Office of Energy
and Climate Change

Drive electric NSW

EV ready buildings grants

Sample meeting motions

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# Stage 1 grant application – sample meeting motions

This document has been prepared to assist potential applicants in ensuring appropriate approval at a Strata Committee meeting is in place for the scheme to apply for a stage 1 grant. Meeting minutes can be uploaded as evidence of approval when submitting a grant application via the online grant application portal.

This document aims to help you:

* + - collect the required information for the application process
		- ensure appropriate approvals are in place to apply for a stage 1 grant.

When to use this document:

* + - when preparing the agenda of a Strata Committee meeting to approve a stage 1 grant application.

Schemes selecting a route 1 application for a new feasibility assessment should use the route 1 motion.

Schemes selecting a route 2 application for the review of an existing feasibility assessment should use the route 2 motion.

#### **Sample meeting motion – route 1**

For the purpose of application for “EV ready buildings grants program” (the **Grant**) provided by the NSW Government (the **Office**), the strata committee RESOLVES to:

1. undertake a feasibility assessment by submitting an application to the Office through its online grant management portal (the **Assessment**);

1. that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ be appointed as the site contact to be responsible for the coordination and liaison of the Assessment;

1. pay a sum up to $2,000 (plus GST) to the assessor for the Assessment once an assessor is allocated by the NSW Government, and that the remaining cost of the Assessment be paid by the Office to the assessor; and

1. upon completion of the Assessment (being satisfactory to the Office), authorise the strata managing agent / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to execute any document  pursuant to section 273 of the *Strata Schemes Management Act 2015* to effect the application of the Grant which by applying for the Grant, the owners corporation is bound by the grant guidelines and terms and conditions imposed by the Office

*Motion required by: [Insert name of Strata Committee representative], member of Strata Committee*

*Explanatory note: This is a motion to authorise the strata committee to apply for the Grant.*

#### **Sample meeting motion – route 2**

For the purpose of application for “EV ready buildings grants program” (the **Grant**) provided by the NSW Government (the **Office**), the strata committee RESOLVES to:

1. submit an application together with supporting information to the Office through its online grant management portal for a review of the feasibility assessment previously undertaken by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(the **Assessment**). By applying for the Grant, the owners corporation is bound by the grant guidelines and terms and conditions imposed by the Office;

1. if the Assessment is not satisfactory to the Office, submit a revised application to the Office and pay a sum up to $2,000 (plus GST) to an assessor allocated by the NSW Government to undertake a new feasibility assessment, which the remaining cost of this new feasibility assessment will be paid by the Office; and

1. upon completion of a feasibility assessment satisfactory to the Office,  authorise the strata managing agent / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to execute any document  pursuant to section 273 of the *Strata Schemes Management Act 2015* to effect the application of the Grant which by applying for the Grant, the owners corporation is bound by the grant guidelines and terms and conditions imposed by the Office.

*Motion required by: [Insert name of Strata Committee representative], member of Strata Committee*

*Explanatory note:* *This is a motion to authorise the strata committee to apply for the Grant, and if required by the Office, payment up to $2,000 (plus GST) for a revised application for the Grant.*



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For more information

To access the guidelines and additional supplementary information visit [Electric vehicle ready buildings grants webpage](https://www.energy.nsw.gov.au/business-and-industry/programs-grants-and-schemes/electric-vehicles/electric-vehicle-ready/strata).

Questions can be emailed to evrb@environment.nsw.gov.au