


Office of Energy and Climate
Change

Submetering grants



Funding guidelines – Round 1
July 2022





Acknowledgment of Country: The Office of Energy and Climate Change acknowledges the Traditional Owners and Custodians of the land on which we live and work and pays respect to Elders past, present and future.

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Introduction

The NSW Government is committed to providing a reliable, affordable and sustainable energy system for decades to come.

That is why the Net Zero Plan Stage 1: 2020–2030 prioritises actions that both empower and enable customers and businesses to reduce energy bills and ease pressure on the electricity grid.

Measuring and monitoring your equipment is essential for reducing your energy use.

Submetering can help you understand how much energy your equipment uses so that you can make informed decisions about maintenance and upgrades. It can also help you measure the performance of your energy efficiency project.

We are helping to cover the cost of installing new submeters by providing grants of up to \$20,000.

Purpose

This guide provides the criteria and guidance for round one of submetering grants. We may change features, requirements, or the process for future rounds.

You should read these guidelines in conjunction with the [frequently asked questions](#) on the Energy Saver website.

Objectives

The objectives of this funding are to:

- support site managers to identify and prioritise energy efficiency projects
- demonstrate energy and cost savings from implementing energy efficiency projects
- improve submetering coverage so that baseline data is available for future upgrades under the Energy Security Safeguard.

About the grant

The first round of submetering grants is open between 11 July 2022 and 2 December 2022. Applications can be submitted at any time while the grant round is open.

If funding looks to be exhausted before the closing date or we decide to extend the closing date, we'll publish the new closing date and any other changes on our [website](#).

You should read this guide and our [frequently asked questions](#) before completing your application.

If you have any questions, contact us at energyefficiency.program@environment.nsw.gov.au.

Eligibility

To apply for funding, you must:

- have an Australian Business Number (ABN) and be registered for GST
- be a business with a submetering project at a NSW site address
- spend a minimum of \$200,000 a year on energy bills at that site.

If your application is for a commercial building:

- only the base building is eligible
- the occupancy certificate must have been issued prior to 1 January 2022.

You can apply for one grant per site. If you have more than one site, you'll need to submit a separate application for each site.

About the funding

Funding is capped at \$20,000 (excluding GST) per site. You can submit one application per site. We'll fund up to 50% of incurred costs in a single payment following installation of the submeters and submission of the required milestone documentation.

Your project must be implemented by 30 June 2023, without exception. No variations or extensions will be permitted.

If your project costs more than the quote in your application form, we won't pay any more than the approved amount. If it costs less, we'll pay up to 50% of the actual incurred project costs.

Projects we'll fund

We will only fund submetering projects at sites that spend over \$200,000 per annum on energy bills.

If your project receives a submetering grant, you can't access funding from another NSW Government program for the same project. You may access other external funding sources as long as those contributions do not add up to more than 100% of the total project cost.

Costs we'll cover

Incurring costs we will co-fund	Incurring costs we won't co-fund
Costs to install and commission permanent submeters that are required for measuring energy performance	Costs to prepare your application
Hardware and integration with software needed to monitor energy use	Costs associated with temporary meters or loggers, calibration and re-commissioning of existing submeters, or metering onsite renewables
	Costs incurred (i.e. paid for in full or through a deposit) before you were awarded the grant
	Internal project management and labour costs
	Subscriptions to data management systems
	Loss of revenue from interruptions to production or site operations

How to apply

Application process

Applications will be assessed as they are received. Before applying, you should read this guide and our [frequently asked questions](#). The latest updates about the grant will be published on our [website](#).

1. Complete the application form

Visit our [website](#) and follow the link to access the application form in the SmartyGrants platform. Move through the application form and answer all the questions. Upload all the necessary documentation and submit the application form before the closing date.

If you have any questions, contact us at energyefficiency.program@environment.nsw.gov.au.

2. Get a submission number

Once you have submitted your application, you'll receive an email notification with a submission number to confirm it has been received.

3. Grant assessment

We'll check your application against the assessment criteria.

We may ask for more information as part of this assessment. You'll have 10 business days from the date of our written request for information to respond. If you do not respond, your application will be rejected.

Submit a new application

If your application is assessed and you're unsuccessful, you can seek feedback from us and submit a new application before the closing date.

4. Execution of the funding contract

If your application is successful, we'll send you a funding contract. You can see a sample contract on our [website](#).

You'll have 20 business days from this date to sign and return the contract. If you don't return the contract in time, we may withdraw the grant. The contract needs to be signed by someone with the authority to enter into contracts on behalf of your business.

5. Implement the project

You can now implement your project. All projects must be completed by 30 June 2023.

Once your project is complete, you will need to provide copies of invoices from suppliers, photos of the installed submeters and a commissioning report. You can view the commissioning report template in SmartyGrants.

6. Payment of the grant

Once you provide evidence that you've completed the project in accordance with your funding contract, you'll receive payment.

Assessment criteria

We will assess grant applications as they are submitted. Our officers may be assisted by independent technical and probity advisors.

To be recommended for funding, applications must meet the following eligibility and assessment criteria.

Criteria	Performance (Pass / Fail)
Eligibility	The application meets all eligibility criteria including the minimum site energy spend requirement.
Completeness	All questions in the application form are answered. All supporting documentation is submitted.
Quality	The information provided is accurate, up to date and legible. The project is described in sufficient detail. The breakdown of costs is supported by quotes.
Objectives	The application demonstrates how the submetering will be used to reduce energy consumption and facilitate measurement and verification.

Risks

The application does not raise any unacceptable reputational or project delivery risks including pending legal action, media controversy or lack of financial capacity to implement the project.

Further information

Confidentiality and disclosure of information

Unless otherwise stated, any commercial-in-confidence information provided by an applicant as part of, or in connection with, an application process will be treated confidentially by the Office of Energy and Climate Change (the office).

The office may disclose commercial-in-confidence information provided by applicants to the following parties:

- the Minister or Minister's Office
- the NSW Ombudsman and Audit Office of NSW
- the office staff or advisers where authorised or required by law to be disclosed.

The office will otherwise only disclose commercial-in-confidence information provided by applicants with their expressed consent.

Evaluation

The office may use your deidentified application and project data in training materials, case studies and evaluations.

You may be contacted by the office or a third party on the office's behalf to provide feedback as part of an evaluation of the Safeguard Acceleration Program, the Net Zero Plan or the NSW Climate Change Fund.

Complaints

Complaints concerning the round should be emailed to energyefficiency.program@environment.nsw.gov.au.

Complaints will be reviewed by the office in the first instance. If the complaint cannot be resolved within 30 business days, the contact details of the complaints and review officer from the office will be provided to advise next steps. If the complaint is still not resolved satisfactorily, you can engage the NSW Ombudsman for external review of the administrative actions of the office.

Conflict of interests

The office will administer its conflict of interests procedures, including procedures for all staff involved to declare their interests. All advisers engaged by the office are required to disclose any conflict of interests they may have in relation to applicants and may be excluded from work if required under the office's conflict of interests procedure. If applicants are aware of any actual, apparent or potential conflicts of interest they must advise the office before or when submitting an application. Applicants must comply with any directions from the office in the management of a conflict of interest.

Liability

All applications must be submitted electronically through the SmartyGrants platform. The office will not be responsible in any way for any loss, damage or corruption of electronically submitted applications.

The office will not be liable to any applicant for any expenses or costs incurred by it as a result of preparing or submitting a grant application, including where grant funding is subsequently discontinued.

Information supplied

The information contained in the Submetering Grants Guide has been provided with due care and is intended only for the applicant's guidance. It is not guaranteed as being accurate for future needs and expenditure by the office.

Contact us

If you have any questions or concerns, please visit our [website](#) or contact us at energyefficiency.program@environment.nsw.gov.au.

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For more information about metering offers, please visit our [website](#) or email us at energyefficiency.program@environment.nsw.gov.au.