

Introduction

* indicates a required field

Welcome to the application form for the City of Sydney Environmental Performance - Building Operations Grants program.

Please note:

- You will be required to answer certain questions in particular formats.
- SmartyGrants will not allow your form to be submitted if it contains incorrectly formatted answers.

You are **strongly encouraged** to submit your completed form at least **1 hour** before the designated closing time.

This is to allow sufficient time to review any incorrectly formatted answers.

The aim of this program

This grant aims to improve the environmental performance of buildings by lowering the costs and mitigating barriers in implementing environmentally beneficial building operations measures.

The City has identified the commercial office, accommodation and entertainment, and residential strata sectors as key for reducing emissions and environmental impacts in our local government area. Organisations from these sectors are encouraged to apply.

Please view this program's [website](#) for further information and program guidelines.

If you're uncertain, please contact the Grants team on 9265 9333

Are you certain you're applying in the correct Environmental Performance program? *

Yes

About the applicant

* indicates a required field

Applicant details

Please think carefully about what specific entity is applying.

If you are successful, that entity will need to sign a funding agreement and receive any funds awarded.

Legal name of your organisation *

Organisation Name

Name of the applying organisation. If you are a residential building it must be in the form "The Owners — Strata Plan No X"

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Trading or building name (if different)

If applicable

What type of organisation are you? *

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be a valid ABN

Does your organisation identify as an Aboriginal and/or a Torres Strait Islander Enterprise? *

Yes No

The City and Supply Nation recognise that organisations with at least 50% ownership qualify as an Aboriginal and/or Torres Strait Islander entity.

Primary address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Postal address

Address

Applicant website

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Must be a URL.

Contact for application

Contact name *

Title

First Name

Last Name

Position *

E.g. Building Manager, Strata Committee Member, etc.

Contact number (business hours) *

Must be an Australian phone number

Contact number (after hours)

Must be an Australian phone number

Contact email address *

Must be an email address

Do you have outstanding debts, acquittal reports, legal or compliance matters with the City? *

Word count:

Must be no more than 150 words.

If so, please give details.

Current building portfolio status

* indicates a required field

Building ownership

Do you own the building(s) where the project will take place? *

Yes

No

As you do not own the building(s), please upload evidence that the owner consents to the project taking place in the building. *

Attach a file:

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Please ensure the name of your file is clear.

Building profile

Select the category of your building(s) *

- Accommodation
- Commercial office building
- Commercial office tenancy
- Conference, exhibition or convention venue
- Entertainment venue
- Residential apartment building
- Serviced Apartment
- Other

What is the category of your building? *

The location of your building(s)

How many building(s) are you applying for? *

- 1 2 3 4 5 6 7 8 9 10

Building address *

Enter the address of the building where the activity will occur.

Please list the specific addresses of any building(s) you are making an application for.

Building address

Address

City of Sydney Villages

Our local area is divided into 10 village groups.

Each village is unique and dynamic in its own right with its own set of cultural, social, economic and environmental characteristics.

Please locate which **village** your project will take place in.

What City of Sydney village is your building(s) located in? *

- CBD and Harbour

Use the details below to help you:

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- Chinatown and CBD South
- Crown and Baptist Streets
- Glebe Point Road
- Green Square and City South
- Harris Street
- King Street
- Macleay Street and Woolloomooloo
- Oxford Street
- Redfern Street
- None of the above

You can choose more than 1.

CBD and Harbour - Sydney City - The Rocks, Dawes Point, Millers Point, Walsh Bay & Barangaroo **Chinatown and CBD South** - Haymarket, Southern CBD & Chinatown **Crown and Baptist Streets** - Surry Hills, Moore Park & East Redfern **Glebe Point Road** - Glebe, Forest Lodge & parts of Ultimo, Annandale & Camperdown **Green Square and City South** - Beaconsfield, Rosebery, Zetland & parts of Alexandria, Waterloo & St Peters **Harris Street** - Pyrmont, Broadway & parts of Ultimo **King Street** - Newtown, Erskineville & parts of Camperdown & Alexandria **Macleay Street and Woolloomooloo** - Woolloomooloo, Potts Point, Elizabeth Bay, Rushcutters Bay & Kings Cross **Oxford Street** - Paddington, Darlinghurst, East Sydney, Centennial Park **Redfern Street** - West Redfern, Chippendale, Darlington, Eveleigh, Golden Grove & parts of Waterloo & Alexandria

You may also wish to view this [map](#) of the city of Sydney area.

The size of your building(s)

Accommodation sector

How many rooms does your building(s) have? *

Commercial office buildings and tenancies

What is the Net Lettable Area (NLA) of the building(s)? *

Entertainment, conference, exhibition or convention venue

What is the capacity of your venue(s)?

Residential buildings

How many levels are there in your residential building(s)? *

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How many apartments does your residential building(s) have? *

Please upload minutes from a Strata Committee meeting to demonstrate building commitment to the project and grant application by using and adapting the template on the Building Operations [webpage](#).

Attach a file:

Describe the size of your building(s). *

Baseline data

The City wants to support projects that will deliver the greatest environmental improvements.

If you have information relating to your resource use over the last 12 months, please provide it in the table below for every building you are applying for:

Building address:	Electricity consumption	Electricity cost	Gas consumption	Gas cost	Water consumption	Water cost
		\$		\$		\$
		\$		\$		\$
	kWh p.a. Must be a number.	Per annum Must be a dollar amount.	GJ p.a. Must be a number.	Per annum Must be a dollar amount.	kL p.a. Must be a number.	Per annum Must be a dollar amount.

Baseline totals

Electricity

Consumption

This number/amount is calculated.

Cost

This number/amount is calculated.

Gas

Consumption

This number/amount is calculated.

Cost

This number/amount is calculated.

Water

Consumption

This number/amount is calculated.

Cost

This number/amount is calculated.

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Do you have another type of fuel used at your building(s) locations? *

- Yes No

Building address:	What other type of fuel is consumed?	Other fuel consumption	Other fuel cost
			\$
Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.		per annum	per annum Must be a dollar amount.

In order to evidence environmental improvement, the City would like access to your electricity, natural gas, and water account data.

Do you authorise City of Sydney to access this data? *

- Yes No

Please complete the below table with the details of each resource account.

Resource	Account number	Retailer name	Meter number (if gas or water) or NMI (if electricity)

Project details

* indicates a required field

What are you seeking funding for? *

- Energy monitoring equipment or technology
- Water monitoring equipment or technology
- Waste measuring equipment or technology
- Grid connection impact investigation

Select all that apply

Project name *

Project start date *

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Must be a date and no earlier than 1/5/2020.

This is when you start work on this project. Project activities that occur before the specified project period for this round cannot be funded. Please refer to the City's website for dates.

Project end date *

Must be a date.

This is when you finish work on this project, including acquittal activities.

Provide a very brief project description that we can use to release publicly. Please include what, where and when in no more than 30 words. *

Word count:

Must be no more than 30 words.

Why does this work need to be done? *

Word count:

Must be no more than 350 words.

Describe the specific issue or need you want to address (200 words recommended)

What is your plan to share the learnings from this project with your building's community to reduce your resource consumption?

Word count:

Must be no more than 200 words.

E.g. a simple plan to share the project's results with the building owner / occupants / managers to identify impacts and opportunities to reduce your resource consumption.

Project plan

Provide details of your project activities and who will undertake them.

Consider the three stages of the project: project design, implementation and evaluation.

Project activity	Start date	End date	Person responsible
Activities might include scheduling contractor, advising building occupants of project,	Must be a date.	Must be a date.	

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reporting back to City of Sydney, acquitting project			
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Please upload your project proposal / outline.

Attach a file:

Your proposal should include a methodology and evidence to support the predicated savings. Please ensure the name of your file is clear.

Project stakeholders

Please provide details of all the people identified above as responsible for delivering this project.

Consider representatives of the building where the project will take place as well as any contractors/consultants employed. Please include specific details about their expertise and previous projects delivered. You can upload supporting material in the space provided below this table.

Name	Company	Relevant experience
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please upload a copy of the installers' Workplace Health and Safety Plan for this project *

Attach a file:

Please ensure the name of your file is clear.

If you have supporting material regarding the suitability of the stakeholders involved in your project, please upload it here

Attach a file:

E.g. credentials, qualifications, documents relating to previous projects. Please ensure the name of your file is clear.

Project risks

What risks could impact the outcome or success of your project, and what steps are you taking to mitigate these?

Risk	Potential impact	Likelihood of occurrence	Mitigation strategy
Risks may include faulty meters, change of personnel championing/ resourcing project etc.			

Standard performance measures

* indicates a required field

The City's Building Operations Grant program contains of [standard performance measures](#) that align with the program's outcomes.

These performance measures demonstrate the impact the City's investments are having towards achieving its social, economic, cultural and environmental goals.

If your application is successful, the most appropriate performance measures will be included in your funding agreement and you will be required to report on these when you acquit your grant project.

You will **not** be required to report on the all performance measures.

The standard performance measures are in 2 parts:

1. A minimum data-set for all funded applications:

- Frequency of resource consumption review against previous year (scale)
- Applicant and stakeholder understanding of resource consumption and opportunities to reduce consumption before and after (scale)
- Barriers to implementation (description)

2. Additional measures aligned to Building Operations Grant program's project types:

- See the standard performance measures for more information (situated at the bottom of [this webpage](#))

What is your plan to collect quality data aligned to your project? *

Word count:

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Must be no more than 300 words.

The costs incurred in obtaining the standard performance measures and any evaluation activities may be included as a request from the City in the budget.

Project budget

* indicates a required field

Budget tips

Accuracy and detail

Be as detailed as possible in both the **income** and **expenditure** sections. You can add rows as you go. If your application is successful you will have to report against the budget below in your acquittal report, explaining any variances.

GST

All City grants amounts are net of GST. If you are registered for GST, we will pay it in addition to the amount awarded. Do not include GST in any of your figures.

Funding available

Refer to the Guidelines to confirm the different activities available for funding, and the corresponding spend requirements. You can download the guidelines at the bottom of the Building Operations [webpage](#).

Income

Description	Source	Cash amount ex. GST
City of Sydney grant		\$
		Must be a dollar amount.

Income total

Total cash income

\$

This number/amount is calculated.

Expenditure

Description	Funding source	Cash amount ex. GST	Quote(s)
		\$	

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		Must be a dollar amount.	

Expenditure total

Total cash expenditure

\$

This number/amount is calculated.

If you are unable to provide any required quotes, please state why.

Word count:

Must be no more than 100 words.

City of Sydney grant request

What is the total cash amount requested from the City ex. GST? *

\$

Must be a whole dollar amount (no cents).

Your answer should match the total income and expenditure attributed to the City shown in your budget above.

This is your total cash contribution to the project, ex GST *

\$

This number/amount is calculated.

Matched funding check

You have selected one of the following building types:

- Accommodation
- Commercial office building
- Commercial office tenancy
- Conference, exhibition or convention venue
- Entertainment venue
- Industrial/warehouse buildings
- Serviced Apartment

To ensure you have 'matched' your request from the City, this field must be at least equal to or greater than zero: *

This number/amount is calculated.

Commitment to implement

* indicates a required field

Please list the contact details for the person responsible for monitoring and implementing the opportunities identified through this project:

Name	Position	Phone number	Email
		Must be an Australian phone number.	Must be an email address.

Residential buildings

Residential apartment applicants must demonstrate that the Strata Committee is committed to this project.

Please see these sample minutes which can be found at the bottom of this program's webpage [here](#).

Please upload minutes from a Strata Committee meeting to demonstrate building commitment to the project and grant application. *

Attach a file:

Commercial buildings

Please upload evidence that any relevant building stakeholders support the project and your grant application. *

Attach a file:

Supporting documentation and declarations

* indicates a required field

Supporting documentation

Please attach all further support materials relevant to your project. Examples of files you can attach include:

- A copy of your Public Liability Insurance or quote for Public Liability Insurance which would cover your project to the value of \$10million / \$20million
 - if you currently do not have Public Liability Insurance you will be required to obtain this if your application is successful
- Any other documents relevant to your project [e.g. photos, minutes from Strata Committee meetings]

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Supporting documentation upload

Attach a file:

Please ensure the name of your file is clear.

If you are unable to provide any of the supporting documents above please state why.

Word count:

Must be no more than 150 words.

Declaration

I have read the accompanying guidelines for applicants provided with this application form.

I certify that all details supplied in this application and in any attached documents are true and correct, and that the application has been submitted with the authority of my organisation/group. I agree that I will contact City of Sydney immediately if any information provided in this application changes or is incorrect.

I am authorised to complete this application and have read and understood the declaration *

Yes

Privacy protection notice

Personal information collected is required for grants assessment and will be used in accordance with the City's [privacy statement](#) and Council procedures (e.g. Council reporting). Non-identifiable information may also be used in public reports and research to improve the grants program.

Your personal information may be provided to relevant City of Sydney Staff, Councillors and external assessment panel members as required. Please note that the Council of the City of Sydney is bound by its obligations under the Government Information (Public Access) Act 2009 (GIPA). Any requested disclosure of information under GIPA will be considered and released in accordance with the requirements of GIPA.

Supply of information on this application is voluntary, however without completion your application may not be able to be considered.

If you need to change or access your personal details, please contact communitygrants@cityofsydney.nsw.gov.au.

I understand that the information in this application will be used as described *

Yes

Ethics framework

The City of Sydney will not support any activities or entities that are considered to unnecessarily:

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- pollute land, air or water
- destroy or waste non-recurring resources
- market, promote or advertise products or services in a misleading or deceitful manner
- produce, promote or distribute products or services likely to be harmful to the community
- acquire land or commodities primarily for the purpose of speculative gain
- create, encourage, or perpetuate militarism or engage in the manufacture of armaments
- entice people into financial over-commitment
- exploit people through the payment of below-award wages or poor working conditions
- unlawfully discriminate, or encourage unlawful discriminatory behaviour, including discrimination on the basis of race, religion or sex in employment, marketing or advertising practices
- contribute to the inhibition of human rights generally

I confirm that my organisation and project aligns with the above ethics framework

*

Yes

I understand that my organisation must comply with all applicable laws, including laws relating to corruption and anti-bribery

*

Yes

Authorised person's name

Title

First Name

Last Name

Position held

Date of declaration

Must be a date

Application feedback

Please take a moment to provide us with some feedback about your experience using this form or suggestions for improvement so we can better our processes for future applicants.

How did you hear about the Building Operations Grants?

- | | |
|--|--|
| <input type="checkbox"/> City of Sydney website | <input type="checkbox"/> Poster or flyer |
| <input type="checkbox"/> Creative City website or e-news | <input type="checkbox"/> Other websites |
| <input type="checkbox"/> CitySwitch website, e-news or LinkedIn | <input type="checkbox"/> Radio |
| <input type="checkbox"/> City of Sydney Facebook | <input type="checkbox"/> Twitter |
| <input type="checkbox"/> City of Sydney staff | <input type="checkbox"/> Email |
| <input type="checkbox"/> City of Sydney community centre | <input type="checkbox"/> Word of mouth |
| <input type="checkbox"/> City of Sydney information and Q&A sessions | <input type="checkbox"/> Other: <input type="text"/> |

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How was your experience using this online application form? *

- Easy and simple to follow
- Somewhat easy and simple to follow
- Ok but some sections were confusing
- Difficult and not easy to follow

Please leave any comments or suggestions about our online application form

Feel free to contact the grants team if you wish to provide further feedback:
communitygrants@cityofsydney.nsw.gov.au or on 02 9265 9333.