

Department of Climate Change, Energy, the Environment and Water

Energy Performance Services Grant funding guidelines



November 2025



Acknowledgment of Country



Department of Climate Change, Energy, the Environment and Water acknowledges the traditional custodians of the land and pays respect to Elders past, present and future.

We recognise Australian Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to place and their rich contribution to society.

Artist and designer Nikita Ridgeway from Aboriginal design agency – Boss Lady Creative Designs, created the People and Community symbol.

Published by NSW Department of Climate Change, Energy, the Environment and Water

<https://www.energy.nsw.gov.au/>

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First published November 2025

ISBN 978-1-76058-962-2

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Introduction

The NSW Government is committed to reducing emissions by 50% by 2030, 70% by 2035 and achieving net zero by 2050. To support this goal, the NSW Net Zero Plan drives the adoption of proven emissions-reduction technologies.

Energy metering and monitoring systems give businesses detailed insights about how and where energy is used. This is critical to identify inefficiencies, guide upgrades and support investment decisions. They also make it easier to prioritise improvements, manage peak demand and spot maintenance issues early. This all helps reduce emissions and energy costs.

The Energy Performance Services Grant (the Grant) helps businesses that already have submetering hardware in place to interpret and apply their energy data to drive energy performance gains. It enables long-term improvements to energy performance by supporting planning, access to monitoring and analytics software, data integration, expert guidance and capability development.

This Grant is part of the Business Decarbonisation Program (the program), which is administered by the NSW Department of Climate Change, Energy, the Environment and Water (the Department, we or us). The program is a \$22 million initiative that helps businesses plan and implement practical, cost-effective steps to reach net zero emissions.

Purpose of these guidelines

These funding guidelines provide important information for NSW businesses applying for the Energy Performance Services Grant. It includes eligibility and assessment criteria, as well as details on the application and grant delivery process. You should read these guidelines and the information on our [website](#) before completing your application.

Key information

Funding amount

The Energy Performance Services Grant provides eligible NSW businesses up to \$50,000. It covers up to 50% of costs to improve your energy performance through effective use of submetering data. This includes support for planning, access to energy monitoring and

analytics software, data integration and connectivity, expert guidance and capability development. See Tables 4 and 5 and Appendix A for more information on eligible activities.

The Grant includes 2 milestones, with both milestone payments to be made once milestone 2 is completed and accepted:

- Milestone 1, with up to \$5,000, to cover up to 50% of the eligible costs, available to work with a specialist consultant(s) to assess your energy monitoring and analysis needs and develop a comprehensive plan.
- Milestone 2, with up to \$45,000, to cover up to 50% of the eligible costs, available to work with specialist consultants to implement your plan.

The total funding allocated for this Grant is \$1.5 million.

Metering package

This Grant is part of the \$12 million metering package, which includes 2 other grants launched alongside the Energy Performance Services Grant. Together, these funding opportunities offer varied support to align with your business's current metering needs. The other grants in the package are:

- **The Submetering Grant round 2:** offers businesses up to \$20,000, covering up to 50% of project costs to install and commission permanent submeters, including hardware integrations with software. The total funding allocated is \$1 million.
- **The Metering Plan Implementation Grant round 2:** offers businesses between \$20,001 and \$100,000, covering up to 50% of project costs for comprehensive metering and monitoring upgrades, informed by eligible metering and monitoring plans. The total funding allocated is \$2 million.

Each grant has its own funding guidelines. Please refer to the relevant guidelines for detailed information on each grant.

Milestones

The Grant includes 2 milestones:

Table 1: Energy Performance Services Grant milestones

Milestone	Funding amount	Description
Milestone 1: develop the energy monitoring and analysis plan.	Up to \$5,000 (excluding GST), covering up to 50% of the eligible costs.	Work with a specialist consultant(s) to assess your energy monitoring and analysis needs and develop a plan that details the work to be completed for milestone 2.

Milestone	Funding amount	Description
To be completed within 2 months of the funding deed's start date		
Milestone 2: implement the energy monitoring and analysis plan. ¹ To be completed within 3 months of milestone 1 review statement.	Up to \$45,000 (excluding GST), covering up to 50% of the eligible costs.	1. Work with specialist consultant(s) to implement the approved energy monitoring and analysis plan actions tailored to your site requirements. These include the following action categories: - energy monitoring software and analytics platforms - data integration and connectivity - technical guidance and support to improve energy performance through enhanced energy data monitoring and analysis. 2. Complete your internal promotional deliverables.

Dates

Table 2: Energy Performance Services Grant key dates

Date	Details
Applications open	12 November 2025
Applications close	5 pm (AEDT) 31 March 2026, or earlier if funding is exhausted
We will notify you of the outcome of your application	Within 20 business days of submitting your application. ²

¹ Refer to Tables 4 and 5 and Appendix A for a more detailed description of eligible milestone 2 activities.

² We reserve the right to extend this notification window if necessary and applicants will be notified accordingly. Applicants should be aware that public holidays and shutdown periods may impact notifications. Applicants will be informed accordingly in these circumstances.

We will publish Grant updates on our [website](#) and notify applicants by email. This includes if funding is exhausted before the closing date or if we extend the application period.

This is a non-competitive grant. Applications will be assessed as they are received. We recommend applying for the Grant as soon as possible to increase the likelihood of your application's success.

Contact details

If you have any questions about the Grant or the application process, you can contact us at energyefficiency.program@environment.nsw.gov.au.

Please note that our team cannot provide advice or support about the specific details of your application.

About the grant

Objectives

This Grant aims to:

- support NSW businesses to improve energy performance through enhanced energy data monitoring and analysis
- enable long-term monitoring and data-driven insights to support continuous improvement in energy performance and/or progress toward net zero goals
- enhance industry skills and knowledge while growing the market for businesses in supporting functions.

Eligibility criteria

To be eligible for this Grant, you must:

- have a current Australian Business Number (ABN) and be registered for goods and services tax (GST)
- deliver your energy monitoring and analysis plan implementation project at a NSW site address
- have sufficient metering and monitoring systems in place. The site must, as a minimum requirement, have established submetering at the system or subsystem level³ to base the energy monitoring and analysis plan proposals and the proposed activities on
- spend a minimum of \$200,000 annually on energy bills⁴ at your business site, or demonstrate an equivalent annual on-site energy use of at least 3,600 gigajoules (GJ)⁵. This includes purchased fuels, except fuel for transport. You must submit the most recent available evidence, no more than 18 months old at the time of the application
- be the energy bill payer and have operational control of the site, with authority to undertake the grant milestone activities, and act on the outcomes accordingly. If you are not the site owner, you must have authorisation from the owner to undertake the project, and provide evidence of this in your application

³ See Glossary.

⁴ Energy spend includes, in addition to consumption charges, other related costs such as network and environmental costs as listed on the utility bill.

⁵ Energy sources not reported in GJ must be converted to their GJ equivalent using standard conversion factors provided in the Appendices.

Any applications by trusts must include evidence of your power and authority to:

- apply for this Grant
- enter and comply with the Grant funding deed, which may include provision of the trust deed of the trust.

Considerations for multiple applications

Only one application can be approved per site.

You can receive up to 2 Grants per business, including a group of related entities⁶. Separate applications must be submitted for each Grant.

You may access other external funding sources in addition to this grant. However, this grant and the other external funding sources combined must not exceed 100% of the total cost of the activities funded by the Grant.

You are not eligible for this Grant if you:

- are a Commonwealth, state or local government entity
- are an entity registered with the Australian Business Register under [ANZSIC industry classifications Subdivision 26 Electricity Supply or Subdivision 27 Gas Supply](#)
- have received or are going to receive funding from the NSW Government for the same activities
- are undertaking refurbishment or expansion that triggers compliance obligations under the [National Construction Code](#) (NCC). In commercial office settings, this includes works considered a major refurbishment under the [Commercial Building Disclosure \(CBD\) Program](#).

Assessment criteria

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

Table 3: Energy Performance Services Grant assessment criteria

Criteria	Assessing performance against criteria (pass/fail)
Project aligns with Grant objectives	The application demonstrates alignment with the Grant objectives.

⁶ A related entity includes but is not limited to the meaning it has in the [Corporations Act 2001 \(Cth\)](#), including related bodies corporate or related trusts. Related bodies corporate has the meaning provided in section 50 of the *Corporations Act 2001 (Cth)*. Related trusts mean any trusts where an entity of the business or its related bodies corporate are its trustees and/or beneficiaries.

Criteria	Assessing performance against criteria (pass/fail)
Quality of application details	The information provided is accurate, complete, up-to-date and legible.
Capacity and capability for timely project implementation	The application must show your ability to complete the project within 6 months of the funding deed's start date. This must be supported by evidence such as a letter of commitment from company executives, project plans or resource allocation statements.
Risks	The application does not raise any unacceptable reputational or delivery risks to the NSW Government, including any: • pending legal action • media controversy • lack of grantee financial capacity to cover the costs to implement the project. You must address this by answering all questions in the grant application form.

Eligible and ineligible costs

Table 4: incurred project costs we will and will not fund for milestone 1

Incurred costs we will fund for milestone 1	Incurred costs we will not fund for milestone 1
• Up to \$5,000 (excluding GST), covering up to 50% of the total cost of services provided by the specialist consultant(s) responsible for delivering milestone 1 activities. This involves assessing your needs and developing an energy monitoring and analysis plan that details the work to be completed for milestone 2.	• Costs to prepare your application • Costs incurred (paid for in full or through a deposit) before the funding deed's start date. • Internal project management and labour costs.

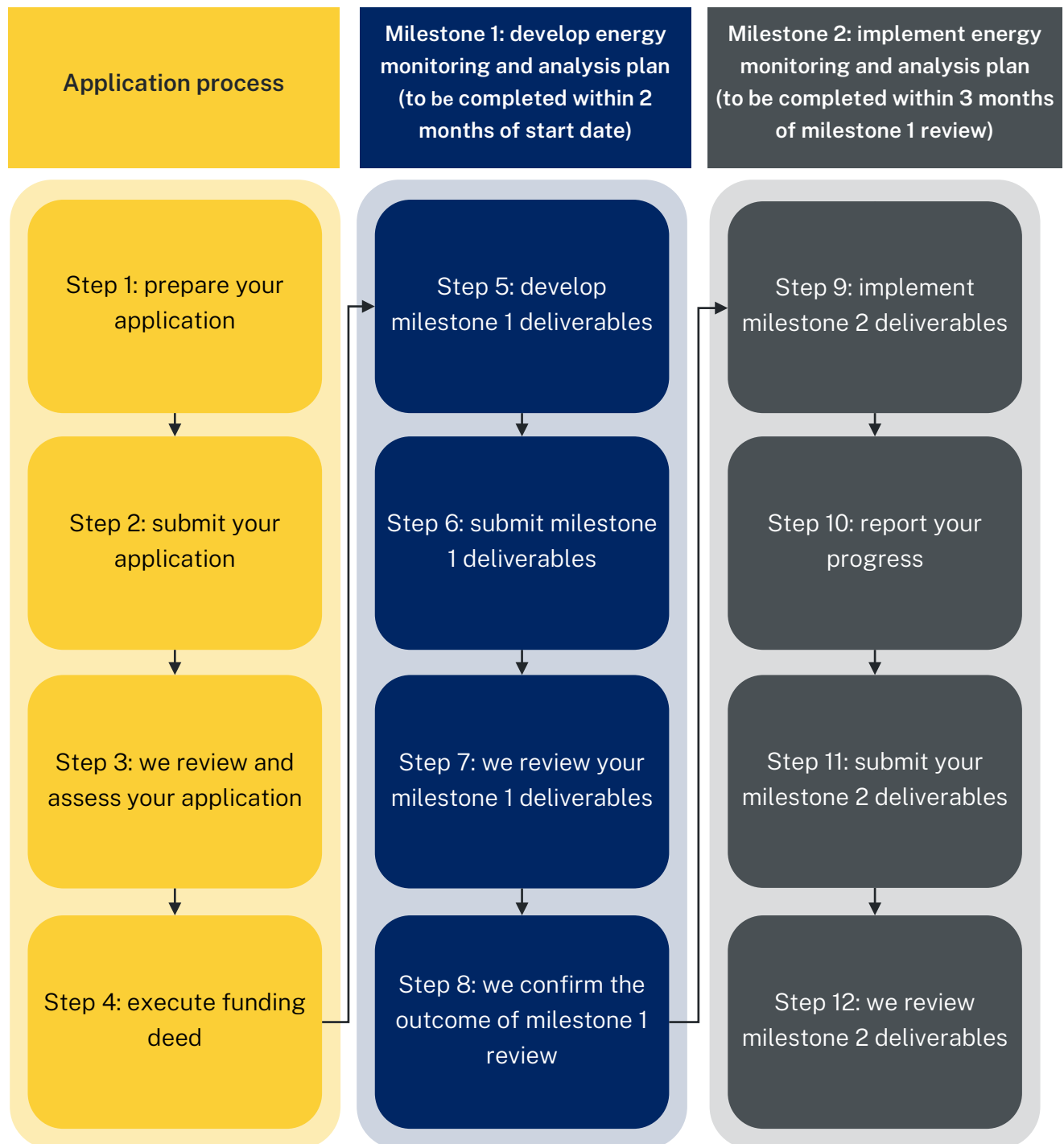
Table 5: incurred project costs we will and will not fund for milestone 2

Incurred costs we will fund for milestone 2	Incurred costs we will not fund for milestone 2
- Up to \$45,000 (excluding GST), covering up to 50% of the total cost to implement the approved milestone 2 activities. This includes costs associated with: - energy monitoring software and analytics platforms - data integration and connectivity - technical guidance and support. See Appendix A for more details on the above items. - Within the total \$45,000, up to a maximum of \$5,000 (excluding GST), covering up to 50% of the approved costs may be allocated towards meter calibration, validation, repairs or troubleshooting of existing metering systems and set up of communication systems.	- Costs incurred (paid for in full or through a deposit) before we notified you that you had successfully completed milestone 1. - Costs related to new metering hardware, including costs to purchase, install or commission temporary or permanent meters, submeters or loggers. - Subscription costs for established energy monitoring software and analytics platforms. - Technical guidance and support activities provided on an ongoing basis before the grant was awarded. - Loss of revenue from interruptions of production or site operations. - Upgrade or improvement works beyond the approved eligible activities, or detailed feasibility analysis for specific subsystems (such as type 3 energy audits). - Internal project management and labour costs. - Energy performance certification costs.

Grant process

The Grant consists of 12 key stages as shown in Figure 1. Detailed information about each stage is outlined in the relevant sections below.

Figure 1: Energy Performance Services Grant process



Step 1: prepare your application

Before applying, you should read these funding guidelines, the [sample funding deed](#) and the information on our [website](#).

Prepare all the required information and documents

Your application must include important documents and key pieces of information. Carefully review the requirements outlined in these funding guidelines. At a minimum, you will need to include the following details about your business and site(s):

- A description of how an energy monitoring and analysis plan for your site will lead to improved monitoring and analysis of energy performance.
- Details of existing energy metering and monitoring systems, such as schematics, plans and reports, to demonstrate that sufficient metering and monitoring systems are in place.
- Eligible energy bills or other evidence of your on-site energy consumption.
- A letter of commitment from company executives, resource allocation statement or similar evidence demonstrating your ability to complete the project within 6 months of receiving grant funding. This should address any uncertainties, dependencies or pending agreements with third parties, such as internal funding approvals, pending lease negotiations or development approvals.

Additional documents (if applicable):

- If you are not the site owner, you must provide evidence of authorisation to implement proposed solutions and act on the insights they provide.
- If a third party submits your application or if you wish for us to communicate with third parties regarding this project, provide a letter listing all relevant parties and authorising engagement.
- Any applications by trusts are required to include evidence of power and authority of the applicant to:
 - apply for this Grant
 - enter and comply with the Grant funding deed, which may include provision of the trust deed of the trust.

Conduct internal checks

You must be aware of your responsibilities and obligations as part of this Grant before applying. Make sure the relevant parties and processes for approval within your business have been considered. This includes, but is not limited to:

- Ensure relevant legal parties and signatories have reviewed the funding deed before you apply. The [sample funding deed](#) is available during the application period for review. Requests for changes to the funding deed standard terms will not be considered.
- Ensure your business can fully fund the project within the Grant timeframe. Grant payments will be made after you complete the entire project.
- Engage with relevant internal parties to support the application and implementation of the deliverables. This may include working with a communications team to identify and deliver promotional items.
- Ensure that the correct business entity is nominated as the Grant recipient. This should be the party responsible for delivery of the project, signing the funding deed and the ultimate owner of the project deliverables.
- Check that your business meets all eligibility criteria and is not applying for more grants than is allowed.

Specialist consultants

Both milestones 1 and 2 of the Grant must be completed by external specialist consultants chosen by you. Guidance on selecting consultants is available in Appendix C.

Multiple consultants with varying expertise may be necessary at different stages of the Grant or for different aspects of milestone 2. If you have already selected a consultant(s) for milestone 1, include their details in your application. If not, you will need to engage a consultant for milestone 1 after the funding deed is signed. Consider the time required to engage a consultant to ensure you meet the milestone deadlines.

Start your application

Visit our [website](#) and click “Apply now” to access and complete the application form on our grant management system.

Step 2: submit your application

Once you have completed your application, submit it via the [grants management system](#). You cannot amend your application after submission. You will receive an email notification with an application number to confirm it has been received. Your application must be submitted before the grant closing date.

Applicant entity and delegated representatives

Grants must be applied for and completed by the ultimate beneficiary of the project. This is the entity with operational control and responsibility for energy costs. As the project beneficiary, you hold responsibility for completing the project, including administering the grant delivery

process. You may, however, nominate specialist consultants to communicate with us on your behalf within the application or during project implementation.

Step 3: we review and assess your application

The application assessment team, made up of NSW Government staff and possibly external advisors, will assess each grant application as it is submitted. Applications will be reviewed against eligibility and assessment criteria outlined in these funding guidelines. If an application does not meet the selection criteria, you will be notified of the outcome.

We may request additional information as part of the assessment process. At this point, the assessment process will stop, and you will have 5 business days from the date of the request to respond. If you do not respond by the due date, your application may not proceed, unless you can demonstrate extenuating circumstances for the delay.

Once your response has been received, the assessment process will recommence.

The assessment team will make recommendations on the outcome of the application in writing to the decision-maker, the Program Manager, Business Decarbonisation.

You will receive an email notification within 20 business days of your application date confirming the outcome of your application. We reserve the right to extend this notification window if necessary and all applicants will be notified accordingly. You should be aware that public holidays and shutdown periods may impact notifications. You will be informed in these circumstances.

Submitting a new application

If your application is assessed as unsuccessful, and the reasons for rejection can be addressed, you may submit a new application before the closing date.

Step 4: execute funding deed

If your application is successful, we will send you a funding deed. A [sample funding deed](#) is available on our website. Requests for changes to the funding deed will not be considered. However, the sample funding deed remains subject to amendment by us before it is issued for your signature.

You will have 20 business days from the date we send it to you to sign and return the funding deed. If you do not return it in time, we may withdraw the funding offer. The funding deed must be signed by an individual(s) with the authority to enter into a contract on behalf of the applicant entity.

The funding deed is not binding until signed by us.

Once the funding deed is executed you can begin your project. You will also need to complete a pre-implementation survey to support the ongoing enhancement of our programs. We will email you the necessary links to access the survey.

Step 5: complete milestone 1 deliverables

You must submit a detailed energy monitoring and analysis plan within 2 months from the funding deed start date. Once approved, you will need to implement this plan as part of the milestone 2 activities (Steps 9 to 12).

The energy monitoring and analysis plan can be prepared for:

- an individual site,
- a network of sites for a single business, linked by a shared energy management system, or
- a single shared energy management system which connects multiple businesses on a single site (such as tenants in a shopping centre).

The plan must follow the structure of the [energy monitoring and analysis plan template](#), and comprehensively cover:

- site profile and current capabilities, including:
 - monitoring capabilities
 - analysis capabilities
 - business capabilities
- capability gaps identified in all of the above categories
- proposed actions to address the above gaps
- data sovereignty, interoperability and cyber security
- details of activities proposed for milestone 2 and their costs
- next steps to sustain and build on improvements achieved through the funded project.

Step 6: submit milestone 1 deliverables

Once the above activities are complete, you must use our [grant management system](#) to submit:

- a completed energy monitoring and analysis plan and any supporting documentation. This must address all elements of the [energy monitoring and analysis plan template](#)
- itemised invoices from external consultants and contractors confirming actual final costs for the development of the energy monitoring and analysis plan
- details of proposed time-bound and specific promotional activities to share the expected or achieved benefits of this project across your business to encourage replication.

Step 7: we review your milestone 1 deliverables

We will review the milestone 1 deliverables. We may be supported by independent external technical advisors. The review process may take up to 20 business days after you submit all milestone 1 deliverables. You may receive a request for further information during this time, and it is important to respond within the specific time outlined in the request. If you do not respond by the due date, you may not successfully complete milestone 1, which may impact milestone payments.

Specific activities proposed as part of the energy monitoring and analysis plan and promotional deliverables will be reviewed and assessed based on:

- the eligibility of proposed activities (see Tables 4 and 5 and Appendix A for more information)
- whether these activities demonstrate a clear and direct connection to the monitoring and analysis of submetered energy data
- whether any prerequisite capabilities are in place to allow their effective implementation
- whether they align with the grant objectives
- whether the energy metering and analytics plan provides a clear justification for these activities
- whether the costs are consistent with industry standards
- whether the activities can be implemented within the Grant timeframes.

We may accept, reject or request an adjustment for each proposed activity, with final approval at our discretion. We will only fund the approved activities.

Step 8: we confirm the outcome of milestone 1 review

Upon completion of our review, we will notify you of the outcome via email. This email will contain a **milestone 1 review statement**, which will include details of which activities and promotional items have been approved for delivery at milestone 2. Only approved activities that are completed within the activity period will be funded.

Step 9: implement milestone 2 deliverables

This milestone involves implementing the approved activities within your approved energy monitoring and analysis plan and related promotional deliverables, as outlined in the **milestone 1 review statement** you received in Step 8. All milestone deliverables must be

completed and submitted within 3 months of the date we issued you the **milestone 1 review statement** or as stated in the funding deed.

Ensure all required deliverables are completed, documented and submitted to us by the deadline. Simply completing the actions approved for grant funding by the deadline is not sufficient. Promotional activities must also be complete and all necessary supporting documentation must be finalised and submitted.

You remain responsible for project delivery and communications and must notify us promptly if you become aware of any changes or delays. We must approve any modifications to the approved delivery items or schedule. For more details on variations, please refer to the variations section on page 22.

Completing your approved energy monitoring and analysis plan activities

The **milestone 1 review statement** will outline the activities we have approved for grant funding. You must strictly adhere to the approved activities when you implement the project. Please provide sufficient evidence of these deliverables in your submission.

Completing your promotional deliverables

The **milestone 1 review statement** will outline the specific items approved for promoting the benefits of your project, which you must implement during the project duration. Please provide sufficient evidence of these deliverables in your submission.

All additional external promotional items, such as social media posts and articles, must be reviewed by our marketing and communications team and receive approval before publication. To ensure timely approval, please submit them for review as early as possible.

Step 10: report your progress

Your energy monitoring and analysis plan will include agreed progress reporting requirements. You must submit your progress report in the grant management system, in line with the due dates in your plan, along with any required supporting documentation. Your progress report will detail your project progress, and address the following items:

- update on project implementation progress
- identification of any risks or delays, including actions to avoid or mitigate impacts
- update on promotional deliverables progress
- confirmation that you have completed pre-implementation surveys.

You may be required to meet with the program team to provide further context on your progress or to discuss any risks that have been identified.

If your project is not progressing as planned, you will need to submit an updated plan to resolve any issues for approval. If significant risks are identified with no suitable ways to resolve them, we may terminate your agreement early according to the funding deed.

Step 11: submit your milestone 2 deliverables

Once the approved milestone 2 activities are complete, you must use our [grant management system](#) to submit:

- all required information in the final submission forms within the grant management system
- itemised invoices from suppliers confirming actual final costs accounting for scope changes
- evidence of promotional activities outlined in the funding deed
- all supporting documentation as required in the **milestone 1 review statement**.

To help us evaluate the impact of the project, you must complete a post-implementation survey at the end of the project. We will email you the necessary links for access.

Step 12: we review milestone 2 deliverables

We will review your milestone 2 deliverables based on the items approved in the **milestone 1 review statement** and the requirements outlined in these funding guidelines and the funding deed. We may be supported by independent external technical advisors. The review process can take up to 20 business days after submission⁷.

During our review, we may request additional information. It is important to respond within the timeframe specified in the request. If you fail to respond within the required timeframe, we may consider the project incomplete, which could affect your grant payment. The time we spend waiting for responses to information requests will be added to the total review time and will extend in the final assessment period accordingly.

You will receive an email confirming successful completion if you fulfil all deliverable requirements. Incomplete deliverables may affect the final payment.

Once the project deliverables are accepted and the final eligible project costs confirmed, we will ask you to use the grant management system to submit an invoice to the NSW Department of Climate Change, Energy, the Environment and Water for both milestones 1 and 2. Grant funds will be paid in one instalment once the project is complete.

⁷ We reserve the right to extend this notification window if required. You will be notified accordingly. You should be aware that public holidays and shut down periods may also delay notifications.

Further information

Suspension or cancellation

We may suspend or cancel the funding round if we are of the view that:

- the round cannot continue, or be conducted, in a fair and orderly manner
- it is likely the funding round will not be able to continue or be conducted in a fair and orderly manner.

We may suspend or cancel the funding round at any time before the closing date. Any decision to suspend or cancel will be communicated via email to all applicants whose applications have been received and are in the process of evaluation. Our [website](#) will be updated to notify prospective applicants. We will seek the advice of the probity advisor in making such a decision fairly and objectively.

If a funding round is suspended, we will continue or cancel the round within a reasonable timeframe. If we are satisfied that a round can continue and be conducted in a fair and orderly manner, the round will continue. If a funding round is cancelled, it may be rescheduled, and the updated application dates will be published on our [website](#).

Variations

Requests for variations to the funding deed, or approved milestone 2 activities, will be assessed on a case-by-case basis. Approval may be granted only in exceptional circumstances and at our sole discretion. Any approval will be subject to appropriate documentation being signed such as a deed of variation of the funding deed subject to any other process specified in the funding deed.

Variation requests must be submitted through our grant management system and must include a detailed justification and underlying evidence.

You must notify us as soon as reasonably possible if you become aware of a delay or change to the project scope. This should happen at least 2 weeks before the milestone delivery due date.

Variation requests to increase approved funding amounts will not be considered.

Variation requests may include changes to:

- milestone due dates, due to unforeseen exceptional circumstances
- approved delivery items, where they are consistent with the approved project objectives.

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

Disqualification of applicants

We reserve the right to disqualify applicants from grant rounds for an identified period. This can be done if we believe, on reasonable grounds, that an individual or business has engaged in misconduct relating to any part of the grant process. In determining whether to disqualify an individual or business, we may consider whether they have:

- breached the guidelines for participating in a grant process
- breached a direction given by us in relation to a grant process
- been involved in or are suspected of being involved in, now or in the future, conduct intended to affect the integrity of a grant process.

Providing false or misleading information

We take fraud very seriously. It is an offence to provide false or misleading information to us. If an individual or business provides any information or makes any representations to us that is or may be inaccurate, intended to mislead, deceptive, deceitful or otherwise fraudulent, we may:

- refuse to consider their application
- refuse to accept or consider any further applications from them
- withdraw their funding offer
- require the return of any received payment that we determine they were not entitled to receive in accordance with these funding guidelines and the terms of the funding deed
- report the matter to the NSW Police.

Late submissions

Please note that, apart from any extension published by us, applications will not be accepted following the published cut-off date.

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 us.

We may disclose commercial-in-confidence information provided by applicants as required by law. We may also 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

- our staff or advisors as part of the Grant process and related activities and where authorised or required by law to be disclosed
- other NSW Government agencies.

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

Publication of results

We may officially announce the following information associated with successful projects:

- name of the recipient
- recipient location and project location
- description of the project and its aims
- amount of funding awarded.

We will also publish the above information for all successful projects on the [NSW Government's Grants and Funding Finder](#) as required under law. We will publish any other information as required by law, including project status if withdrawn or terminated.

We reserve the right to announce successful grantees. Grantees must not publicly announce their successful application until we have made the announcement or provided approval to do so in writing.

Program evaluation

By making your application you agree to us using your de-identified application and project data in training materials, case studies and evaluations.

We may contact applicants and grantees to provide information through an interview. This may happen at the start of the funded project, immediately after implementation and/or several months later.

You may also be contacted by us or a third party on behalf of us to provide feedback as part of an evaluation of the Energy Performance Services Grant, the Business Decarbonisation 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 us in the first instance. If the complaint cannot be resolved within 30 business days, our complaints and review officer will contact the complainant to

advise the next steps. If the complaint is still not resolved satisfactorily, you can engage the NSW Ombudsman for an external review of our administrative actions.

Conflicts of interest

We will administer our conflict of interest procedures, including procedures for all staff involved to declare their interests. All advisors engaged by us are required to disclose any conflicts of interest they may have in relation to applicants and may be excluded from work if required under our conflict of interest procedure.

If applicants are aware of any actual, perceived or potential conflicts of interest, they must advise us before or when applying.

Probity

We appointed Procure Group Pty Ltd (ABN 22 130 908 824) as the independent probity advisor for this grant. The probity advisor will monitor the Grant's conduct and ensure it is delivered impartially, with integrity and accountability. Should any applicant have questions or concerns about the Grant's probity and the application process, they are welcome to bring these directly to the attention of Senior Probity Advisor, Daemoni Bishop (dbishop@procuregroup.com.au).

Liability

All applications must be submitted electronically through our grant management system. We will not be responsible in any way for any loss, damage or corruption of electronically submitted applications.

We will not be liable to any applicant for any expenses or costs incurred from preparing or submitting a Grant application, including where Grant funding is subsequently discontinued.

Information supplied

The information contained in these funding guidelines has been provided with due care and is intended only for the applicant's guidance. We do not guarantee it as being accurate for future needs and expenditures.

Contact us

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

Glossary

Table 6: glossary

Term	Definition
Cyber security	Measures, practices and technologies that protect energy-related data and systems from unauthorised access, attacks and breaches. This is crucial for maintaining the integrity, confidentiality and availability of energy information and ensuring the reliable operation of energy management systems.
Data sovereignty	The right and ability of the energy user to have full control and easy access to their data, regardless of the system or service provider they use.
Interoperability	Interoperability relates to the ability of different devices, systems and software applications to seamlessly communicate, exchange data and work together effectively within the energy sector. This concept is crucial for creating efficient, flexible and integrated energy management solutions.
Shared energy management system	For the purposes of the grant, this includes energy systems, equipment or processes that are connected through a data monitoring system, whether on the same site or remotely.
Site	A specific physical location with a designated address where business operations are conducted. A single site may encompass a series of locations that share borders and are directly adjacent, regardless of having different addresses.
System, Subsystem	Metering systems and subsystems are as outlined in the NSW Electricity Metering and Monitoring Guide , Appendix D.

Appendices

Appendix A: eligible milestone 2 activities

The activities listed below may be eligible for implementation at milestone 2, provided they meet all other requirements in these funding guidelines. All milestone 2 activities must be approved as part of the **milestone 1 review statement**.

Energy monitoring software and analytics platforms

This refers to specialised energy monitoring software and analytics platforms needed to collect, visualise and interpret the submetered energy data in order to improve energy performance.

The Grant may cover the initial setup and subscriptions costs, such as:

- energy monitoring software and analytics platforms
- support with setting them up
- up to 12 months of initial subscription costs, server hosting and data storage, if committed and paid for during the grant activity period.

Eligible activities may include:

- setting up in-house or external platforms for collecting and consolidating submetering data
- setting up baselines for benchmarking purposes or to enable measurement and verification of projects
- creating dashboards and reports that offer insights into energy usage and cost which enables data-driven decision making
- creating threshold alarms/alerts based on live data threshold criteria
- setting up data-based energy performance indicators for performance tracking
- using machine-based learning, advanced algorithms or artificial intelligence for data analysis.

Data integration and connectivity

This refers to activities that support the integration of energy data from various sources, such as submeters, production systems and building management systems (BMS), for effective monitoring, analysis and data-driven decision making.

These activities may include integration of submetering hardware, plant and equipment and setting up communications networks to connect these to existing BMS, energy management systems (EMS) and supervisory control and data acquisition (SCADA). To be eligible, these integrated systems must have data monitoring and analysis capabilities, to enable data-driven decision making and support improved energy performance.

Technical guidance and support

This refers to technical guidance and support to improve energy performance through better use of energy monitoring and analytics data.

Eligible activities may include specialist consultants training and upskilling in-house staff, or outsourcing specific tasks, such as data analysis, to specialist consultants, depending on what best suits your needs. These activities may include:

- skill development and training to help staff engage with energy monitoring and analytics solutions to improve energy performance. This could include support in the following areas:
 - interpreting data analytics, dashboards and reports to build awareness and understanding of energy performance
 - establishing processes for continuous monitoring, analysis and improvement
 - upskilling to interpret energy data and translate insights into actionable steps to improve energy performance
- staff training and support to improve the ability to apply energy monitoring and analytics data into their day-to-day operations, such as:
 - creating documentation, like tutorials and user guides, to support the continued use of monitoring and analytics systems and their insights
 - supporting behaviour change planning and activities responding to data insights
- specialist support with data analysis. This may include:
 - regular updates, reporting, and ad-hoc technical support to enable effective use of energy monitoring and analytics data. Only services provided during the duration of the funded project will be considered. For subscription-based services, only the paid proportion attributable to the project timeframe may be funded.
 - Type 2 energy audits, only where the need is clearly justified within the energy monitoring and analysis plan and identified through data from an existing energy monitoring and analysis system.

Appendix B: energy conversion factors

Table 7: energy conversion factors

Energy source	Standard units	Conversion to GJ	Comments
Electricity	kWh	x 0.0036 GJ/kWh	Not applicable
Diesel	L	x 0.0386 GJ/L	Not applicable
Natural gas	MJ	x 0.001 GJ/MJ	Not applicable
LPG	MJ	x 0.001 GJ/MJ	Not applicable
LPG Propane	L	x 0.0253 GJ/L	Not applicable
LPG Butane	L	x 0.0277 GJ/L	Not applicable
Other	Not applicable	Not applicable	Contact us for guidance

Appendix C: specialist consultant(s)

In the context of the Grant, a specialist consultant(s) is an external professional hired by you to deliver the milestone activities. It is your responsibility to select specialist consultant(s) to deliver the Grant milestone activities. The specialist consultant(s) must not have any conflicts of interest with you. When selecting specialist consultant(s), consider that different consultants with varied expertise may be needed at various stages of the Grant or for different aspects of milestone 2.

For successful delivery of milestone 1 activities, a specialist consultant should have broad knowledge of the content requirements of the energy monitoring and analysis plan. For milestone 2 activities, you may need other services or consultants with specialised skills depending on the scope of your energy monitoring and analysis plan. This may include software providers or data technicians. These may be subcontracted or contracted directly, as long as you can account for their activities and costs.

You are ultimately responsible for completing the milestone activities, and should ensure that external consultants in alignment with Grant requirements.



For more information

For more information about the Energy Performance Services Grant and other initiatives, visit our [website](#) or [email us](#).

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