

Residential Energy Upgrade Grant 2024/25 Application Form

Form Preview

Residential Energy Upgrade Grants

Program Overview

Residential Energy Upgrade Grants support body corporates in residential strata-title buildings to undertake upgrades that will improve environmental performance of existing residential buildings and work towards net-zero emissions.

The grant supports upgrade projects that relate to common areas or provide communal benefit for residential occupants.

To review the guidelines please visit the City of Perth [website](#).

Key Dates

The City will accept applications for Residential Energy Upgrade Grants at any time, however decisions will be made on a case-by-case basis in line with budget and strategic priorities.

Residential Energy Upgrade Grants operate as exhaustive funding - where grants are allocated on an ongoing basis, provided the application meets the eligibility criteria and minimum standard in addressing the assessment criteria, until the budgeted funding is exhausted.

Applications open 1 July 2024

Application close 31 March 2025, 4pm AWST

Allow up to 8 weeks (requests up to \$20,000) and 12 weeks (requests \$20,001 - \$25,000) to be notified of a decision.

Approved projects must be completed within 12 months of decision.

Funding Levels Available

The Residential Energy Upgrade Grant operates in three funding streams, with matched funding provided by the City.

Stream A*

Stream B

Stream C

Stream A* attracts a matched funding contribution from the City up to a maximum of **\$25,000**.

Stream B attracts a matched funding contribution from the City up to a maximum of **\$10,000**.

Stream C attracts a matched funding contribution from the City up to a maximum of **\$5,000**.

For projects in residential buildings with a minimum of twenty dwellings.

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For projects in residential buildings with a minimum of twenty dwellings.

For projects in residential buildings with a minimum of four dwellings.

* Stream A (only) is available for applicants that have completed and submitted the following reports:

- [NABERS Energy Rating](#) which has been completed by an accredited assessor.
- [Type 2 Energy Audit](#) which aligns with AS/NZS 3598.1:2014 and has been completed by a qualified consultant.

Matched Funding

The City can provide matched funding up to 50% of the total project cost with the maximum grant value of \$25,000 and the remaining amount matched by the applicant.

No. of Dwellings

Funding Stream

City of Perth contribution

Applicant matched contribution

Total project cost

20+

Stream A*

\$10,000 - \$25,000

\$10,000 - \$25,000

\$20,000 - \$50,000+

20+

Stream B

\$3,000 - \$10,000

\$3,000 - \$10,000

\$6,000 - \$20,000+

4-19

Stream C

\$3,000 - \$5,000

\$3,000 - \$5,000

\$6,000 - \$10,000+

Documentation

Please note, applicants are required to submit the following documentation with this application:

- Evidence of financial viability through a recent bank statement or annual statement.

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- A copy of the strata management agreement (applicable where a strata manager is applying on behalf of the owner's corporation).
- A letter from the Body Corporate which confirms prior approval for the project.
- Minimum of two recent 'before photographs' of the project location.
- Minimum of one quote from qualified contractors and / or suppliers to carry out the works.
- A minimum of one utility bill (for each relevant utility) from within the last twelve months (required for Stream B & C only)
- Completion of the **Energy Data Sheet** (available for download on the City of Perth [website](#))
- **Stream A applicants** (only) are also required to supply:

> A **NABERS Energy Rating** and Report which has been completed by an **Accredited Assessor**; and is current within the last 2 years.

> A **Type 2 Energy Audit** which aligns with AS/NZS 3598.1:2014; has been completed by a qualified consultant; is current within the last 5 years; and is relevant to the current energy performance of the building

Projects Supported and Not Supported

Eligible projects relate to common areas or provide communal benefit for residential occupants. Upgrades may include one or more of the following:

- Energy efficiency: upgrades to lighting, hot water system, pumps and motors, lifts, air conditioning and ventilation, and including building tuning.
- Electrification: replacement of gas hot water systems, space heating and cooking appliances with an energy efficient electric alternative.
- Renewables: installation of solar photovoltaic systems and battery storage.
- Alternatives may be considered where the applicant can demonstrate a measurable energy improvement.

The following items are not supported under the Residential Energy Upgrade Grant program.

- Upgrades for individual dwellings (which do not provide a communal benefit)
- Upgrades relating to electric vehicles and charging.
- Upgrades that do not contribute to a reduction in energy consumption and emissions i.e. switchboard upgrades, like for like replacement.
- Replacements with gas as the primary fuel source (no new gas).
- Administration and managing costs by the strata manager and/or body corporate.

Declaration

* indicates a required field

Eligibility

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Prior to completing this application, please ensure you meet the following Eligibility Criteria for the Residential Energy Upgrade Grant Program. Applications that do not meet the eligibility requirements will not be considered for assessment.

To be eligible to receive sponsorship from the City, the applicant must:

- be a legally constituted body corporate/ owners corporation of an existing residential strata-titled building with an Australian Business Number (ABN) with at least four residential dwellings. Applications from mixed use strata are eligible to apply where the building is primarily residential strata (minimum 75% residential strata lots);
- be located within the City of Perth's local government area;
- have all appropriate insurances, permits and licenses for the proposed project or can demonstrate that appropriate permits, approvals, licenses etc., are being obtained with the relevant authorities including and not limited to the City's, planning, building, health and heritage departments;
- be using external suppliers and contractors that are appropriately certified to undertake the proposed upgrade works;
- have submitted the application prior to the project commencement date with sufficient time to enable consideration by the City;
- demonstrate financial viability without the City's funding (an individual project may not be viable without the City's support, however the organisation must be); and
- demonstrate the Body Corporate has provided full prior approval for the proposed project.

The City will not consider applications from:

- applicants considered commercial, entertainment, or accommodation providers including short and long-term, serviced apartments, supported accommodation, hotels, or residential care;
- the Commonwealth or State Government Departments;
- a political party;
- an applicant that the City considers to support, promote or facilitate violence, intolerance or discrimination;
- an employee or elected member of the City, or their immediate family, however this does not include an application from an organisation that an employee, elected member or their immediate family member may be part of;
- an applicant that has outstanding debts to the City;
- an applicant who is in legal conflict with the City;
- an applicant that has failed to provide satisfactory acquittal reporting for any previous City funding;
- an applicant that has already received City funding (including in-kind) for the same project within the same financial year; or
- an applicant that conducts, or has conducted, themselves in a way the City considers to be injurious or prejudicial to the character or interest of the City.

The City will not consider applications for the following projects or project expenses:

- projects where the City considers the primary purpose to be political;
- projects that the City consider denigrate or exclude parts of the community or have an adverse effect on public health, safety, the environment or heritage;
- projects that request reimbursement of funds already spent;
- projects that are for debt reduction or operational deficits; and
- project legal expenses.

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The City will not support recurrent operational funding, including, but not limited to wages, salaries, or administrative overheads. Further details on eligibility and requirements can be found in the [City's Sponsorship and Grants Policy](#).

I confirm that I have read and understood the Eligibility Criteria before proceeding with the application *

- Yes
- No

Contact Us

Prior to completing this application, it is a requirement to discuss your project with a City of Perth Officer to ensure you are applying in the most suitable program.

Please contact the Sponsorship Team on 9461 3333 or via [email](#).

Name of Officer at the City of Perth with whom you have discussed your application *

Conflict of interest

Conflict of interests may not exclude an applicant's eligibility but must be declared for consideration.

Are there any potential conflicts of interest that the City should be aware of in the consideration of your application? *

- Yes
- No

Please indicate the nature of the conflict of interest: *

- Financial (eg. you or your company have a financial relationship with the City or a City representative in some way)
- Organisational (eg. you or your company have a personal relationship with the City or a City representative in some way)

Provide information on the potential conflict of interest.

Must be no more than 350 words.

Applicant Details

* indicates a required field

Definition of Applicant

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Definition of 'Applicant': For the purpose of this application, the 'applicant' is the strata entity which will enter into an agreement with the City of Perth and to which approved grant funds will be paid.

If you are a representative of a Strata Management Company, or a current member of the Council of Owners completing the form on behalf of a residential strata corporation, please list the strata corporation as the applicant entity and provide evidence of authority to apply on its behalf.

Applicant Entity

Applicant Entity Name *

Organisation Name

Applicant 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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Address of the property the grant will apply to *

Address

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

When was the property built? *

Must be a number.

How many units/apartments does the building contain? *

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Must be a number.

Is the building use purely residential, or does it include other kinds of building use? *

- 100% residential
- Mixed-use including residential
- Non-residential

Unfortunately your application is unable to proceed.

Applications are open only to existing residential strata-title buildings with at least four apartments in total.

Please outline the proportion of residential dwellings to other kinds of building use. *

Applicant Contact

Definition: the person completing this form and who will be responsible for communicating with the City of Perth during the application, assessment and acquittal process

Who will be the primary contact person for this grant? *

- Member of the Council of Owners
- Strata Manager

This contact will be the person the City will correspond with regarding the application process.

Is there a Strata Management Company acting on the Owners behalf for invoicing purposes? *

- Yes
- No

The City of Perth will contact the Strata Management Company to arrange payment of funds for the approved grant.

Council of Owners Member Details

Council of Owners Member contact name *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Council of Owners Member contact number *

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Council of Owners Member contact email *

Must be an email address.

Please upload documentation confirming this contact is a current member of the Council of Owners (e.g. AGM meeting minutes) *

Attach a file:

Strata Management Organisation Details

Strata Management Organisation *

Organisation Name

ABN of Strata Management Organisation *

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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Strata Management Organisation Address *

Address

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

Strata Management contact name *

Title First Name Last Name

Position *

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Strata Management contact number *

Must be an Australian phone number.

Strata Management contact email *

Must be an email address.

Please upload evidence authorising the Strata Management Organisation to act on behalf of the Owners Corporation *

Attach a file:

e.g. Strata Management Contract

Required Documentation

The following documentation is required from all applicants in this program.

Please provide evidence of financial viability through a recent bank statement or annual statement. *

Attach a file:

Please provide a letter from the Body Corporate which confirms prior approval for the project. *

Attach a file:

Identify the City neighbourhood your building is located in: *

- | | |
|--|--|
| <input type="checkbox"/> Central Perth | <input type="checkbox"/> Nedlands/ Crawley |
| <input type="checkbox"/> Claisebrook | <input type="checkbox"/> Northbridge |
| <input type="checkbox"/> East Perth | <input type="checkbox"/> West Perth |

Project Details

* indicates a required field

Funding Stream

No. of Dwellings

Funding Stream

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City of Perth contribution

Applicant matched contribution

Total project cost

20+

Stream A*

\$10,000 - \$25,000

\$10,000 - \$25,000

\$20,000 - \$50,000

20+

Stream B

\$3,000 - \$10,000

\$3,000 - \$10,000

\$6,000 - \$20,000

4-19

Stream C

\$3,000 - \$5,000

\$3,000 - \$5,000

\$6,000 - \$10,000

* Stream A is available only for applicants who have completed and can provide a current NABERS Rating Type 2 Energy Audit.

Please indicate which funding stream you wish to apply within *

- Stream A*
- Stream B
- Stream C

Do you have a current NABERS Energy Rating and Report; and Type 2 Energy Audit for your building? *

- Yes
- No

A NABERS Rating and Report; and Type 2 Energy Audit are required to apply within Stream A. *

Please review the suitability for application under another stream.

Please upload your most recent NABERS Energy Rating and Report (current within two years) *

Attach a file:

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Please upload your most recent Type 2 Energy Audit (current within five years) *

Attach a file:

Key Project Details

Project Name *

Must be no more than 30 words.

What type of upgrade are you applying for? *

- Energy efficiency
- Electrification
- Renewables

Select one or more categories as relevant to your project

Project description *

Word count:

Must be no more than 350 words.

Please provide an overview of your project - what are you planning to do?

Name of the supplier / contractor undertaking the upgrade works *

Projects are required to be completed within twelve months from the date of approval *

- I confirm the project will be completed within the timeframe

Applicants are to include two recent 'before photographs' of the project location *

Attach a file:

Assessment Criteria

* indicates a required field

Essential Criteria Q1

Demonstrate the need for the project and how it aligns with the City's aspiration to support the community to achieve net zero emissions. *

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Word count:

Must be no more than 300 words.

When answering this criteria you may like to consider:

- Is the strata experiencing an issue with high energy consumption or ageing equipment? Is the strata seeking to electrify (remove gas) from their building? Is the strata active in seeking opportunities to improve energy efficiency and reduce emissions?
- Where applicable, provide an example of any prior works undertaken by the strata to improve energy efficiency and reduce emissions.
- Will the grant assist the strata to improve energy efficiency and reduce emissions more than they could without it?
- Will the grant assist the strata to raise awareness with residents about opportunities to improve energy efficiency and reduce emissions?

Essential Criteria Q2

Demonstrate the measurable energy improvements or measurable emission reductions that will be created by the project. Use the Energy Data Sheet to inform your answer. *

Word count:

Must be no more than 300 words.

When answering this criteria you may like to consider:

- What is the current energy consumption and proposed energy consumption for each upgrade? What are the anticipated savings?
- How does this compare with the overall consumption of the base building? Where electrification is proposed, you may wish to emphasise the amount of gas that will be removed (MJ).
- If multiple upgrades are being proposed, you may wish to distinguish between each upgrade as well as include the aggregate savings of all upgrades.

Please upload your completed Energy Data Sheet. *

Attach a file:

The Energy Data Sheet is available for download on the City's Grants and Sponsorship webpage [here](#).

Utility Bill upload

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Please upload a minimum of one utility bill for each relevant utility used within the Energy Data Sheet (electricity / gas) current within the last twelve months. *

Attach a file:

A minimum of 1 file must be attached.

Essential Criteria Q3

Demonstrate the capacity to manage all aspects of the project, including evidence of planning approvals and building permits (if applicable), and ability to deliver the project within the allowed timeframe (12 months from approval).

Word count:

Must be no more than 300 words.

When answering this criteria you may like to consider:

- Describe the project plan including budget, timeline, and team responsibilities (consultants, installers, suppliers, etc).
- Who will manage the project from start to finish? Have residents been informed of the project?
- Have any residents questions been answered, and objections addressed?
- Does your supplier foresee any issues in acquiring the proposed equipment and services within the allowed timeframe?
- Do you foresee any other issues that may risk completing this project within the allowed timeframe?

Approvals, Permits, Licenses and Insurances

Applicants are required to contact the City of Perth [Development Approvals](#) team to discuss their project and ensure all relevant approvals and permits are obtained.

The provision of the grant does not replace the requirements and processes for development, planning, building and health approvals.

Funding is subject to the applicant obtaining all relevant permits and approvals.

Please provide detail on any approvals, permits, licences and/ or insurances that are required to deliver the project. *

Word count:

Must be no more than 200 words.

Where available, upload any relevant correspondence relating to your approvals, permits, licenses and insurance

Attach a file:

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I confirm that I have investigated approvals, permits licenses and/ or insurances relevant to delivering the project: *

I confirm

Additional Information

Please include any additional information you think will add to the value of your application.

Word count:

Must be no more than 200 words.

If relevant, upload any additional documents to support your application.

Attach a file:

Financial Details

* indicates a required field

Applicants will be assessed on the following criteria based on the information provided:

- Is the project budget realistic and value for money?

Funding Requested - Stream A

Grants between \$10,000 and \$25,000 (with matched funding by applicant) will be considered for applicants in Stream A.

The maximum contribution the City can provide is 50% of the project cost (within the \$25,000 funding limit) with the other 50% being matched funding. i.e. to be eligible for \$20,000, the total eligible project costs need to be at least \$40,000.

Funding requested *

Must be a dollar amount and between 10000 and 25000.

Total cost of project *

Must be a dollar amount.

This figure must be least double the funding you are requesting from the City.

Funding Requested - Stream B

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Grants between \$3,000 and \$10,000 (with matched funding by applicant) will be considered for applicants in Stream B.

The maximum contribution the City can provide is 50% of the project cost (within the \$10,000 funding limit) with the other 50% being matched funding. i.e. to be eligible for \$6,000, the total eligible project costs need to be at least \$12,000.

Funding Requested *

Must be a dollar amount and between 3000 and 10000.

Total cost of project *

Must be a dollar amount.

This figure must be least double the funding you are requesting from the City.

Funding Requested - Stream C

Grants between \$3,000 and \$5,000 (with matched funding by applicant) will be considered for applicants in Stream c.

The maximum contribution the City can provide is 50% of the project cost (within the \$10,000 funding limit) with the other 50% being matched funding. i.e. to be eligible for \$4,000, the total eligible project costs need to be at least \$8,000.

Funding Requested *

Must be a dollar amount and between 3000 and 5000.

Total cost of project *

Must be a dollar amount.

This figure must be least double the funding you are requesting from the City.

Project Quote

Applicants are required to provide a minimum of one quote from qualified contractors and / or suppliers to carry out the works. *

Attach a file:

Project Budget

Does your project include multiple upgrades or suppliers? *

- Yes
 No

Budget Breakdown

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Please provide a breakdown of your Total Project Cost, listing the relevant totals for each upgrade or supplier.

Expenditure	\$
	\$
	\$
	\$
	\$
	\$

Budget Totals

Total Project Cost

\$

This number/amount is calculated.

What is the total budgeted cost (dollars) of your project?

Total Amount Requested

\$

This number/amount is calculated.

What is the total financial support you are requesting in this application?

Certification and Feedback

* indicates a required field

Privacy Notice

City of Perth pledges to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. To view our privacy statement, [click here](#).

Confidential Information

Please note that the City of Perth must comply with the *State Records Act 2000 (WA)*, *Local Government Act 1995 (WA)* and other relevant legislation and regulations in regard to retaining information and making information available to the general public.

An assessment of your application will form part of the decision recommendation report which may be subject to Freedom of Information (FOI) requests.

Successful applicants may be listed on the City's website.

If you have included any confidential information as part of your application, please make this known to the Sponsorship Officer so that this information can be treated as Commercial-in-Confidence.

Conditions of Funding

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City of Perth Grant Agreement

Successful applicants will be required to accept the terms and conditions of the funding as outlined in the City of Perth's Grant agreement. The Grant Agreement is a standard legal document, amendments can not be made to the terms and conditions of the agreement.

Please follow the link to view the standard City of Perth [Grant Agreement](#) template.

I agree and understand that amendments can not be made to the standard agreement *

- I agree to the terms of the City template. I do not agree to the terms of the City template and list below the changes requested.

Provide detail on the requested amendments to the City of Perth Grant Agreement template. *

Grant Acquittal

Successful applicants will be required to acquit the project for which they have been funded.

The information within the application will be used to inform the acquittal process and the success of the project.

If successful, the applicant agrees to submit the acquittal by the determined due date.

I agree *

Lobbying of Elected Members and Administrative Staff

Applicants or anyone representing the interests of applicants must not lobby or seek to influence the decision-making of Elected Members and administrative staff. If, during the period between submitting funding application and a determination by Council, an applicant or any member of the public seeks to lobby any Elected Member or administrative staff, or attempts to provide additional information, either directly or indirectly, on any matter relating to the funding application, the person/organisation will be disqualified and the sponsorship excluded from being considered for approval.

In the event supplementary information is requested to be provided to Elected Members, please contact your Sponsorship Officer directly to disseminate this.

I agree *

Applicant Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

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I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this funding, we will be required to accept the terms and conditions of the funding as outlined in the letter of approval and or agreement.

I agree *

Authorised Contact *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Contact Position *

Contact Phone Number *

Must be an Australian phone number.

Contact Email *

Must be an email address.

Application Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few minutes to provide some feedback to the City of Perth Sponsorship team so we can continually improve our application form and process.

How did you hear about this funding program? *

- | | |
|---|--|
| <input type="checkbox"/> Previous recipient | <input type="checkbox"/> City of Perth event |
| <input type="checkbox"/> City of Perth website | <input type="checkbox"/> Advertising |
| <input type="checkbox"/> City of Perth social media (Facebook, Twitter, LinkedIn) | <input type="checkbox"/> Industry forum or publication |
| <input type="checkbox"/> City of Perth newsletter | <input type="checkbox"/> Internet search |
| <input type="checkbox"/> Referral/word of mouth | |

Please indicate how you found the online application process: *

- Very easy
- Easy
- Neutral
- Difficult
- Very Difficult

How many minutes in total did it take you to complete this application? *

Must be a number.

Estimate in minutes i.e. 1 hour = 60 minutes

Please provide the City of Perth with your suggestions about any

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**improvements and/
or additions to the
application process/form
that you think we need
to consider.**