New Energy Jobs Fund

Application Guidelines
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1. Background
The New Energy Jobs Fund is an initiative under the Future Industries Fund supports high growth, as part of the Victorian Government’s Back to Work Plan to create 100,000 jobs and get Victoria back to work.

The Future Industries Fund identifies six sectors which have strong growth potential, including:

- medical technologies and pharmaceuticals;
- new energy technology;
- food and fibre;
- transport, defence and construction technologies;
- international education; and
- professional services.

New energy technology sector is a critical component of the Future Industries Fund. As the adoption of new energy technology across Australia and the world grows, it is critical that Victoria position itself to take advantage of the economic opportunities that are arising from the transformation occurring in the energy industry.

There are a number of measures the Andrews Labor Government is implementing to support the new energy technology industry in Victoria. This includes addressing regulatory barriers that impede the delivery of new energy products and services and developing a New Energy Technology Strategy. The Government is also providing targeted financial assistance to local communities and businesses through the New Energy Jobs Fund.

The purpose of these Guidelines is to set out the objectives, assessment criteria and application process for the New Energy Jobs Fund.

2. The Program

2.1. Objectives
The New Energy Jobs Fund (the Program) assists Victorian based new energy technology projects that:

- create long-term sustainable jobs;
- drive economic development;
- promote community participation;
- increase the uptake of renewable energy generation;
- reduce greenhouse gas emissions;
- drive innovation of new energy technologies; and
- build new energy technology capability and capacity in the State.

The New Energy Jobs Fund will support generation projects that deliver energy from renewable sources only.

2.2. Overview
The Program will support new energy technology projects in the following categories:

1. Community
   - This category supports both the development of new energy or renewable energy project business cases and the implementation of projects for the benefit of local communities.
• This category will also assist the establishment or expansion of advisory services to consumers, communities and businesses on best practice application of new energy technologies or systems.
• Only not-for-profit organisations, co-operatives, social enterprises or local councils will be eligible to apply under this category.
• It will assist these organisations to take positive steps towards delivering social, environmental, economic and technological benefits and sustainable outcomes to their local communities.
• Community-based projects funded for business case development in the first or second years (from this or other government programs) will be eligible to apply for project implementation funding in subsequent year(s).

2. Manufacturing
• This category will support the manufacture of new energy technology components or systems.

3. Technology
• This category will support industry to optimise, adapt or integrate commercially-available new energy technologies (including advanced metering infrastructure). This includes demonstration of new business models for financing deployment of technology in ways which can be replicated by other businesses.

4. Energy Storage
• This category will advance the development and deployment of energy storage products and services.
• Projects funded in this category may include innovative pilot programs, such as neighbourhood solar storage precincts. Projects which can also demonstrate positive externalities, such as reduced peak energy consumption, increased uptake of renewables and lower bills for vulnerable consumers will be considered favourably.

Projects that take advantage of Victoria’s advanced metering infrastructure are encouraged to apply.

2.3. Program Timetable

Note: This is an indicative timetable and may be subject to change.

Applicants will have approximately ten weeks to apply. Assessment of applications will be concluded approximately three months after Applications close. Applicants will be given approximately one month from the date of the Ministerial Letter of Offer to finalise and execute the Funding Agreement.
3. Funding

The Program will run over three annual rounds with funding of (up to) $5m available in round one. Funding amounts for rounds two and three will be determined following round one.

Applications must meet the Program criteria.

The Program will have funding minimum and maximum limits for individual projects ranging from $50,000 to $1 million. However, Projects under the Community category are able to apply for funding of up to $100,000 for the development of a business case or up to $1 million for project implementation and advisory services.

Under exceptional circumstances, the Program has the scope to consider requests above the $1 million maximum limit to a maximum of $2 million. Such Projects would need to clearly demonstrate exceptional merit and benefit to the State to warrant consideration.

Funding allocation will be based on the assessment of applications and will typically be made available to Projects with a maximum four year duration, commencing on the day the Funding Agreement is signed.

Applicants must provide a cash co-contribution for all Manufacturing, Technology or Energy Storage projects. Private cash investment is mandatory for all categories except “Community” where it is encouraged but not mandatory. As a guide, a typical ratio for private funding to public funding for projects of this nature is 3:1. Although this is not a minimum ratio for this Program, a higher ratio will be viewed more favourably.

Where appropriate and in line with the Program objectives the Program will consider various forms of co-contribution proposed by applicants.

Funds will usually be paid in arrears on satisfaction of agreed project milestones. Note, in the case of community category projects, the Department will consider negotiation of reasonable milestone payments that are appropriate to the cash flow requirements of the project.
4. Eligibility

To be eligible for consideration under the Program, Applicants must satisfy all of the Mandatory Eligibility Requirements below. Provision of supporting information may be required.

4.1. The Applicant

Applications are open to a broad range of organisations and can include single entities or a consortium of Participants. However all Applications, whether single entities or a consortium, must nominate a 'Lead Organisation' to:

- endorse the Application;
- verify any commitment of funds for the Project; and
- be authorised to enter into a Funding Agreement with the State if successful.

The Application must be approved by a duly authorised representative of the Lead Organisation.

The requirements around the legal status of the Lead Organisation depend on the relevant Program category, as explained below.

Individuals are not eligible to apply as a Lead Organisation under the Program.

Lead Organisation requirements: Manufacturing, Technology and Energy Storage categories

Under the Manufacturing, Technology and Energy Storage Program categories, the Lead Organisation must:

- be either:
  - incorporated under the Corporations Act 2001; or
  - an ‘owners corporation’ within the meaning of the Owners Corporation Act 2006 (energy storage category only);
- have an Australian Business Number;
- be able to demonstrate that either the Lead Organisation or the Lead Organisation's parent company has at least three years’ operating history by way of financial reports (which shall preferably be audited); and

Participants (as a part of a consortium) do not have to meet the Lead Organisation requirements above.

Lead Organisation requirements: Community category

Under the Community category, only not-for-profit organisations will be entitled to apply as the Lead Organisation. For this category, the Department requires Projects to be driven and managed by the community, with the community benefiting from the outcome.

An organisation is only eligible to apply as a Lead Organisation under the Community category if the organisation:

- is a not-for-profit organisation (refer Program Frequently Asked Questions);
- operates in Victoria;
- is either:
  - registered in accordance with the Corporations Act 2001;
  - incorporated as an association under the Associations Incorporation Reform Act 2012;
  - incorporated as a co-operative under the Co-operatives National Law Application Act 2013;
  - a 'Council' within the meaning of the Local Government Act 1989;
• has an Australian Business Number;
• is able to demonstrate that either the Lead Organisation or the Lead Organisation’s parent company has at least three years operating history; and
• is able to provide three years of financial reports (preferably audited) for the Lead Organisation or the Lead Organisation’s parent company. The Department may request, during the Assessment Process, that unaudited financial reports be audited and resubmitted.

Participants (as part of a consortium) do not have to meet the Lead Organisation requirements above.

Businesses operating for profit are not eligible to apply under the Community category as a Lead Organisation, but may be eligible to be Participants.

4.2. The Project

Applications are sought from Victorian organisations for projects under the four Program categories: Community; Manufacturing; Technology; and Energy Storage that meet the Program objectives and eligibility requirements.

Applicants must also be able to demonstrate they can meet the following criteria:

• the Project must take place in Victoria*;
• the Project activities for which funding is sought have not previously been funded by the Commonwealth or Victorian Governments**;
• the technology proposed for the Project is commercially-ready new energy technology; and
• the Lead Organisation and any Participants must not have any unresolved issues with the Environment Protection Agency or WorkSafe Victoria.

Applicants must also be able to state whether there are any actual or perceived conflict of interest issues in relation to the proposed project for the Applicant, Lead Organisation and any Participants.

* Applicants may be able to purchase services, supplies and technology from overseas, provided that the expenditure on overseas sourced purchases is agreed to by the Department.

** However, Applicants may apply for project activities that are a significant evolution of or development upon projects that previously obtained support from the Commonwealth or Victorian Governments. The Program will also consider funding project activities currently receiving support that meet the Program objectives and the contribute to the broader development of the new energy technology industry by:

• helping to establish new entrants into the Victorian market;
• demonstrating innovative business or financing models that can be replicated by other market participants; or
• addressing challenges that limit production or deployment of new energy technologies.
5. Assessment Criteria

The tables below provide an overview of the Assessment Criteria and their relative weightings. Full Assessment Criteria are detailed in Section 5.1.

Table One: Assessment Criteria Weighting Summary

<table>
<thead>
<tr>
<th>Criteria No.</th>
<th>Assessment Criteria</th>
<th>Community (%)</th>
<th>Manufacturing, Technology and Energy Storage Projects (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Project</td>
<td>20</td>
<td>30</td>
</tr>
<tr>
<td>2</td>
<td>Capability and Capacity</td>
<td>40</td>
<td>30</td>
</tr>
<tr>
<td>3</td>
<td>Benefits</td>
<td>40</td>
<td>40</td>
</tr>
</tbody>
</table>

Table Two: Assessment Criteria Summary (note, full criteria in section 5.1 below)

1. THE PROJECT

1.1 Merit and validity of the proposed technical basis of the Project and its readiness for commercialisation.

1.2 Evidence of community acceptance / support for the Project.

1.3 Appropriateness of the proposed budget, the amount of funding sought from Government and its leverage compared to other sources of Project funding.

1.4 Communication of a clear understanding of the risks and challenges for the Project (including possible issues of concern to the community) and strategies for mitigation.

1.5 The Project delivery strategy and timeline is well articulated, sensible and realistic.

2. THE CAPABILITY AND CAPACITY OF THE APPLICANT AND PARTICIPANTS

2.1 An established track record demonstrating the necessary experience and capability of the Lead Organisation and other Participants to deliver the Project and achieve its objectives.

2.2 The financial and project management capability and capacity of the Lead Organisation and other Participants to enable delivery of the Project.

2.3 The appropriateness of identified key Project staff that is critical to the Project success; and their level of commitment.

3. THE BENEFITS OF THE PROJECT

3.1 The Project’s direct economic benefit to Victoria and the local community.

3.2 The Project’s additional / indirect economic benefit to Victoria and the local community.

3.3 The Project’s other benefits to Victoria and the local community.

3.4 The Project’s knowledge sharing strategy.

5.1. Detailed Assessment Criteria

Applicants should refer to this section whilst completing the on-line Application Form. Applicants must respond to all required Assessment Criteria in their Application. The “matters for consideration” provided in
for some Assessment Criteria may provide guidance to Applicants towards answering the Assessment Criteria but will not be relevant to all Applicants.

1. **The Project**

This Criteria attracts a 30% weighting for Manufacturing, Technology and Energy Storage projects and 20% for Community projects.

1.1. **Merit and validity of the proposed technical basis of the Project and its readiness for commercialisation.**

Please provide a response to the following point(s).

What is the technical basis of the Project, how does it compare to current best practice in the field and is it now commercial or ready for commercialisation?

Matters for consideration, where relevant, in responding to Assessment Criteria 1.1.

- a) **Describe the technology(ies) that are the basis of the Project. Applicants must provide sufficient detail to communicate an understanding of how the process works.**
- b) **What is the origin of the technology or ideas being bought to the Project?**
- c) **Provide evidence of Intellectual Property (IP) ownership and describe the strategy of IP protection. If the Applicant does not own the IP then evidence of entitlement of IP use is required. Attach documentation as required.**
- d) **Provide evidence that the pre-commercial stage of the technology has been completed successfully and that results are available for assessment to prove that the technology is ready for commercialisation or is commercial. Attach documentation as required.**
- e) **Describe how the technology compares to the current best practice in the field domestically / internationally, including who else is known to be working on similar technology(ies) and provide evidence of global cost competitiveness.**

1.2. **Evidence of community acceptance / support for the Project.**

Please provide a response to the following point.

I. Applicants should clearly demonstrate how the Project has obtained relevant community support.

1.3. **Appropriateness of the proposed budget, the amount of funding sought from Government and its leverage compared to other sources of Project funding.**

Please provide a response to each of the following points.

I. **Project Cash flow statement projecting over the term of the project (attach document).**
II. **List of the expected funding sources and amounts of grants, debt and equity financial contributions, including, if applicable, any planned off-take agreements (attach off-take agreement copy if relevant).**
III. **For each funding source, provide brief details of stage of discussion and any financing agreements entered into.**
IV. **Demonstrate that there are sufficient funds for the entire Project and justify the funding amount requested from Government. This will include briefly outlining any efforts to obtain funding from other**
sources, including other government and private funding as well as stating why the Project is unlikely to proceed in the absence of funding from Government.

V. Indicate the funding ratio of private and other public co-contributions to the requested funding from Government.

VI. Enter the budget for the total cost to undertake the Project in the tables on page “7 of 10” in the online Application Form. Include In-kind Contributions (for projects under the Community category) and cash expenditures and any funding applied for but not yet granted or approved. Refer sample tables three and four below, and in Attachment B, Expenditure Guidelines (found via the “Application Guidelines - Attachments” link at www.business.vic.gov.au/futureindustries).

Note: A greater proportion of private and other public co-contributions to the Government funding request will be assessed more favourably. *(refer Note 2, below Table Three)*

| 1.4. Provide a clear understanding of the risks and challenges for the Project (including possible issues of concern to the community) and strategies for mitigation. |

<table>
<thead>
<tr>
<th>Please provide a response to each of the following points.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Brief outline of the key risks (e.g. technical, commercial, financial, environmental, social etc.) of the Project (including possible issues of concern to the community) and the appropriate mitigation measures for each risk.</td>
</tr>
<tr>
<td>II. Brief description of the key structural or market challenges / barriers (including economic, logistic and technical) for commercialisation that would need to be resolved and the appropriate mitigation strategies of how to resolve them.</td>
</tr>
</tbody>
</table>

Note: All material provided by the Applicant will be used in the assessment of overall risk. The risk assessment may also take into account other risks and challenges identified during the assessment of the Project, including from sources other than the Applicant.

| 1.5. The Project Delivery strategy and timeline is well articulated, sensible and realistic. |

<table>
<thead>
<tr>
<th>Please provide a response to the following point(s).</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. The Applicant is to provide a brief description of the Project delivery strategy and governance including a list of the key milestones, deliverables and associated timelines for the Project (Please attach a level one Gantt chart or similar).</td>
</tr>
</tbody>
</table>

Matters for consideration, where relevant, in responding to Assessment Criteria 1.5.

a) Identify the commencement date for the Project and steps to ensure that it is ready to commence on that date.

b) Indicate the intended location of the site (if applicable) and any evidence of commitment to that site, including remaining steps for securing the site.

c) Identify any issues that could delay the commencement and/or conduct of the Project (e.g. governance, government approvals, access to IP, personnel recruitment, equipment ordering and delivery).

d) Demonstrate a robust understanding of government approval processes and a high degree of certainty that these will be satisfied; as well as identification of environmental and other approvals required for the Project, and the estimated timeframe for obtaining them.
e) Explain the Project Management System / processes that will be utilised to deliver the Project on-time, to budget and to deliver a quality outcome.

f) Describe the proposed governance processes and procedures for the Project and how they are appropriate to the size and complexity of the Project.

SAMPLE Table Three: Summary of Total Budget

<table>
<thead>
<tr>
<th>Source</th>
<th>Source Breakdown</th>
<th>Funding Amount (excluding GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government</td>
<td>Request from the Program</td>
<td>$A SAMPLE</td>
</tr>
<tr>
<td></td>
<td>Other public co-contribution</td>
<td>$B SAMPLE</td>
</tr>
<tr>
<td></td>
<td>Total Government</td>
<td>$(A+B)=C SAMPLE</td>
</tr>
<tr>
<td>Non-Government/In-kind*</td>
<td>Total Non-Government/In-kind</td>
<td>$D SAMPLE</td>
</tr>
<tr>
<td>Non-Government Cash**</td>
<td>Total Non-Government Cash</td>
<td>$E SAMPLE</td>
</tr>
<tr>
<td>Project Total</td>
<td>Total Government + total Non-Government/In-kind + total Non-Government cash</td>
<td>$C+D+E SAMPLE</td>
</tr>
</tbody>
</table>

*Note 1: “In-kind” or “In-kind Contribution” means a non-monetary contribution in the form of Project resources to the Project including personnel, equipment or such other items agreed by the Department. The value of In-kind Contributions must be expressed in terms of their reasonable cost or monetary value directly attributable to the Applicant. In-kind Contributions do NOT include sunk costs of background intellectual property or previous research and development / demonstration phases of the technology being brought to the Project.

**Note 2: Private cash investment in the Project is mandatory for all categories except “Community” where it is encouraged but not mandatory. As a guide, a typical ratio for private funding to public funding for projects of this nature is 3:1. Although this is not a minimum ratio for this Program, a higher ratio will be viewed more favourably.

SAMPLE Table Four: Summary of Total Budget by Year and Category

<table>
<thead>
<tr>
<th>Heads of Expenditure</th>
<th>Total (4) – Excluding GST</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>SAMPLE ONLY</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials</td>
<td>SAMPLE ONLY</td>
<td></td>
</tr>
<tr>
<td>Subcontractors</td>
<td>SAMPLE ONLY</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>SAMPLE ONLY</td>
<td></td>
</tr>
</tbody>
</table>
2. The Capability and Capacity of the Applicant and Participants

This Criteria attracts a 30% weighting for Manufacturing, Technology and Energy Storage projects and 40% for Community projects.

2.1. An established track record demonstrating the necessary experience and capability of the Applicant and Participants to deliver the Project and achieve its objectives

Please provide a response to the following point.

I. List any similar projects completed and how this experience will contribute to delivering this Project in time and on budget.

2.2. The financial and project management capability and capacity of the Applicant and Participants to enable delivery of the Project.

Please provide a response to each of the following points.

I. Where relevant, provide an outline of the roles of Participants and the status of any relevant cooperation / collaboration agreements.

II. Demonstrate the ability to secure funding from other sources over the life of a project. Include evidence from previous projects where private-sector financing or any other public co-contributions were able to be secured over the life of a project.

2.3. Appropriateness of identified key Project staff that is critical to the Project’s success and their level of commitment.

Please provide a response to the following point.

I. List the names and/or positions of all key personnel (i.e. only those critical to the success of the Project) involved in this Project and their employing organisation. Indicate those personnel that will be recruited specifically for this Project. Indicate the amount of each person’s time which will be devoted to the Project. This may be in the form of days per month or percentage of working time or person days/weeks/months/year.

II. Please attach short form resumes in the “supporting documentation” section at the end of the online form. Note that you may need to merge several short form resumes into a single document as there are a limited number of documents you can upload.

3. The Benefits of the Project

This Criteria attracts a 40% weighting for all projects.

3.1. The Project’s direct economic benefits to Victoria and the local community.

Please provide a response to the following point(s).

I. Clearly demonstrate how the Project will generate a range of direct economic benefits.
Matters for consideration, where relevant, in responding to Assessment Criteria 3.1.

How does the Project:

a) Create and/or retain employment (estimate the number of new jobs created and sustained), particularly in areas most affected by the decline of traditional manufacturing industries.

b) Result in new investment.

c) Generate additional exports or import replacement.

d) Create long term economic benefits that remain after funding has ceased.

3.2. The Project’s additional / indirect economic benefits to Victoria and the local community.

Please provide a response to the following point(s).

I. Applicants should demonstrate clearly how the Project will generate additional economic benefits (above the direct employment, trade and investment measures).

Matters for consideration, where relevant, in responding to Assessment Criteria 3.2.

How does the Project:

a) Build on identified competitive advantage.

b) Complement other investments and / or government policy objectives.

c) Support the integration of the new energy technology sector or region into global markets.

d) Deliver innovation and productivity benefits (e.g. through introducing a new technology; enhancing the local skills base; introducing new management techniques; new project financing models and / or reducing the relative cost of inputs or raising the value of outputs).

e) Create indirect employment (e.g. construction, supply chain jobs).

3.3. The Project’s other benefits to Victoria and the local community.

Please provide a response to the following point(s).

I. Demonstrate the social and / or environmental benefits to Victoria and how the Project provides adequate social return to the community.

Matters for consideration, where relevant, in responding to Assessment Criteria 3.3.

a) Outline how the completion of this Project will increase Victoria’s competitiveness and national and international reputation.

b) What are the CO₂ emissions (in tonnes per MWh or equivalent) with this technology?

c) How does this Project contribute to the overall reduction in greenhouse gas emissions intensity and positions Victoria for a low emissions future?

d) Are there any social / environmental impacts directly attributed to the Project (e.g. does the Project require water and / or generate wastes) and plans to reduce or mitigate those impacts?

3.4. The Project’s knowledge sharing strategy.

Please provide a response to each of the following points.
I. How the data, information and lessons learned from the Project will be collected, stored, analysed and disseminated so that it reaches the target audiences in the new energy technology sector.

II. The extent to which data, information and lessons learned from the Project will be made publicly available. Applicants must clearly identify what data, information and lessons learned could be released into the public arena.

III. Any constraints that may prevent the Applicant from sharing knowledge and information, such as Intellectual Property (IP) protection processes and rights of any third parties including third party materials and IP.
6. Application Process

6.1. Application
Applications must be made using the electronic form and submitted online. Applications will be assessed according to the process detailed below. Applicants will be notified of their success, or otherwise, accordingly.

Details relating to conditions, specifications, Mandatory Eligibility Requirements and Assessment Criteria are described in this document. It is the responsibility of the Applicant to read and understand the Application Guidelines and Terms and Conditions (found via the “Application Guidelines - Attachments” link via www.business.vic.gov.au/futureindustries). Applicants cannot submit their own Terms and Conditions.

6.2. Questions
Any questions regarding the Application Process or the Program can be made in writing via the email address: new.energy@ecodev.vic.gov.au. Questions must be lodged up to seven days prior to the Closing Date.

Applicants acknowledge and agree that:

- if the Department provides additional information to a potential Applicant, it may issue a copy of this additional information to each of the other potential Applicants (where the Department provides additional information to other potential Applicants, such information will be deemed to form part of these Application Guidelines); and
- any information provided by the Department in response to any question raised by the potential Applicant the Department may provide that information to all Applicants via a Program specific “Frequently asked Questions” web page.

6.3. Meetings with the Department
The Department will offer all Applicants the opportunity to meet before the Closing Date to discuss any queries in relation to the preparation and expected contents of its Application, the Application Process and the broader Program.

These meetings:

- are intended to clarify any issues about the Program;
- will be available via tele or video conferencing to Applicants unable to meet face-to-face;
- must occur at least seven days prior to the Closing Date; and
- will not form part of the Department’s evaluation process.

Nothing discussed during a meeting between the Department and an Applicant may be relied on by the Applicant unless subsequently confirmed in writing by the Department.
7. Administration and Assessment of Applications

All applications will be assessed against the eligibility and assessment criteria and their ability to meet the objectives of the Program.

7.1. Assessment

The Department will review Applications for completion and to check they meet the mandatory eligibility requirements, applications that meet the requirements will be considered “eligible applications”, those that don’t will not be considered further in the assessment process.

All eligible applications will be assessed against the assessment criteria (a panel of independent industry and technology experts will assist in project assessment).

The Minister for Energy and Resources will make the final decision on the Projects to be approved for funding.

7.2. Clarifications

Shortlisted applicants may be contacted to provide additional supporting documentation or to provide clarifications. Applicants may also be required to attend an interview to discuss their Application. Interviews may be conducted via telephone or video conferencing to Applicants unable to meet face-to-face.

The Department reserves the right, in its absolute discretion, to enter into any discussion or written communications with any Applicant to seek clarifications and additional information to enable evaluation of an Application without undertaking similar discussions or written communications with any other Applicant.

Applicants must provide any additional information within a reasonable time period as specified by the Department. The Department may in its absolute discretion reject an Application from an Applicant that fails to provide the additional information within the required time period.

8. Funding Agreement

Subject to acceptance of the offer by the Applicant, a legally binding Funding Agreement will be prepared reflecting the project, proposed outcomes, milestones and conditions of payment. Applicants must indicate their compliance or otherwise with the applicable Funding Agreement template in the electronic Application Form.

Further important detail about funding agreement compliance can be found in in Attachment C, accessed via the “Application Guidelines Attachments” link at www.business.vic.gov.au/futureindustries.

9. Reporting and Publicity

9.1. Reporting

All recipients of grant funds must agree to:
• Comply with performance monitoring requirements, including written reports and face-to-face meetings with the Department; and
• Participate in formal evaluations of the program by the Department

9.2. Publicity
All recipients must agree to:

• Cooperate with the Department in the preparation of materials used to promote the benefits of the program, such as media releases or case studies; and
• Consult with the Department prior to the publication of any project promotional materials.

10. Confidentiality
The Department will, to the extent permitted by law, treat all information as strictly confidential and commercial-in-confidence where relevant. Any personal information will be managed in accordance with the published Privacy Policy, which can be found at www.business.vic.gov.au/privacy.

11. Contacts and Further Information
For more information:

• Email the Program team at new.energy@ecodev.vic.gov.au
• Phone the Business Victoria Help Line on: 13 22 15.