

Solar on Public Buildings Program

Round 2
Expression of Interest



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What is the Solar on Public Buildings program?

The Solar Program is now open for an additional round of expressions of interest (EOI) from DELWP-appointed Committees of Management of Crown land reserves.

The \$9.2 million Program began in 2020 to install solar photovoltaic (PV) systems on public buildings on Crown land to help reduce energy consumption, save on energy costs, and enhance the long-term sustainability of community groups.

Over 120 volunteer committees have already benefited from the program, saving costs on their energy bills. We are now able to offer the program for additional sites.

The program will also provide electrical safety improvements where required, energy efficiency audits, and a monitoring system that will monitor energy usage and system performance in real time.



Picture: Giffard West site

1. Who can apply?

- (a) Buildings on Crown land in the Barwon South West, Grampians, Hume, Loddon Mallee and Port Phillip regions that are run by DELWP-appointed volunteer committees of management are eligible for assessment to receive solar PV infrastructure under this program. Examples include buildings used for sport and recreation and community halls.
- (b) Sites that have already benefited from the program are also eligible to apply for a review of their system and potential for adding a battery or other upgrade(s).

2. Who cannot apply?

The following **cannot** apply for funding under this program:

- Volunteer committees appointed by Local Government.
- Sites managed by Local Government.
- Facilities managed by government entities or a Board of Management whose operational budget is mainly from government or external revenue. For example: Zoos, Phillip Island Nature Parks, Alpine Resorts, Agricultural research facilities, universities, educational facilities.
- Racing clubs, unless the site is mainly used for other community purposes like public recreation.
- Reserves without buildings.
- Sites in the Gippsland region, as they were included in the pilot Solar on Public Buildings project 2017-19.

3. What will be funded?

Approved sites will receive:

- a detailed energy audit.
- site assessment.
- a full supply and installation of a solar PV system following a successful feasibility analysis.

Additional electrical upgrades

Depending on the condition of the facility's electrical system, electrical upgrades may also be funded to enable safe installation of the solar PV system.

Batteries

Battery installations may be considered for sites where it can be justified.

4. What are the funding details?

For most approved sites the supply and installation of the solar system will be **free of charge** for the Committee of Management.

A co-contribution (up to 50%) may be sought from committees with significant energy consumption and income.

Building structural upgrades that are required to enable installation of a solar system **will not be funded** as part of this program.

5. What are the assessment criteria?

First, applications will be checked to ensure the applicant and their activity are eligible for funding. After this, eligible applications will be assessed against the following criteria:

- Extent of community use of the building
- Energy costs
- Condition of buildings and electrical systems

- Importance of the building to the local community
- Status of your Annual Returns to DELWP

After the EOI assessment, committees will be informed if their application was successful.

6. What is the application process?

Applications are submitted online using the DELWP Online portal.

This EOI process is the starting point to see if your building qualifies for an installation of a solar PV system. In the EOI you will be asked for a range of information such as the use of your Crown land and the site's energy usage.

EOI opening and closing date

EOIs will be open from 17 May until 5pm Friday 24 June 2022.

How to apply

To start a new application, click below to access the EOI form:

<https://delwp1.force.com/publicform?id=SPBPSS2022>

(Important: This link starts a new application each time you click on it).

Returning to saved applications

To return to a saved draft application, click:

<https://delwp1.force.com/>

Attaching required documents

Supporting documents must be in an acceptable file type, such as Word, Excel, PDF, or JPEG. The maximum file size for each file is 10MB.

You will receive an application number when you submit your application on the DELWP online portal. Please quote this number in all communications with the department relating to your application.

If you have documents to submit that cannot be attached to your online application, you can email them to solar.publicbuildings@delwp.vic.gov.au quoting your application number. Attach all documents to one email, zipping the files if required.

Application deadline

Make sure your application is submitted by 5pm June 24th 2022.

7. What supporting documents will need to be provided?

Please submit the following documents with your application:

1. Copies of complete energy bills for all meters on the site for the past 12 months.
2. Copy of Meter Interval Data (MID) report for all meters for the past 12 months or evidence of a request for the data. This is usually requested on-line from your energy retailer.

8. What happens next?

If your site qualifies, an energy audit will be completed to make recommendations on ways that the committee can reduce energy consumption at the site and an installer will be invited to prepare a solar system proposal.

Installations will follow DELWP acceptance of a suitable proposal.

Accredited installers

A panel of accredited contractors has been selected to ensure that regional small business benefits from the Solar Program. All our contractors are fully accredited by the Australian Clean Energy Council (CEC) and experienced in the installation of solar PV systems.

High quality equipment

To ensure the quality of solar installations, all equipment installed are high quality, Tier 1 equipment approved by the CEC to minimise the risk of any faults occurring.



Picture: Solar panels installed at Dooen Recreation Reserve

9. What are the funding conditions?

The program is run by DELWP who manages the approval process, arrange site visits for energy audits and solar system design and installation.

DELWP pays the installer directly on successful commissioning of the solar system. The Committee

of Management does not need to worry about payment of invoices.

Legislative and Regulatory requirements

In delivering the solar program, DELWP and all stakeholders are required to comply with all relevant Commonwealth and state/territory legislations and regulations, including but not limited to:

- *The Privacy Act 1988 (Commonwealth)*
- *The Freedom of Information Act 1982 (Vic)*
- *Occupational Health and Safety Act 2004*
- *All Acts and Regulations that apply to safe and compliant installation of solar PV systems*

Acknowledging the Victorian Government's support

Successful applicants are expected to acknowledge the Victorian Government's support. Successful applicants must liaise with their Regional Project Coordinator to coordinate any public events or announcements related to the project.

Payments

Payments will be made directly to the solar installer on successful completion and commissioning of the project. This includes the delivery to the committee of an information package on the safe operation of the system, all warranties and other information relating to the installation

Privacy

Any personal information about you or a third party in your application will be collected by the department for the purposes of administering your EOI. Personal information may also be disclosed to external parties, such as energy auditors and solar system installers.

Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014* and other applicable laws.

DELWP is committed to protecting the privacy of personal information. You can find the DELWP Privacy Policy online at: www.delwp.vic.gov.au/privacy.

Requests for access to information about you held by DELWP should be sent to the Manager Privacy, P.O. Box 500 East Melbourne 8002 or contact by emailing Foi.unit@delwp.vic.gov.au.

10. Additional information

Additional information is available at the program web page on:

<https://www.forestsandreserves.vic.gov.au/grants/solar-on-public-buildings-program>

11. What is the notification process?

Successful and unsuccessful applicants will be notified in writing after the assessment process is completed. All decisions are final and are not subject to further review. Unsuccessful applicants can ask for feedback on their application.

12. Key dates

Applications open:	17 May 2022
Applications close:	24 June 2022
Applicants notified:	July 2022
Activities commence:	August 2022
Activities completed and acquittal reports submitted:	June 2023

13. Checklist

Read these guidelines and the information about this grant program before applying and complete the following checklist.

Have you:

- read these guidelines carefully?
- prepared the appropriate supporting documents including power bills for the past 12 months?
- requested the MID report from the energy retailer?

If you require assistance submitting your application online, email solar.publicbuildings@delwp.vic.gov.au.

Front Cover: Ouyen Golf and Tennis Club