

Application reference number:

Date received by NGRWF:

Clean Energy Program – Stage 2 Application Form

1 Eligibility Information

This is an application form for Stage 2 of the Gullen Range Wind Farm Clean Energy Program (CLEP). Stage 2 of the Clean Energy Program is split into Stage 2A and Stage 2B. Applicants must choose between either Stage 2A or Stage 2B on this application form.

Under Stage 2A (Solar Reimbursement Package), residents may apply to install a solar hot water service, a solar PV system or a battery storage system. Note that funding will not be awarded for the maintenance of existing installations.

Under Stage 2B (Home Energy Efficiency Improvement Package), residents may apply for funding for works that will materially improve energy efficiency for a house or business, such as insulation, double glazing, or other similar improvements. The primary purpose of the proposed improvement must be to materially improve energy efficiency. Applicants must be able to describe how this is to be achieved in their application.

You must complete Stage 1 of the program before you apply for Stage 2. You cannot currently apply for Stage 2 if you have already received a Stage 2 grant.

As part of filling out this form, you will be required to obtain two quotations for the works you are applying for funding for. Section 6 of this form includes requirements for the quotations you obtain. Please read this before obtaining your quotations.

2 What happens after you have filled out this form?

Please send us the completed Stage 2 form, either by:

- signing, scanning and then emailing it to info@gullenrangewindfarm.com
- signing and posting it to **NGRWF, Suite 3, Level 21, 1 York Street, Sydney, NSW 2000**

We will acknowledge the receipt of your completed form and will let you know when we will be assessing the next round of applications. Applications are generally assessed on a quarterly basis, as per the timeframes stated in the program brochure.

If your application is approved, you will receive a letter from us including a copy of our Funding Agreement. You must sign and date the agreement and post it back to us. We will then countersign it and post you a copy. Once you have received the countersigned agreement you may engage your supplier.

If your application is to be waitlisted or is considered not valid, we will also contact you.

The information provided above is a summary of how the CLEP works, provided for your convenience. Further summary information is provided in the Clean Energy Program brochure, the CLEP Guidelines and the Funding Agreement. The program is governed by the Community Enhancement Program, a document available on the Gullen Range Wind Farm website.

3 Applicant details

Name: _____

Email address: _____ Phone number: _____

Address 1 (Applicant's Postal): _____

Postcode: _____

Address 2 (Where Clean Energy Program is to be implemented – if different to Address 1): _____

Postcode: _____

Lot Number: _____ DP Number: _____ Number of Habitable Buildings: _____

Do you currently operate or intend to operate a business from Address 2? Y N

Are you currently renting this property? That is, are you a tenant? Y N

If you answered yes to the previous question, have you obtained approval from your landlord for the works you are applying for? Y N

Please provide a brief description of the installation location: (e.g. – 2.4km east of the Grabben Gullen / Range Road Intersection, house on Eastern lot boundary with red roof):

Our preference is to communicate with you via email and phone. However, if you require all communication by post instead of email, then please tick this box:

4 Stage 1 verification

Please confirm you have completed Stage 1 – Energy Efficiency Program and an Energy Efficiency Audit has been performed at 'Address 2' (part 3 – Applicant Details):

5 Clean Energy Program – Category Selection

I wish to apply for **ONE** of the following as indicated (please tick):

Stage 2A Solar Reimbursement Package (**please complete Part 5.1 on page 3**) **OR**

Stage 2B Home Energy Efficiency Improvement Package (**please complete Part 5.2 on page 4**)

5.2 Stage 2B Home Energy Efficiency Improvement Package

Please provide a description of the Stage 2B works to be undertaken:

Please include a brief description of how the proposed Stage 2B improvements will materially improve the energy efficiency of your home below (If these works are recommended in your Home Energy Efficiency Audit Report, please make sure you mention that here).

6 Funding Details

Please confirm you and your preferred supplier have reviewed the draft Funding Agreement:

In the case that your application is successful, you will be required to sign this Funding Agreement before we are able to provide you with a CLEP grant. The Funding Agreement includes information defining when and how your supplier will be paid. If your supplier is not able to meet the requirements of the draft Funding Agreement then you should use a different supplier.

Please enter the details of the two quotes you have received below, noting the following:

- Quotes should be itemised, particularly separating the cost of supply and installation.
- Quotes for the Solar Reimbursement Package must include a STC discount (exceptions may include battery storage systems). STC stands for Small Scale Technology Certificate and is a government rebate scheme for installation of Solar PV and Solar Hot Water. Your quotes should state the value of the STC discount. If not, please request this from your suppliers.

6.1 Quotation 1 (from your preferred supplier)

A) Cost to supply & install incl. GST: _____

Installer quotation details: _____ Quotation Number: _____

Name and address: _____

Phone: _____ Email Address: _____

6.2 Quotation 2 (from your backup supplier)

B) Cost to supply & install incl. GST: _____

Installer quotation details: _____ Quotation Number: _____

Name and address: _____

Phone: _____ Email Address: _____

6.3 Funding amount

System Fully Funded

By ticking this box, you are applying for the full value you have stated in 6.1A on the previous page of this form. If this value is greater than \$7700, we may not be able to approve your application. The Energy Committee can, at its discretion, approve applications of more than \$7700, particularly if it believes aspects of the proposed installation are more difficult on a particular residence. However, your highest chance of being approved is if your application is for \$7700 or less, or you partially fund (by ticking the box below).

If you believe your installation is more difficult, then please state your justification for this below:

OR

System Partially Funded

(Tick this box if the works you are applying for are greater in value than \$7700 and you are proposing to 'top up' the CLEP commitment of \$7700 with your own money).

- A) Proportion to be funded by CLEP: \$7700
- B) Proportion to be funded by applicant: \$ _____
- C) Total cost to supply & install incl. GST: \$ _____ (A + B which should equal 6.1A)

7 Supporting Documentation Checklist & Information

Please confirm the following items are accurate and/or have been provided as part of this application.

I have attached two itemised quotations for the works I am applying for, which separate the cost of supply and installation. Supplier quotations submitted for the Solar Reimbursement Package include a STC discount (exceptions may include battery storage systems).

8 Authorisation

Note that while all details of your submitted documentation will be kept confidential, your information will be shared with the Energy Efficiency Expert and the Energy Committee. Results or successful elements of the Clean Energy Program and the Community Enhancement Program overall may be made public – such as how many homes have participated in the program. In any publication the names of participants will be withheld unless we obtain your prior written approval.

Please indicate your approval of the above, and confirmation of information provided by signing and dating the panel below

Signed: _____ Date: _____

Name of person completing the application: _____

END OF APPLICATION FORM – FUNDING AGREEMENT TEMPLATE FOLLOWS BUT DOESN'T NEED TO
BE RETURNED WITH YOUR APPLICATION

[Name]

[Address]

Reference No. [Insert]

[Date]

Clean Energy Program – Funding Agreement

Dear [Name]

Thank you for your Clean Energy Program (CLEP) application to install a [solar hot water service/solar PV system/insert others]. Your application has been approved for [partial funding/funding] of \$[Approved amount to be specified based on approved quote or approved partial funding amount] (**Funding**).

This letter sets out the terms and conditions for you to receive the Funding.

1 Introduction

You acknowledge that you have selected [[insert system] or [the works set out in your Stage 2 application form dated [*]] (the **System**) to be installed by [insert contractor/supplier] (the **Supplier**) based on the [insert quote details] dated [insert] (the **Quote**).

New Gullen Range Wind Farm (**NGRWF**) has agreed to fund the installation of the System by the Supplier, subject to your compliance with this agreement.

2 Payment

NGRWF agrees to pay a total amount of \$[Approved amount to be specified based on approved quote or approved partial funding amount] for the installation of the System by the Supplier, comprising:

- (a) an initial deposit of 15% before commencement of the works; and
- (b) the balance following completion of the works.

Amounts will be payable to one supplier only, being the supplier approved under this letter agreement.

You will issue NGRWF with a direction to pay in the form set out at Annexure A to this agreement (**Direction to Pay**).

Provided you give us the documentation referred to in paragraph 3 below, NGRWF will pay the Supplier the approved amount under this agreement directly on your behalf by the time required under your payment terms with the Supplier, provided that date is at least 14 calendar days after receipt of a Direction to Pay by NGRWF. NGRWF will not be responsible for incomplete or inaccurate details or any delay by you in issuing a Direction to Pay.

Where the cost of installation exceeds \$[Approved amount to be specified based on approved full or partial funding amount] for any reason, we will not be responsible for that excess and you must make your own arrangements for payment of the balance to the Supplier.

3 Documentation

To receive the Funding, you must provide NGRWF with the following:

- (a) prior to the commencement of installation works by the Supplier:
 - (i) a signed copy of this agreement;
 - (ii) a Direction to Pay an initial deposit of 15% of approved funding;
 - (iii) a copy of the invoice (made out to you) for the value of the deposit of 15%
 - (iv) proof of the Supplier's public liability insurance of at least \$5 million; and
 - (v) copies of the trade licences and CEC solar accreditation (if applicable) held by the Supplier
- (b) following completion of the installation works by the Supplier:
 - (i) a copy of the Supplier's invoice, including the serial number/s for the installed System;
 - (ii) photographs of the installed System, including the serial number/s for the installed System;
 - (iii) copies of any relevant certificates of compliance for the works (for example, a Certificate of Compliance for Electrical Work (CCEW));
 - (iv) a declaration completed by the Supplier in the form set out in Annexure B; and
 - (v) a 'Direction to Pay' the balance of the Funding.

4 Works

The works are to be completed by the Supplier within 180 calendar days from the date of Funding approval. NGRWF will not be responsible for any cost increases by the Supplier for any reason, or invalidity of the Quote. If the works are not completed within this time, NGRWF reserves the right to seek a refund of the deposit from you or from the Supplier named in your initial Direction to Pay.

You are responsible for obtaining all relevant development consents, approvals and permissions required for the installation works, including any landlord consent, local council requirements or strata approvals.

We may request to inspect the works within 14 calendar days of receipt by us of your final Direction to Pay. If this is required, we will contact you to arrange a reasonable time for inspection.

5 No Liability or Contract

The agreement by NGRWF to pay the Supplier does not create a contractual relationship between NGRWF and the Supplier and is not a representation, warranty or guarantee by NGRWF in respect of the Supplier, the System or the installation works.

NGRWF, the Energy Committee and the Energy Efficiency Expert will not be responsible for the performance, malfunction, maintenance or associated property damage of any scheme approved under the CLEP, and do not warrant the performance of any such scheme.

In entering into this agreement, you acknowledge that you take full responsibility for your choice of the System, the Supplier and their work.

By signing below, you agree to receive the Funding subject to the above terms and conditions. Please kindly return an original signed copy by post to: [insert] or sign, scan and electronically email a copy of this agreement to the following email address: [insert]

Your reference number is [insert]. Please quote this in all future correspondence. If you have any comments or queries, please feel free to contact [insert].

Yours sincerely

Signed for and on behalf of the applicant

Signature

Name

Date

Signed for and on behalf of New Gullen Range Wind Farm

Name

Authorised representative

Date

Annexure A1 - DEPOSIT

Clean Energy Program – Direction to Pay

Reference No. _____ Date _____

Applicant Name _____

Installation Address _____

Payment Amount

Deposit (15% of approved funding) \$ _____

If you have received approval for partial funding, you must make your own arrangements for payment of the remaining balance to the Supplier.

Supplier Details

Supplier _____

System _____

Attachments *(Select as appropriate)*

For payment of deposit (15% of approved funding):

- A copy of the invoice (made out to you) for the value of the deposit
- Proof of the Supplier’s public liability insurance of at least \$5 million
- Copies of the trade licences and CEC accreditation (if applicable) held by the Supplier

No Liability or Contract

The agreement by New Gullen Range Wind Farm (**NGRWF**) to pay the Supplier does not create a contractual relationship between NGRWF and the Supplier and is not a representation, warranty or guarantee by NGRWF in respect of the Supplier, the System or the installation works.

NGRWF, the Energy Committee and the Energy Efficiency Expert will not be responsible for the performance, malfunction, maintenance or associated property damage of any scheme approved under the CLEP, and do not warrant the performance of any such scheme.

You acknowledge that you take full responsibility for your choice of the System, the Supplier and their work.

Please kindly return an original signed copy by post to: **[insert]** or sign, scan and electronically email a copy to the following email address: **[insert]**

Provided you give us the documentation required under the Funding Agreement, NGRWF will pay the Supplier the approved amount directly on your behalf by the time required under your payment terms with the Supplier, provided that the date is at least 14 calendar days after receipt of a Direction to Pay by us. NGRWF will not be responsible for incomplete or inaccurate details or any delay by you in issuing a Direction to Pay.

Signature _____

Name _____

Date _____

Annexure A2 - BALANCE
Clean Energy Program – Direction to Pay

Reference No. _____ Date _____

Applicant Name _____

Installation Address _____

Payment Amount

Balance (85% of approved funding) \$ _____

If you have received approval for partial funding, you must make your own arrangements for payment of the remaining balance to the Supplier.

Supplier Details

Supplier _____

System _____

Attachments *(Select as appropriate)*

For payment of invoice balance (85% of approved funding):

- A copy of the Supplier's invoice, including the serial number/s for the installed System
- Photographs of the installed System, including the serial number/s for the installed System
- Copies of relevant certificates of compliance for the works (for example, a Certificate of Compliance for Electrical Work (CCEW))
- A signed Supplier's declaration in the form set out in Annexure B

No Liability or Contract

The agreement by New Gullen Range Wind Farm (**NGRWF**) to pay the Supplier does not create a contractual relationship between NGRWF and the Supplier and is not a representation, warranty or guarantee by NGRWF in respect of the Supplier, the System or the installation works.

NGRWF, the Energy Committee and the Energy Efficiency Expert will not be responsible for the performance, malfunction, maintenance or associated property damage of any scheme approved under the CLEP, and do not warrant the performance of any such scheme.

You acknowledge that you take full responsibility for your choice of the System, the Supplier and their work.

Please kindly return an original signed copy by post to: [insert] or sign, scan and electronically email a copy to the following email address: [insert]

Provided you give us the documentation required under the Funding Agreement, NGRWF will pay the Supplier the approved amount directly on your behalf by the time required under your payment terms with the Supplier, provided that the date is at least 14 calendar days after receipt of a Direction to Pay by us. NGRWF will not be responsible for incomplete or inaccurate details or any delay by you in issuing a Direction to Pay.

Signature _____

Name _____

Date _____

Annexure B
Clean Energy Program –Supplier’s Declaration

Reference No. _____

The following is to be completed by the Supplier following completion of the works:

By signing below, I declare that:

- a) I have completed the installation described in Annexure A and the attached quotation documents at:

Installation address: _____

Suburb/city: _____

Postcode: _____

- b) I have public liability insurance of at least \$5 million;
- c) I confirm that all local, state or territory government requirements have been met for the installation, attachment of the unit to a building or structure (if applicable) and grid connection of the system (if applicable) for the installation at the installation address as specified above; and
- d) I confirm that the installation complies with all relevant Australian Standards in force at the time of the installation

Signature _____

Name _____

Date _____