year and audited records for the previous financial year.

**9. What is the applicant's four-digit Australian and New Zealand Standard Industrial Classification (ANZSIC) code? \***

The entity's ANZSIC code will be listed with its ABN details on the Australian Business Register. To find, or update your ANZSIC code please click [here](#). ANZSIC codes are the first four digits.

**10. To be eligible, the applicant's principal activity and majority annual turnover must be derived from manufacturing, as defined under Division C of ANZSIC.**

# Manufacturing Energy Efficiency Grant Round 2 Application Form

## Form Preview

**Please outline the manufacturing activities that produce the majority of your annual turnover. \***

Word count:

Must be no more than 100 words.

Where it is not obvious on your website what you manufacture, please outline key products manufactured by the applicant in the response.

### Current Full Time Equivalent (FTE) employees

To calculate FTE, divide the total hours worked by part-time employees by the standard hours worked by a full-time employee e.g. four staff working part-time, three at 25 hours per week and one at 20 hours equals 2.5 FTE employees when the standard week is 38 hours. Rounded to one decimal place.

**11. Current number of FTE employees employed by the entity \***

Must be a number.

**12. Of the current FTE employees, how many are based in Queensland? \***

Must be a number.

A minimum of 5 FTEs must be located in Queensland.

### Please stop the application process here

To be eligible for the MEEG Program, an applicant must be an SME with between 5 and 200 full-time equivalent (FTE) employees. A minimum of 5 FTE employees must be located in Queensland.

### Location Details

**13. What is the physical address of the applicant headquarters? \***

Address

  

Address Line 1, Suburb/Town, State/Province, and Postcode are required.  
This should be a street address, not a PO Box.

**14. What is the physical address of the manufacturing facility for the proposed project? \***

Address

  

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

If this address is the same as the applicant headquarters select 'same as above'.

**15. What is the applicant's postal address? This is address is where any written communication regarding your application will be sent. \***

Address

# Manufacturing Energy Efficiency Grant Round 2 Application Form

## Form Preview


Address Line 1, Suburb/Town, State/Province, and Postcode are required.

If this address is the same as the applicant headquarters select 'same as above'. PO box addresses will need to be manually entered (click on can't find my address and enter the PO Box address).

**16. Does the applicant entity own the project site, or have an executed lease agreement (or similar) in place to use the project site for a minimum of 12 months? \***

- Yes, own the property       Yes, executed lease       No

**16a. If an executed lease agreement (or similar) exists, please detail when the arrangement is expected to end and any options to extend it. \***

--

Before executing a Grant Agreement the applicant must demonstrate ownership of the site or have an agreement in place authorising their ongoing use of the project site.

**16b. Detail any plans, including dates, to establish ownership or other authority to use the project site address. \***

--

Word count:

Must be no more than 100 words.

### Trading Names

**17. Does the applicant business have trading names that are different to the ABR Entity name above? \***

- Yes       No

**17a. Provide your trading name/s**

If you have more than one trading name please add additional rows.

--

### Associated Entities, Trusts and Corporate Structure

**18. Does the applicant business have any Associated Entities, as per the definition in s50AAA of the Corporations Act 2001? \***

- Yes       No

refer to [http://www5.austlii.edu.au/au/legis/cth/consol\\_act/ca2001172/s50aaa.html](http://www5.austlii.edu.au/au/legis/cth/consol_act/ca2001172/s50aaa.html) for more information

Provide details of any Associated Entities and Corporate Governance

# Manufacturing Energy Efficiency Grant Round 2 Application Form

## Form Preview

**18a. Attach a corporate ownership structure document detailing all associated entities including international entities. Each entity is to be identified by its ABN or ACN (or similar identifier for any international entities). \***

Attach a file:

**19. Is the applicant business established as part of a trust? \***

Yes

No

**19a. Attach the signed Trust Deed/s \***

Attach a file:

A minimum of 1 file must be attached.

One Deed for each trust listed

## Other Grants and Subsidies

**20. Is the business entity receiving, applied or been approved for any other government grant or subsidy for this project or project costs? \***

Yes

No

Please note that projects receiving other grants or subsidies are not eligible. This includes projects that were funded under Round 1 of this program.

**20a. Provide details of any other government grant or subsidy you have received or applied for that relates to this project or project items. \***

Word count:

Must be no more than 100 words.

If you have applied for the Queensland Business Energy Saving and Transformation (QBEST) program please include any reference numbers you have available. If the project is different please outline how.

## Primary Contact Information

Please provide the details of a Primary Contact.

At least one of the contacts must be an executive of the entity e.g. Chief Executive Officer, Director, Managing Director. The primary contact will be the first point of contact if further information is required.

**21. Primary Contact Name \***

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

**Primary Contact Position \***

# Manufacturing Energy Efficiency Grant Round 2 Application Form

## Form Preview

### Primary Contact Phone Number \*

Must be an Australian phone number.

### Primary Contact Email \*

Must be an email address.

## Secondary Contact Information

Please provide the details of a Secondary Contact.

At least one of the contacts must be an executive of the entity e.g. Chief Executive Officer, Director, Managing Director. The primary contact will be the first point of contact if further information is required.

### 22. Secondary Contact \*

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

### Secondary Contact Position \*

### Secondary Contact Phone Number \*

Must be an Australian phone number.

### Secondary Contact Email \*

Must be an email address.

## Project Information

\* indicates a required field

### Project Details

#### 23. Project Title \*

Enter a succinct and descriptive project title so that the project can be quickly and easily identified.

#### 24. Project Description \*

Word count:

Must be no more than 150 words.

Provide a clear and concise description of what your project will purchase or implement.



# Manufacturing Energy Efficiency Grant Round 2 Application Form

## Form Preview

**25. Which categories does the proposed project(s) fit in to: \***

- Compressed air improvements
- Electrification (gas or fuel to electric processes)
- Heat pumps
- Industrial HVAC system
- Industrial refrigeration
- Lighting
- Energy Monitoring Systems and/or control systems
- Replace equipment with a more energy efficient model or replace parts from equipment (motors, fans, compressors, heating elements, conveyors) to make equipment more efficient.

Select all that apply. Refer to Applicant Guidelines Section 2.4 Eligible Projects for examples of projects in each category.

**26. Please tell us in 2-3 sentences why this project was chosen. Were any other projects considered? \***

Word count:

Must be no more than 250 words.

Did this project provide the fastest pay back, would have the biggest impact to energy use in the organisation, was it recommended from an audit or report, was the cost or time to implement it a considering factor?

**27. Please select all options that apply to the applicant business \***

- We have a power purchase agreement
- We have a green power agreement
- We have a solar/PV system
- We have battery storage
- None of the above
- Other:

**28. Please upload three months of recent electricity bills. This should be relevant to your proposed project \***

Attach a file:

Multiple items can be attached.

**28a. Is the attached electricity bill(s) reflective of your usual energy consumption? If not, please provide details \***

Please provide any details that are relevant when assessing possible energy consumption changes in relation to the proposed project. For more information on reading your energy bill please go to <https://www.energymadeeasy.gov.au/>

# Manufacturing Energy Efficiency Grant Round 2 Application Form

## Form Preview

**28b. If the proposed project includes electrification or efficiency upgrade of a gas and/or fuel based process, please provide three months of recent gas and/or fuel bills. This should be relevant to your proposed project**

Attach a file:

Multiple items can be attached.

**28c. Is the attached gas/fuel bill(s) reflective of your usual gas/ fuel consumption? If not, please provide details**

Please provide any details that are relevant when assessing possible gas/ fuel consumption changes in relation to the proposed project.

**28d. Some projects (particularly those requiring electrification) may require upgrades to the network to be achieved. Are you currently at capacity on the electrical network in your area? \***

No  Yes  Don't know

Upgrades to the network can add additional costs or time to the project. Contact your energy provider to check if this could impact you.

**29. To be eligible, the proposed project must achieve two or more of the Program Objectives outlined in section 2.2 of the guidelines. Please indicate which objectives the proposed project will achieve. \***

- Increase the uptake of energy efficiency measures and technology
- Reduce energy usage and costs
- Enable carbon emissions reduction
- Increase awareness of energy use

At least 2 choices must be selected.

Please select all that apply.

**29a. Please provide 2-3 sentences on how the project will meet the program objective to increase the uptake of energy efficiency measures and technology \***

Word count:

Must be no more than 150 words.

Refer to the MEEG Program objectives on page 1 and 2 of the Applicant Guidelines. You may like to include qualitative and quantitative data to support your claims.

**Please provide any additional information to support your claims**

Attach a file:

# Manufacturing Energy Efficiency Grant Round 2 Application Form

## Form Preview

**29b. Please provide 2-3 sentences on how the project will meet the program objective to reduce energy usage and costs \***

Word count:

Must be no more than 150 words.

Refer to the MEEG Program objectives on page 1 and 2 of the Applicant Guidelines. You may like to include qualitative and quantitative data to support your claims. Do not include internet links to reference material, instead copy any reference material and attach as a file below, while ensuring the relevant reference is clearly identified in this question.

**Please provide any additional information to support your claims**

Attach a file:

**29c. Please provide 2-3 sentences on how the project will meet the program objective to enable carbon emissions reduction \***

Word count:

Must be no more than 150 words.

Refer to the MEEG Program objectives on page 1 and 2 of the Applicant Guidelines. You may like to include qualitative and quantitative data to support your claims. Do not include internet links to reference material, instead copy any reference material and attach as a file below, while ensuring the relevant reference is clearly identified in this question.

**Please provide any additional information to support your claims**

Attach a file:

**29d. Please provide 2-3 sentences on how the project will meet the program objective to increase awareness of energy use \***

Word count:

Must be no more than 150 words.

Refer to the MEEG Program objectives on page 1 and 2 of the Applicant Guidelines. You may like to include qualitative and quantitative data to support your claims. Do not include internet links to reference material, instead copy any reference material and attach as a file below, while ensuring the relevant reference is clearly identified in this question.

**Please provide any additional information to support your claims**

Attach a file:

## Assessment Criteria 1

# Manufacturing Energy Efficiency Grant Round 2 Application Form

## Form Preview

The answers you provide in the following questions will be used to assess whether you meet Assessment Criteria 1 to a satisfactory standard (*Applicant demonstrates that the project will enable 10% or more energy efficiencies, reduced energy costs and/or reduced carbon emissions*) on **page 8-9 of the Guidelines**.

The following information **must be** provided to calculate or verify energy savings (noting sufficient detail on the project items to enable a comparison of energy usage between the current and proposed scenarios. This includes, but is not limited to:

- Make, Model, hours used per week, capacity/energy used (if known), energy rating etc. for the current items
- a quote detailing at a minimum the Make, Model, quantity, capacity/energy use or energy rating (if known) of the proposed project items.
- if relevant, detail of any applicable processes or behaviours that will be associated with project implementation e.g. equipment shut down or standby procedures; changes to labour patterns or production processes; implementation of fault detection and/or systems optimisation (e.g. a leak identification and rectification process).
- three months of recent electricity bills (and gas bills if applicable) for the project site that details energy usage and tariffs. A recent bill is one issued within the last three months (refer to questions 27 and 28 to upload your bill(s)).
- diesel or LPG expenditure for forklift use for projects involving an electric forklift

The following information **may be** provided to support an application:

- calculations of energy savings detailed in the application
- any independent audits or reports
- qualitative and/or quantitative data or research.

*Please note that for energy monitoring systems/ control systems the response will be assessed based on activities that will be undertaken as a response to the results from using the system.*

You can find out more about energy savings at <https://www.energy.gov.au/business/equipment-and-technology-guides>. Please include sufficient detail in the next questions to identify the energy consumption of equipment currently in use. eg Make and model numbers, motor size, hours of use, gas or diesel consumed in forklift operation, energy ratings, energy used (if known) etc.

### 30. Lighting related projects

Please outline what lighting you currently use that you intend to replace. Add additional rows if you have more than one type of light you are replacing.

Quantity	Make/Model/ Type of light	Wattage	Usage	Photo Upload
Must be a number.	eg Single fluoro, Double fluoro, metal halide, mercury vapour high bay, flood lights etc	eg 50W, 100W	eg average 5 hours per day, 5 day a week, 50 weeks per year.	Some equipment has a label containing the relevant information such as Serial Number, Make, Model, wattage. If uploading a photo with this

# Manufacturing Energy Efficiency Grant Round 2 Application Form

## Form Preview

				information you should still include usage details.

30a. Please outline what lighting you intend to install. Add additional rows if you have more than one type of light you are replacing.

Quantity	Make/Model/Type of light	Wattage	Usage
Must be a number.	eg, High Bay, LED, Flood lights.	eg 50W, 100W	Please write "as above" for same usage as current lighting. If attached quotes include sensors or timers please indicate here.

Equipment being replaced under the program must be disposed of in a manner that considers the environmental impact and ensures it is not able to be reused in its current state. The equipment can be sold as scrap or recycled. It is unable to be retained as a back up by the business or given to staff for personal use.

We recognise that there may be additional costs to sustainably decommission current lighting. These costs may be able to be included within the project costs below if a quote is provided at the time of application.

**30b. Please outline how you will dispose of or decommission the lighting items sustainably to ensure that they are not sold or continue to be used by you or any other person or business? \***

Word count:

Must be no more than 100 words.

Please note that current equipment is unable to be retained as a back up by the business or given to staff for personal use.

### 31. Equipment related projects

Please outline the equipment and/or processes that you currently use and intend to replace. Add additional rows if you have more than one type of equipment you are replacing.

Quantity	Make and Model	Usage	Other details	Upload a photo of the specification label
Must be a number.	eg, Crown 2.5 Tonne LPG Forklift, 7.5HP	eg average 5 hours per day, 5 day a	You may like to include any other details you	Some equipment has a label containing

# Manufacturing Energy Efficiency Grant Round 2 Application Form

## Form Preview

	Air compressor, Weldmax 395 welder	week, 50 weeks per year.	have about the equipment you are replacing including motor sizes, flow rates to reduce the need for us to contact you for a clarification.	the relevant information such as Serial Number, Make, Model, Motor size, Pump Flow Rate etc. Including a photo here may reduce the need for us to contact you for a clarification.

31a. Please outline what equipment you intend to install. Add additional rows if you have more than one type of equipment you are replacing.

Quantity	Make and Model	Usage	Other details
Must be a number.	Make sure this matches your preferred quote.	Please write "as above" for same usage as current equipment. If attached quotes include sensors, timers or similar please indicate here.	You may like to include any other details you have about the equipment you are intending to install to reduce the need for us to contact you for a clarification.

Equipment being replaced under the program must be disposed of in a manner that considers the environmental impact and ensures it is not able to be reused in its current state. The equipment can be sold as scrap or recycled. It is unable to be retained as a back up by the business or given to staff for personal use.

We recognise that there may be additional costs to sustainably decommission current equipment. These costs may be able to be included within the project costs below if a quote is provided at the time of application.

**31b. Please outline how you will dispose of or decommission each of the items sustainably to ensure that they are not sold or continue to be used by you or any other person or business? \***

Word count:

Must be no more than 200 words.

Please note that current equipment is unable to be retained as a back up by the business or given to staff for personal use.

## Energy Monitoring

If implementing an energy monitoring system you will be asked in the final report to provide details of what the monitoring identified and what actions will be, or have been, implemented including timeframes for implementation.

**32. Please outline why you want to implement an energy monitoring system or energy action plan in the business. \***

Word count:

Must be no more than 300 words.

This will be used by the technical assessor to calculate or verify the savings expected for the minimum 10% energy savings required to be an eligible project. For example, you may have noticed a spike in electricity use at a particular time each day and want to determine what equipment is causing the issue so you can reconsider how/ when it is used.

**33. Please outline how long you intend to monitor the energy use and what you intend to do with the information gathered. Please include any behaviours you expect to change, reports or actions plans to be provided or implemented.**

Word count:

Must be no more than 300 words.

**34. Please describe any other operational or behavioural changes not already outlined that you expect will result from implementing this project, how you will implement them and in what timeframe? \***

Word count:

Must be no more than 250 words.

Behavioural changes are those changes you may implement that are not replacing a physical item eg training for staff, regular monitoring of energy consumption, introduction of improved maintenance processes, power shutdown/standby processes during inactivity, changes to scheduling to increase efficiencies, changes to staff management to increase productivity, displaying of energy and water use or waste, monthly education spotlight on sustainability topic.

## Assessment Criteria 2

The answers you provide in question 35 will be used to assess whether you meet Assessment Criteria 2 to a satisfactory standard (*Applicant demonstrates alignment of the proposed project with the sustainability goals of the business*) on page 7 of the Guidelines.

**The following information must be provided:**

- clear detail of the applicant business's sustainability goals and how these align to the proposed project and outcomes.

The following information **may be provided** to support an application however is not a requirement to apply:

- a business plan, strategy or action plan, company annual report, relevant company webpages
- an independent audit, review or benchmark e.g. ecoBiz, Manufacturing Sustainability Benchmark, Climate Active application, etc.

**35. Please outline the business sustainability goals of the applicant business and describe in detail how the project aligns to them. \***

# Manufacturing Energy Efficiency Grant Round 2 Application Form

## Form Preview

### Word count:

Must be no more than 500 words.

In your response you should consider projects you have implemented or intend to implement in relation to energy, waste or water. You may like to include reference to your strategic plan, business plan and/or any independent reports, such as energy audits or benchmarks, that support your statements. If you have sustainability details on your website, please include the link to the relevant web page here.

### **35a. Attach relevant documents for the applicant business, and include reference material for the above question.**

Attach a file:

A maximum of 10 files may be attached.

Attach relevant plans (or equivalent for the business) and any supporting documents that provide detail on the sustainability plans for the business. You may like to include additional reports or audits (e.g. ecoBiz report, Manufacturing sustainability benchmark or independent audit etc.) to demonstrate a commitment to sustainable business practices.

## Assessment Criteria 3

The answers you provide in questions 36-47 will be used to assess whether you meet Assessment Criteria 3 to a satisfactory standard (*Applicant demonstrates an ability to deliver the proposed project, and to deliver within stated budget and timeframe*) on page 8 of the Guidelines.

At a minimum, the following information **must be** provided:

- the expected project start and end dates
- a valid reason where the project cannot be completed within six months
- one or more valid quotes per project item.

A valid quote must contain the following detail at a minimum:

- supplier ABN, quotation date, quotation number, and expiry date
- detailed description and quantity of products and/or services being supplied
- quotation price per project item and total cost (including GST)
- licence details of tradesperson completing the work if installation is required.

The following information **may be** provided to support an application:

- a detailed project plan, Gantt chart, details of risks and mitigation, project outcomes and expectations and details about internal capacity to complete the project (e.g staff capacity and project governance).

Please note that quotes should be valid for up to 12 weeks to align with the assessment process.

## Project Timeline and Plan

36. Proposed project start date \*

37. Proposed project end date \*



# Manufacturing Energy Efficiency Grant Round 2 Application Form

## Form Preview

Must be a date.

Unless otherwise approved the project must not commence until a grant agreement is executed. Please refer to section 2.5 of the Guidelines. Please allow at least 12 weeks from submission of an application.

Must be a date.

Projects should be able to be completed within 6 months from the project start date. Where project planning demonstrates delivery beyond 6 months from commencement, you must provide detailed reasons including supporting documentation for consideration of a project timeframe longer than 6 months.

### 38. Is the proposed project planned to be completed within 6 months of commencement? \*

Yes

No

### 38a. Please provide an explanation for the proposed project timeframe extending beyond 6 months \*

### 39. Please summarise the project plan including key milestones for implementing the project \*

Word count:

This section should include at least a timeline of key dates and activities. Please include any detail to demonstrate available resources (personnel) to implement the project. Where possible, risks and mitigation should also be included.

### 39a. Please attach a project plan (or equivalent) and any supporting documentation \*

Attach a file:

A minimum of 1 file and a maximum of 10 files may be attached.

You MUST include a brief project plan. You may like to include dates and timeframes for Application submission, Application assessment (12 weeks), Ordering of equipment, Delivery, Installation, Sustainable decommissioning, Final report submissions. These dates should align with the responses in Question 37 and 38. Your project plan may also include a Gantt chart, implementation plan, risk management details etc.

## Project Cost Breakdown

Project items seeking grant funding must provide sufficient information (e.g. make, model numbers for equipment, brand and system name for systems, suppliers details for equipment) to enable detailed assessment of the items in this application. Item detail should match quotation(s) provided with this application.

Following is an example of the detail required.

### **Make and Model for equipment or system**

#### **Equipment Supplier**

# Manufacturing Energy Efficiency Grant Round 2 Application Form

## Form Preview

### **Grant funding**

### **Business funding**

### **Total item cost**

### **Example for equipment**

1 x Energy + Machinery Co, Model FLOW 35A2W, Heat Pump (35Kw Air to Water)

Qld Energy Equip Pty Ltd

\$1,500

\$500

\$2,000

10 x 150W hi bay units in warehouse area

Brite Lites Co

\$1,750

\$0

\$1,750

### **Example for Energy monitoring systems**

Advanced Software Systems, Manufacturing EMS V15. (Includes 10 monitoring units and 12 months access to monitoring software)

Energy IT Services Pty Ltd

\$7,500

\$2,500

\$10,000

**Example ineligible items** *(the below bracketed comments are for example only, not required by applicant)*

Electrical infrastructure upgrade *(extension to existing infrastructure)*

NA

\$0

\$5,000

\$5,000

Office air conditioning units

NA

\$0

# Manufacturing Energy Efficiency Grant Round 2 Application Form

## Form Preview

\$15,990

\$15,990

### Project Cost Breakdown

**40.** Please provide details of each item to be purchased for the proposed project, include **grant items and items not eligible** for grant funding to **show full project costing (ex GST)**.

If the item is ineligible for grant funding (refer to Section 2.5 Ineligible Project Costs on pages 4-5 of the guidelines), you are not required to provide a supplier, enter NA in the supplier column, and enter '\$0' in the grant amount requested column. The total item cost would then be added to the business contribution column.

Include **all details** requested **for grant items** to enable the assessment panel to **evaluate the equipment, process or system**, refer to the above Example Project Cost Breakdown.

**Please note that the Grant Amount Requested for each eligible item for lighting projects may be up to 100% of the total item cost. All other project focus areas must be less than or equal to 75% of the total item cost.**

Use the Add More button as necessary, to add rows for multiple project items.

Detailed Project Item	Supplier	MEEG Funds Requested (ex GST)	Business Contribution (ex GST)	Total item cost (ex GST)
Quantity, Make and Model for equipment or system. Must be no more than 50 words.	Equipment Supplier (the company you will purchase equipment or system from); or Consultant developing the energy action plan. Must be no more than 20 words.	\$ ex GST. This should equate to 100% costs for lighting related items and/ or 75% for all other eligible project items. Must be a dollar amount.	\$ ex GST.	\$ ex GST This number/ amount is calculated.

### Project Cost Breakdown Totals

**41. Total MEEG Funds Requested**

This number/amount is calculated.

**42. Total Business Contribution**

This number/amount is calculated.

**43. Total Project Cost**

This number/amount is calculated.

### Preferred Quotes

**44. Please check your preferred quotes include the following details:**

- Supplier name, ABN, quotation date, quotation number and expiry date (quotes should be valid for up to 12 weeks to align with the assessment process)
- Detailed description of products and/or services being supplied eg Make, model number, quantity and price of items

# Manufacturing Energy Efficiency Grant Round 2 Application Form

## Form Preview

- Details of the licenced tradesperson completing the work
  - All work must be completed by a licenced tradesperson. If you are unsure if your tradesperson is licenced you may find the following sites useful
    - Electrical - <https://fswqap.worksafe.qld.gov.au/elis/>
    - Gas - <https://www.rshq.qld.gov.au/emergency/safety/registers-gas-work-licences-authorisations>
    - Plumbing and building - <https://www.qbcc.qld.gov.au/about-us/our-lists-registers>

Please be aware that for quotes provided in an alternate currency, a standard exchange rate will be applied at the time of assessment. Should the exchange rate change applicants will not be able to request additional funds.

**44a. Attach the preferred quote or evidence of costs for each item in the Detailed Project Cost Breakdown seeking grant funding. Please ensure the quote and filename includes reference to its relevant project item/s. \***

Attach a file:

Failure to attach a quote (for each item) may result in the item being ineligible for funding. Additional or alternative quotes are not able to be provided once the application is submitted. The non preferred quotes are to be attached at question 48a.

**45. If the proposed project requires installation it must be done by a licensed tradesperson. If your quotes do not include funding for this installation, will you be using a licensed tradesperson to complete any installation work? \***

- Yes  No

Please note: evidence that project installation will be completed by a licensed installer will be required prior to execution of a grant agreement.

**46. Do you have second and third (non preferred) quotes for each item seeking grant funding? \***

- Yes  No

**46a. Attach the second and third (non preferred) quotes for grant funding items. Please ensure the quote and filename includes reference to its relevant project item/s. \***

Attach a file:

### Project Item Quotes - Value for money selection of the preferred quote.

Explain in detail why the preferred quote or supplier was selected for each grant funded item. A satisfactory procurement approach must be provided to demonstrate how the applicant chose the preferred equipment or technology.

Responses should provide detail on the selection process and the quote/s preferred, including an explanation of the procurement governance, to show competitive price and value for money consideration.

If 3 quotes are unable to be obtained for each project item, please provide an explanation.

**47. Detail your procurement governance and decision making process for each item you are seeking grant funding for. \***

Word count:

Must be no more than 250 words.

Your procurement governance and decision making process should include how the preferred quote represents the best value and the most effective way of implementing your proposed project.

## Insurances Certificates of Currency

\* indicates a required field

### Upload your Insurance Certificates of Currency

**48.** Certificates of currency are required for the following insurances for the applicant business. If any of these expire before completion of your proposed project you are required to provide updated certificates on renewal of the relevant insurance.

- Public liability insurance
- Workcover insurance
- General insurance (building and equipment)
- Other insurances if applicable

**Public liability insurance \***

Attach a file:

A minimum of 1 file must be attached.

**Workcover insurance. The ABN on this document should match the applying entity. \***

Attach a file:

A minimum of 1 file must be attached.

**General insurance \***

Attach a file:

A minimum of 1 file must be attached.

**Other insurance**

Attach a file:

Other insurance may include any other insurances you feel are relevant to your application.

## Optional Attachments

# Manufacturing Energy Efficiency Grant Round 2 Application Form

## Form Preview

### 49. Please attach any additional information relating to the project or the applicant business that may be relevant to this application.

Attach a file:

## Declaration

\* indicates a required field

I confirm I have read the Manufacturing Energy Efficiency Grant (MEEG) Program Round 2 Applicant Guidelines and I:

- accept the full terms and conditions of the guidelines;
- understand submission of an application does not guarantee funding approval for either all or part of the funding sought;
- understand any offer of funding will be subject to the applicant executing a grant agreement with the Queensland Government;
- understand that I am liable for any costs incurred in relation to making this application; and
- confirm that all project items meet Australian and Queensland legislative and safety requirements for purchase and installation.

I undertake that:

- I will promptly notify the State if a change in circumstances causes the information in this application to be inaccurate or incomplete in a material respect.

I acknowledge and authorise the Department and the Queensland Government:

- to undertake any necessary checks (subject to any written notification as to confidentiality provided to the Queensland Government); and
- to confidentially discuss the application with assessors, professional advisors and other government agencies.

I confirm at the time of submitting this application:

- all information contained herein is true, accurate, and complete;
- all ancillary material provided in support of this application is true, accurate, and complete;
- the applicant entity is not insolvent;
- the owners or directors of the applicant entity are not undischarged bankrupts; and
- the applicant entity is not a federal, state, or local government entity, statutory authority, or not-for-profit organisation.

### 50. I confirm that I have read and understood all the statements above and I am authorised to sign this acknowledgement on behalf of the applicant business \*

Yes

## Contact preferences from the department

Please note that the information provided below is voluntary and will help us to tailor the information you want to know about. It will not impact your application in any way.

# Manufacturing Energy Efficiency Grant Round 2 Application Form Form Preview

## What would you like to hear more about from the department?

- grants
- events, workshops and training
- becoming a case study
- women in manufacturing
- achieving net zero
- supply chain capability (including lean manufacturing)
- all of the above
- Other:

## Please identify who you would like us to contact about this information

- Primary Contact    Secondary Contact

Other

Please include name and email for other contacts

## How would you like to receive this information from the department?

- email
- phone (landline)
- mobile phone