**GRANT APPLICATION FORM**

* Before completing the form, you must read the ECA Grant Guidelines on the ECA website: [www.energyconsumersaustralia.com.au](http://www.energyconsumersaustralia.com.au)
* All fields must be completed, except where indicated.

**Section A: Project overview**

|  |  |
| --- | --- |
| 1. **Name of applicant**
 |  |
| 1. **What kind of grant is sought?**
 | *For information on how ECA classifies advocacy and research, refer to the Factsheet.**[ ]* Advocacy *[ ]* Research  |
| 1. **Project title**
 | *Please provide a short but descriptive title of the project* |
| 1. **Project outcome**
 | *Provide a brief (2-3 sentences) description that clearly describes the project’s intended outcomes. Much greater detail of intended outcomes will be required at* ***SECTION B*** |
| 1. **Funding sought from ECA** (excluding GST)
 |  |
| 1. **Start date**
 |  | **Completion date** |  |

**Section B: Describing the project’s benefits for consumers**

*ECA defines energy advocacy as an activity designed to influence or create change that improves outcomes in the long term interests of electricity and gas consumers.*

 In considering your grant application, the ECA Board will first consider your stated outcomes and how they align with the Grants Program’s 9 Selection Criteria. If your application does not comply with Selection Criterion 1, it will be assessed as ineligible for a grant.

|  |  |
| --- | --- |
| 1. **What is the consumer problem/ issue this project will address?**
 | *Describe what problem or issue your project will address, and the existing or potential detriment to consumers.*  |
| 1. **What outcome/s are you seeking to achieve?**
 | *State how your project will build knowledge and / or sectoral capacity supporting policy development and consumer education in the National Energy Market. Will the outcomes result in short, medium or long term changes?* |
| 1. **When and how will you know you have been successful?**
 | *When is the outcome likely to be achieved? What are your key success indicators?*  |
| 1. **What outputs will you use to achieve the outcome/s?**
 | *State the tangible items or actions you will use to bring about the outcome/s you are seeking. Examples include reports, submissions, presentations to regulators, seminars, media releases.*  | *Organisation and process to which advocacy will be directed*1. | *Completion date for each output*1. |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Which consumers will benefit most?**

Tick a maximum of TWO categories in each column | **Class of consumers**[ ]  Large business[ ]  Small business[ ]  Household[ ]  Low-income[ ]  Consumers using over 4GWh or 100Tj p.a.[ ]  Disadvantaged (specify type of disadvantage)      | **Location of affected users**[ ]  Urban[ ]  Regional centre[ ]  Rural | **Jurisdiction**[ ]  National Energy Market[ ]  ACT[ ]  NSW[ ]  Queensland[ ]  South Australia[ ]  Tasmania[ ]  Victoria[ ]  [ ]  Western Australia |
|  | 1. **If you did not tick National Energy Market under “Jurisdiction” please describe the benefits of your project to the continued development of the National Energy Market.**
 |
|  | 1. **If there is no such benefit to flow from your project to the NEM, why do you think your project is a priority and what will its material impact on consumers be?**

[ ]  Not applicable; *OR outline your answer below*. |

**Section C: Eligibility for funding**

|  |  |
| --- | --- |
| 1. **Eligibility Criteria**
 | *For a grant application to be considered for funding under the ECA Grants Program applicants must be an individual, organisation or academic institution wishing to undertake advocacy or research* ***to build knowledge and/or sectoral capacity supporting policy development and consumer education in the National Energy Market****. How will your project do that?* |
| 1. **What will the benefits of your project be to household and / or small business consumers?**
 |  |
| 1. **Which of the ECA Grants Program’s Selection Criteria does your application meet? Your application should meet most of the Criteria to be eligible for funding.**

Briefly outline how your project meets each criteria. |
| 1. **Align with ECA strategic priorities[[1]](#footnote-1) and functions**
 |  |
| 1. **If the project priorities do not meet those of ECA, including jurisdictional priorities, outline (A) why the work is a priority and (B) its material impact on consumers**
 |  |
| 1. **Build capacity for future advocacy by:**
* **demonstrating project value to the organisation**
* **demonstrating project value to the sector**
 |  |
| 1. **Be relevant to the National Energy Market**
 |  |
| 1. **Offer value for money: benefits of the project should outweigh its cost, and cost should be prudent and minimised**
 |  |
| 1. **Offer partnership opportunities where possible with ECA and/or other organisations**
 |  |
| 1. **Provide a co-contribution to the project, and a rationale for the provision of ECA funding (ECA will consider the organisation’s or its member’s ability to meet the project costs). In-kind contributions will be given consideration**
 |  |
| 1. **Provide a viable project plan, outlining the intended outcomes and success indicators**
 |  |

**Section D: Detailed information about the project**

|  |  |
| --- | --- |
| 1. **Project Plan**

*Describe how you intend to undertake the project. Examples of methodologies include:** *Running focus groups*
* *Quantitative research*
* *Surveys*
* *Desktop literature reviews*
* *Engaging external expertise*
 |  |
| 1. **Information about funding of previous similar projects**
 | *If ECA or the Consumer Advocacy Panel has previously funded your organisation to undertake a similar research or advocacy project, please outline how this current proposal differs from previously funded projects* |
| 1. **Advocacy and communications strategy**
 | **Will there be a published report?**[ ]  **No** > Go to **Section 4**[ ]  **Yes** > Add further information as per below**If yes**, *outline your communications strategy for the report and how you will measure the quality and success of that strategy*. |
| 1. **Procurement of external resources**
 | *Please**provide a copy of your organisation’s procurement policy, and how it manages any existing or potential conflicts of interest arising from a tender or procurement process.* |

**Section E: Budget**

| 1. **Main cost components**

Please amend as necessary to ensure you outline the full budget and all costs of the project, and make ECA’s contributions clear. | **Amount** (excluding GST) | **Funding source**(ECA *OR* applicant *OR* other) |
| --- | --- | --- |
| **Personnel costs** |  |  |
| **Staff** – Salaries for project officer (Provide full details below) |  |  |
| *Cost components (including super and associated payroll costs)* | *Daily rate*$ | $ |  |
| **External consultants** (Provide full details below) |  |  |
| *Cost components*  | *Daily rate*$ | $ |  |
|  **Travel** – Itemise airfares, accommodation, meals, other expenses (Provide full details below)  |
| *Cost components* | *Itemised costs* | $ |  |
| **Operational costs** |  |  |
| Printing and publication – Including postage or distribution costs of any reports (Provide full details below) |  |  |
| *Cost components* | *Itemised costs* | $ |  |
| **Participant support costs**  – e.g. costs for peer review or consumer consultation in focus groups (Provide full details below) |  |  |
| *Cost components* | *Itemised costs* | $ |  |
| **Meeting costs** – e.g. costs associated with the consultation or launch of the report (Provide full details below) |  |  |
| *Cost components* | *Itemised costs* | $ |  |
|  **Other direct costs** – specify the item and amount (Provide full details below) |  |
| *Cost components* | *Itemised costs* | $ |  |
| **Organisational costs** |  |  |
| **Office costs incurred because of this project**  – Please note the ECA will not pay for past work, or work funded from other sources  |  |  |
| *Cost components* | *Itemised costs* | $ |  |
| **TOTAL** | $ |  |
| **TOTAL SOUGHT FROM ECA** | $ |  |

*Co-contribution and other funding*

|  |  |
| --- | --- |
| 1. **Percentage of ECA funding to the project’s total cost**
 | *ECA expects applicants to make a co-contribution to the project, in line with the organisation’s / members’ resources.***Funding from ECA as a percentage of total costs is** % |
| 1. **Will the project generate any income?**
 | *Examples include proceeds from sales of your report, charges for participants to attend a forum.* |
| 1. **Is funding being sought from sources other than ECA?**
 | *If yes, outline the amount and whether it will be tied to particular costs.*  |

**Section F: Project milestones and funding tranches**

|  |  |  |
| --- | --- | --- |
| 1. **Milestone**

What are the key project stages at which funding should be released? | **Date due** | **Amount** |
| **Tranche 1** |  |  |  |
| **Tranche 2**  |  |  |  |
| **Tranche 3** |  |  |  |
| **Tranche 4** | **10% on project completion and receipt of acquittal report** |  |  |

More tranches can be adjusted as necessary, by inserting or deleting rows in the above table.

For projects extending beyond 12 months, it would be expected that the project plan would incorporate gateway reviews at appropriate stages of the project, to report on progress to date, and review the strategy going forward.

**Section G: Information about the applicant**

|  |
| --- |
| 1. **Please attach the most recent Annual Report or audited financial statements**
 |
| 1. **Primary purpose/mission of organisation**
 |  |
| 1. **CONTACT DETAILS**
 |
| **Contact person (and hours available, if applicable)** |  |
| **Telephone number** |  | **Email**  |       |
| **Australian Business Number (ABN)** |  |
| **Project manager (if different from contact)** | *Please attach a CV for the project manager, outlining relevant skills.*      |
| **Postal address** |  |
| **Suburb** |  | **State** |  | **Postcode** |  |
| **Street address (if different from above)** |       |
| **Bank account details** | **BSB** |  | **Acct no.** |  | **Acct name** |  |
| **Signature of officer empowered to sign on organisation’s behalf** | **Name of signatory for applicant** **Position** | **Signature** **Date** |

Send the completed application form and related attachments by email to: grants@energyconsumersaustralia.com.au

Any hard copy attachments can be sent by the due date for application to:

Energy Consumers Australia Ltd

Level 14, 1 Castlereagh St

Sydney NSW 2000

**Contact ECA‘s Associate Director, Research if you wish to discuss your application, by email at** **grants@energyconsumersaustralia.com.au** **or by phone on 02 9220 5500.**

1. See [www.energyconsumersaustralia.com.au](http://www.energyconsumersaustralia.com.au) for ECA’s current priorities, and an outline of its constitutional functions [↑](#footnote-ref-1)