

For South East Water waterMAP customers

APPLICATION PACK

Business name

Customer number (from South East Water account)

Site address

All applications will be evaluated in good faith by South East Water. South East Water's decision is final and no correspondence or discussion will be entered into.

By submitting an application you are acknowledging that you understand that funding is not guaranteed.



Closing Date: 18 December 2007

www.southeastwater.com.au



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Important Information

- Please read through the following General Guidelines before proceeding. These will help you to understand requirements that need to be met by your application.
- We encourage potential applicants to contact their Key Customer Manager at South East Water to discuss points needing clarification before filling out the Application Form. For contact details, see page 9 of this Application Pack.
- South East Water's Business Water Grants are available only to those customers participating in the waterMAP program and who have submitted a waterMAP with South East Water.
- Customers that have previously submitted a waterMAP must have reviewed and updated their plans to meet waterMAP requirements and have received written confirmation from South East Water.
- Applications should be typed using the Microsoft Word file template available from South East Water.
- A signed hardcopy needs to be mailed to South East Water. Faxed or e-mail applications will not be accepted.
- Ensure that your proposal is clear and concise. Please do not attach documents unless requested in the Application Form.
- Ensure that you have signed the applicant's declaration and retained a copy of your application for your own records.
- To maintain commercially sensitive information documents can be marked 'commercial in confidence'.
- If your application relies on agreements with third parties please ensure that you include the agreement of these parties with your application.
- It is only necessary to lodge the Application Form (Part B) of this Application Pack.

Part A

General Guidelines

Overview of South East Water's, Business Water Grants

Around 30% of the total annual amount of water used in Melbourne, is consumed by non-residential entities in the institutional, commercial and industrial (ICI) sector.

In support of the Victorian Government's water conservation strategies and objectives, South East Water has been actively working with ICI customers that use more than 10 ML of potable water per annum to initiate and develop waterMAPs in order to achieve sustainable water efficiencies in business.

In order to further assist its ICI customers participating in the waterMAP program, South East Water has established a \$1,000,000 Business Water Grants fund ("the Fund").

The Fund will be used to provide financial assistance to sustainable water conservation and efficiency projects, identified within the participant's waterMAPs.

The first round of applications has been assessed and a range of successful projects are underway . This second round will consist of a funding pool of approximately \$400,000 being made available.

This second round of applications opens on Monday 26 November 2007 and will close on Tuesday 18 December 2007.

Objectives of 'South East Water's - Business Water Grants

The objectives of the Fund are to:

- Assist the Victorian Government's target for Melbourne of a 25 per cent per capita reduction in water consumption by 2015;
- Foster excellent working relationships between South East Water and its customers;
- Develop and demonstrate innovative and sustainable water supply alternatives, efficiencies and augmentation options for the ICI segment;
- Support the participants in the waterMAP program;
- Provide funding to projects that do not have a positive business case and would not on their own be implemented by the customer; and
- Encourage behavioural change toward water conservation within the ICI customer segment.

Who can apply?

The Fund is open to all South East Water's non-residential customers using in excess of 10ML per annum and who have submitted an acceptable waterMAP to South East Water by the closing date.

What will your business need to contribute?

The Fund will provide an individual applicant, up to \$50,000 (excluding GST), to support a project proposed by the applicant. The level of funding will be determined on a project by project basis.

As funding support of up to \$50,000 will be given to projects, the applicant will need to provide matching funding (dollar for dollar) for the project.

Applicants will need to provide for their own travel and administration costs.

Applicants will be expected to provide adequate methods for measuring and monitoring of projects to determine water savings (for example installation of check meters).

Applicants will be free to explore opportunities for funding from other sources, however for the application to be successful, applicants must ensure that they are providing at least 50 percent of the total funding for the project.

In-kind contributions will not be considered.

As the Fund will only provide financial support, as an applicant you will need to demonstrate that all other resource requirements to enable successful completion of the project are available.

How long can your project last and when can you expect to start?

It is expected that your project will be completed 30 June 2008, unless by prior arrangement and agreement with South East Water. If you are successful, the earliest anticipated time that funding will be available is January 2008.

The balance of the grant will be paid upon successful completion / implementation of the project, which includes the practical demonstration / evidence of the anticipated water savings and completion of the necessary Progress Reports (including the Final Evaluation Report), as requested.

Eligible Projects

Projects that are eligible to apply for a grant from 'the Fund' include, but are not limited to projects that:

- Are identified within the customer's waterMAP, which has been lodged and accepted by South East Water by the closing date for lodgements;
- Result in significant potable water supply substitution / reduction;
- May act as a model for others to follow;
- Encourage behavioural change toward water conservation within the ICI customer segment;
- Will be completed by 30 June 2008 (unless otherwise arranged with South East Water);
- Provide multiple environmental, social and economic beneficial outcomes;
- Relate to the customer's main water consuming site in South East Water's area of operations as identified in their waterMAP;
- At least match funding provided by South East Water; and
- Do not exceed \$50,000.

Ineligible Projects

Ineligible projects are those that:

- Are not supported by a waterMAP lodged with South East Water;
- Can be financially justified using normal business criteria and offset against cost by savings;
- Are in receipt of, or have confirmation of, funding from another source that will result in the applicant providing less than 50 per cent of the funding application to South East Water
- Request retrospective funding, where projects have been completed or have commenced construction prior to receiving funding approval;
- Require ongoing funding from South East Water once completed;
- Do not relate to the customers main water consuming site in South East Water's area of operations;
- Consists of feasibility studies or is part of a Research and Development program;
- Are inconsistent with Victorian or Federal Laws, and other regulatory requirements; and
- Are inconsistent with South East Water's policies.

What requirements will your project need to meet?

Financial

Preference will be given to projects that:

- Match or exceed the funding figure on a dollar for dollar basis up to \$50,000;
- Have the potential to achieve the highest 'sustainable' volume of potable water supply substitution / reduction;
- Can provide documented proof of water savings;
- Demonstrate sound funding arrangements;
- Provide written quotes from suppliers or service providers that directly relate to the proposed project;
- Prove that they cannot be undertaken by the applicant with existing financial arrangements in the normal course of business i.e. do not meet accepted payback criteria / timeframes;
- Are able to demonstrate (through their organisation and personnel) an ability to:
 - Meet appropriate timelines;
 - Provide appropriate skills and experience necessary to implement the project objectives;
 - Monitor and evaluate results;

- Replicate project success to other areas within Victoria;
- Comply with planning and regulatory requirements; and
- Advance government policy and regulatory development.

Customer's financial and business viability will be reviewed to ensure the security of the grant.

Community

Preference will be given to projects that:

- Have broad stakeholder support; that is, from relevant authorities, local government, the private sector and from across local communities;
- Have broad applicability within that industry sector; and
- Are promoted to the project applicant's staff, stakeholders, industry and the broader community.

Environmental

Preference will be given to projects:

- That demonstrate efficient and effective water use;
- That incorporate principles of Cleaner Production;
- Which promote a sustainable use of natural resources; and
- With elements of environmental enhancement;

How will my project be assessed?

A South East Water Technical Review Committee (TRC), with relevant expertise, will assess applications and recommend a shortlist to South East Water's Water Conservation Standing Committee for decision.

In assessing the practicality and overall worthiness of each application, the TRC will ask the following questions:

- What is the quality of the proposal in terms of its aims, content, rationale and originality?
- Will a grant for this purpose advance the objectives and priorities of the Fund?
- Does the application show evidence of:
 - Appropriately qualified and experienced people?
 - Sound planning?
 - Appropriate management?
 - Necessary resources?
 - Sound financial administration, including a careful consideration of the costs involved and the necessary income required to complete, operate and maintain the project for the total project life cycle?
 - Adequate project evaluation methods?
 - Documented quotes for the proposed works?

- Does the project represent value for money in meeting the Fund's objectives?
- Is the technology proven?
- Is the funding requested for permanent changes to processes or systems?
- Will the project comply with regulatory requirements? (i.e. enhance compliance with the likes of Trade Waste discharge, consider OH&S requirements, meet EPA / DHS regulations for storing / using 'recycled' water)

Who can I talk to about my application?

Advice regarding the application process may be sought from the Business Programs Manager or your nominated Key Customer Manager:

Business Programs Manager	Phone	Email
Lorraine Nelson	9552 3546	lorraine.nelson@sewl.com.au
Key Customer Managers	Phone	Email
Brigid Adams	9552 3759	brigid.adams@sewl.com.au
Reno Corelli	9552 3767	reno.corelli@sewl.com.au
Business Water Grants Programs Manager	Phone	Email
Mark Dunn	9552 3462	mark.dunn@sewl.com.au
Local Government Manager	Phone	Email
Mark Chicoine	9552 3977	mark.chicoine@sewl.com.au

Timing

The indicative timetable for the Fund is as follows:

Activity	By When
Applications Open	26 November 2007
Applications Close (All applications will be acknowledged)	18 December 2007

Notification to Applicants of selection or non-selection	8 February 2008
Execution of Funding Agreement for successful Applicants	29 February 2008
Completion of Projects	30 June 2008

Are there any conditions for receiving funds?

Successful applicants will be required to enter into a Funding Agreement with South East Water, detailing all funding obligations and conditions, including special conditions depending on the nature of the funded project. The Agreement will incorporate the information submitted with this Application and will form the basis of provision of funds to your organisation.

Funding Agreements must be signed by the successful applicants. The Fund Manager reserves the right to withdraw funding offers if Funding Agreements are not signed within a reasonable timeframe as agreed by the Fund Manager and communicated to the fund recipient.

Funding will be subject to successful delivery of agreed project milestones as outlined in Appendix A of this Application Pack.

A copy of the Funding Agreement is available for review as a separate document from South East Water's website. The applicant will need to identify whether it is unable to comply or unwilling to accept a condition or clause contained within the Funding Agreement. Applicants should give reasons for non-acceptance and set out any proposed amendments that would render the provision unacceptable to the applicant.

Applicants will also be required to complete and return Progress Reports (including the Final Evaluation Report). The Final Evaluation Report sets out key activities and results of the project and must be submitted to your South East Water - Key Customer Manager on completion of the project.

All applications will be evaluated in good faith by South East Water. South East Water's decision is final and no correspondence or discussion will be entered into.

South East Water reserves the right to:

- Provide individual grants in excess of \$50,000
- Distribute total grant funds in excess of the funding pool
- Distribute funding less than the total available pool for Round 1
- Provide counter offers to applicants
- Withdraw an offer at its absolute discretion, including failure by the applicant to do everything in their power to complete the Funding Agreement in a timely manner

How do you apply?

Application documents must be placed in a sealed envelope clearly marked;
'Application to the South East Water - Business Water Grants.'

Please mail to:

Lorraine Nelson

South East Water Limited

Manager Business Programs

Key Customer Relationships

Locked Bag 1

HEATHERTON VIC 3202

The closing time for Applications is 4.00pm on 18 December 2007. South East Water reserves the right to reject any Application lodged after that time.

All Application Forms and subsequent documentation submitted must;

- Be formatted to Microsoft Windows Office 2000 standard,
- Include one bound copy,
- One unbound copy, and
- One electronic copy on CD ROM.

South East Water may require additional information from an applicant after the application is lodged. If this applies, it is expected that the applicant will provide the information in a timely manner, as requested by South East Water.

If supplementary information is required to support your application, then this information should be attached in both hardcopy and softcopy format.

Please note that applications should be concise and supplementary information should be attached only where requested in the Application Form. Do not include advertising or promotional material.

Privacy Statement

Respecting Your Privacy

South East Water is collecting the information requested on this form for the purpose of monitoring and improving the goods and services it provides. Completion of this form is voluntary. This information will be handled in accordance with our legal obligations. You may obtain access to your personal information on request. The information may be disclosed to third parties in relation to the provision of our goods and services, including South East Water's contractors assisting in the provision of these goods and services, the Minister, Melbourne Water or the Environment Protection Authority. For a copy of South East Water's privacy statement which describes in more detail how personal information may be used by us, or how to access your personal information, see the web site at www.southeastwater.com.au or contact 131 694.

Disclaimer

No person should rely on the contents of this publication without first obtaining advice from a qualified person.

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Part B - Application Form

Application Tips

- Please read the question guidelines and keep your answers brief and concise.
- All applications must be in writing and signed originals must be provided along with softcopy of all documents that make up the application.
- Please ensure that your proposal is clear and concise. Please do not attach supporting information unless absolutely necessary.

In order to apply for a grant from the Fund, the following Application Form must be completed.

Section 1 - Application Proposal

Question 1.1 Project title

Provide a simple title of 50 characters or less that aptly describes the project and would be suitable for promotional activities.

Question 1.2 Project summary

Summarise the issue your project will tackle and what you are aiming to achieve in approximately 100 words or less. **TIP:** The summary should include the envisaged benefits i.e. volume of potable water conserved / substituted (expressed in kL or ML) and as a saving percentage compared to the total annual business water usage.

Only include details of the specific project that you are requesting funding for.

Water savings from proposed project _____kl per annum

If appropriate, provide a brief overview of complementary water efficiency projects on your site. This information will not have any direct impact on the funding application, however if you feel that it will assist in explaining how your project fits in with other projects at this site, please complete. Limit 50 words.

Question 1.3 Why is the project necessary, and why have you chosen this way of tackling the problem?

Explain why you think the project is necessary ?

How does the project link to the waterMAP?

What short and long term benefits will be gained from this project?

Short term

Long term

Include direct and indirect benefits, who will benefit, how will they benefit, how will you minimise negative impacts and maximise positive ones etc?

Question 1.4 How will you know if your project has succeeded?

Describe what you expect to see if your project has succeeded and how you will find out or measure whether it has happened?

What is the scientific/technical basis for your methods or measures?

How will you measure short and long term results of your completed project? (i.e installation of check meters)

You are required to use a benchmark i.e. water efficiency benchmark that will assist in the measurement of your project's success. Provide the benchmark that you will use and how you intend to measure your success. (i.e. kL of water per visitor; kL of water per tonne of product ; kL of water per acre of irrigated land)

Question 1.5 What are the project milestones, payment contributions and work plan?

List the milestones, cost description, completion date, other funding sources and the total activity cost of the major activities that you plan to carry out on this site in Appendix 'A' attached to this Application Form.

Record the estimated cash flow requirements of your project for the respective financial years in Appendix 'A' attached to this Application Form.

Record a high level summary of your project's work plan in Appendix 'B' attached to this Application Form. The work plan should include the major project objectives, strategic project plan and key outcomes.

Note: In the event that your application is approved, Appendices 'A' and 'B' will form part of the Funding Agreement.

Question 1.6 Summarise project costs and funding requirements

Summarise the costs of the project based on details from Question 1.5 and provide a budget summary of the project using the proforma in Appendix 'C'. Attach written quotes.

Please specify reasons why this Fund is an appropriate source of funds.

Provide summary of business case showing that this project does not meet internal financial criteria / payback.

Note: In the event that your application is approved, Appendix 'C' will form part of the Funding Agreement.

Question 1.7 What skills and knowledge will you need to carry out this project?

Briefly describe the skills and knowledge that your group has to carry out the project effectively. This should include: Details (including number and skills) about the people, both paid and voluntary, who will be involved in your project.

Participating professionals/consultants/sub-contractors.

Other project employees.

Details of any expert consultants that may have or are being considered to be engaged.

Question 1.8 How will you tell others in your business, stakeholders, community and industry about your project, problems that you are helping to solve, and results that you have achieved?

Your project should aim to build support from others and create a better understanding of the problems it deals with and solutions they can adopt.

How will you communicate results of your project?

When?

Where?

Section 2 Applicant Details

Question 2.1 Name of applicant

The individual, company or organisation legal name is the name that appears on official documents and legal papers. **The trading name** is the name under which the organisation operates. The trading name may be different than the legal name.

In the event that the application is successful, a Funding Agreement will be completed with the applicant under its Legal Name.

a) Individual/Company/Organisation/ Legal Name:

b) Trading Name (if applicable):

c) Name and contact details of Trading party (if different from name of applicant) including confirmation that the Trading party agrees to its inclusion in the application:

Question 2.2 Postal Address

Street Number / Street Name / PO Box / Suburb / Postcode

Question 2.3 Type of Applicant

Industry type:

Nature of business activity conducted at this site:

Question 2.4 Nominated contact person for project

This is the person that we will contact if we need more information about your application / proposal. Contact telephone numbers etc are required.

Name/s:		Title:	
Tel: (bus hours)		Fax:	
Mobile:		Email:	

Question 2.5 Organisation GST and status

a) GST registered? Yes / No	
-----------------------------	--

If yes then ABN

b) Incorporated? Yes / No	
---------------------------	--

If yes, then ACN and date of incorporation

If no then please advise organisation status type. Please state the organisation's legal status (co-operative, association etc) and date of establishment.

--

d) What are the names and positions of the office bearers?

Names	Positions

e) Who is the accountant who audits the organisation's books?

f) If your organisation is not a legally constituted body, or if you wish another organisation to administer the funds on your behalf, please nominate a suitable organisation to receive and administer the grant and provide information on that organisation.

Question 2.6 Purpose / objective / mission statement of organisation

This should be a brief statement about what your organisation does, how it does it and why.

Section 3 Supporting Information

Question 3.1 Project location and site map

Describe where you are carrying out your project including the site location, suburb, postcode and relevant map reference. If your project includes on-ground activities please include a site map.

Site Location	
Suburb	
Postcode	
Map reference	

Question 3.2 Project category

Which major areas of activity will your project help to achieve?

	Activity (Tick appropriate activity)	Summary of water savings
Potable water substitution	<input type="checkbox"/>	
Water recycling	<input type="checkbox"/>	
Water reduction or efficiency	<input type="checkbox"/>	

Question 3.3 How will you operate and maintain the project?

Describe how the achievements of your project will be maintained and built on beyond the life of this Fund's grant.

What strategies will you adopt to ensure continued maintenance of the project site?

Applicants of projects that are short-listed will be required to demonstrate that they have the financial capacity and capability to deliver the project. Short listed proponents may be required to provide South East Water with relevant details regarding financial viability.

Question 3.4 Approval and conditions (permits)

Have you applied for any relevant / necessary planning and/or construction permits/approvals required by your project? Yes / Pending / N/A	
--	--

b) What permits have you obtained and from whom?

c) What other permits will you obtain?

d) What co-operation of third parties is required for the project to be successful?

Question 3.5 Please specify any environmental and heritage considerations

It is in your interest to identify and resolve environmental or heritage issues as early as possible in the development of your project.

Please record details of any environmental or heritage issues and how you plan to overcome them.

Applicants will be required to provide documentation that projects meet all regulatory requirements ie: Trade Waste discharge limits.

Question 3.6 Previous funding

Provide information on any previous funding that your project has received and the results obtained from such funding.

Fund	\$	Date funding approved	Result
Smart Water Fund			
Sustainable Melbourne Fund			
Stormwater and Urban Water Conservation Fund			
Pathways to Sustainability Industrial, Commercial and Institutional Water Conservation Fund (Department of Sustainability & Environment, Victoria)			
Department of Environment and Water Resources "Green Vouchers" for schools		All schools will receive vouchers	
Other funding source, please provide details:			

Note: If funding from other sources results in your business providing less than 50 per cent of the cost of the specific project your application will be unsuccessful.

Question 3.7 Alternate Funding

Do you have any current or planned applications to other government programs (federal, state or local) for funding for this project or components of this project?

(If yes, please explain).

Question 3.8 Referees

Please record your referee/s details.

Referee 1		Referee 2	
Name:		Name:	
Position:		Position:	
Company:		Company:	
Phone: (BH)		Phone: (BH)	
(Mob)		(Mob)	
Email:		Email:	

Question 3.9 Non-compliance

Please state if there are any requirements in the Funding Agreement or the Grant Applications Pack that you are unable to comply with. Please note that non-compliance with requirements may be taken into consideration during evaluation and therefore may impact on your application.

Section 4 Declarations

4.1 Declaration by applicant

I/we declare that the person/s executing this application have suitable authority to execute the application. I/we declare that the information supplied in this Application Form is, to the best of my/our knowledge, accurate and complete. I/we concur with wording of the Funding Agreement subject to changes specified in the answer to question 1.9. I/ we have all agreements with third parties that are required by the project. South East Water will be notified of any changes to the information supplied and any other information or circumstances arising that may affect this application.

Applicant	
Signature:	
Name:	
Title:	
On behalf of:	
Date:	

Witness	
Signature:	
Name:	
Title:	
Date:	

Appendix A

Project Milestones and Payment Contributions (Exclusive of GST)

Milestones	Cost Description	Milestone Completion Date dd/mm/yy	(\$) Applicant Contribution	\$ Fund contribution required	\$ Other contributions		\$ Total Activity Cost (exc. GST)
					Amount	Source	
Eg: Stormwater collection system installed.	Purchase and install tanks	10 June 2007	\$2,500	\$2,500	\$250	(Insert supplier name)	\$5,250
Eg: Re-use fire service water after testing system.	Purchase materials and contract installer	30 June 2007	\$5,000	\$5,000		(Insert supplier name)	\$10,000
					Total Project Milestone payment		\$15,250

Note: If you require additional space, please copy the above format and attach as Appendix 'A'.

Note: South East Water will not contribute to costs for administration, staff time, audits, travel, research and development, on-going evaluation and monitoring. Your business must contribute at least 50 per cent of the plant/equipment and materials.

Estimated project cash flow requirements:

Years:	2007 / 08	2008 / 09	2009 / 10	2010 / 11
Other revenue received	\$	\$	\$	\$
Applicant's contribution	\$	\$	\$	\$
Cash flow required from Fund	\$	N/A	N/A	N/A
Total cash flow for Project:	\$	\$	\$	\$

Appendix B Project Summary / Work Plan

Project Summary (Benefits):

Savings / Substitution / Recycling			
	Volume (kL or ML), Weight, kw/Hr etc	Completion date	Comments
Water (compulsory)			
Optional:			
Trade Waste			
Energy (electricity, gas etc)			
Chemicals			
Raw materials			
Solid waste			
Other (please specify)			

Project Work Plan:

Key targets, dates, achievements etc to ensure that your project will be completed in a timely manner.

Appendix C Summarise project costs and funding requirements Budget Summary (Exclusive of GST)

Item	Grant funds	Applicant contribution	Other funds	Total costs
Plant / equipment costs				
Consultancy / contract costs				
Salary / wages costs				
Other materials				
Administrative costs (including audit costs)				
Travel costs				
Other project costs (evaluation and monitoring)				
Total				

Note: If you require additional space, please copy the above format and attach as Appendix 'C'.