



Australian Government

**Department of the Environment and Water Resources
Australian Greenhouse Office**

Photovoltaic Rebate Programme

Guidelines for Schools

and

Community Buildings Grants

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These guidelines are available electronically at www.greenhouse.gov.au/rebates

IMPORTANT NOTICE – PLEASE READ

The Australian Government accepts no liability for any loss, damage or cost incurred as a result of, or arising from, reliance on this document.

Photovoltaic Rebate Programme Guidelines for Schools and Community Buildings Grants

These additional Guidelines are to be read in conjunction with the *Australian Government Photovoltaic Rebate Programme (PVRP) Guidelines for Applicants* and form an addendum to that document.

Special Requirements for Schools and Communities

Competitive grants are available under the Schools and Community Buildings component of PVRP. Grants are available for up to 50 percent of the cost of the photovoltaic system, with an upper limit of two kilowatts. If a larger system is proposed for installation, grant level will be determined at 50 percent of the cost of two kilowatts (as a proportion of the cost of the whole system).

The grants are being offered on a competitive basis which means that applications will be assessed on value for money and on the educational and interpretive merits of the proposal. Assessment of educational merit will be based on details provided by the applicant of the education, extension, promotion, interpretation and demonstration activities to be undertaken. A scoring system is used to assess applications and determine eligibility for the grant. See Attachment A: *Community Education and Interpretive Merit* for more detail.

In addition to the assessment of educational and interpretive merit, grants for photovoltaic systems for schools and community buildings are subject to technical requirements similar to the guidelines for the PVRP residential programme (see pages 4 to 6 of the PVRP Guidelines for Residential Applicants). In particular, applicants must be able to demonstrate that the person who carries out the photovoltaic installation is accredited (full or provisional) for design and installation of photovoltaic systems (list of accredited installers is available at www.bcse.org.au, or by phoning 1800 808 571).

Eligible Schools and Community Organisations

Funding under the PVRP schools and community buildings component is only available to eligible community organisations. For the purposes of this programme, eligible community organisations are either government-owned or not-for-profit organisations. If they are non-government, they must be incorporated. Commercial enterprises are not considered to be eligible community organisations for the purposes of the PVRP, but may support an eligible partner in their application.

Eligible Community Buildings

To ensure maximum impact for the programme, a photovoltaic system interpretive display should be

visible and physically accessible to the wider community.

The building used for education and demonstration of photovoltaic technology should be suitable i.e. it should be appropriate for the purpose and capable of accommodating the targeted number of people comfortably at any one time.

Eligible schools and community buildings include, but are not limited to: public or private schools, learning institutions, local government buildings, and buildings used by organisations involved in conservation, environmental or community activities. Smaller high visibility buildings or facilities with prominent display of the photovoltaic output may also be considered.

If the organisation applying for funding does not own the building on which the photovoltaic system will be installed, then it must demonstrate it has tenure to occupy the property for at least five years and the organisation has the right to install and retain ownership of the photovoltaic system. Such arrangements would normally involve a form of partnership agreement which stipulates the relative responsibilities of the parties.

Partnership Arrangements

The Australian Government encourages potential applicants under the schools and community building component of the PVRP to enter into a partnership arrangement with an electricity authority or other organisation to provide photovoltaic systems and to develop education or extension proposals. Advantages of partnership arrangements could include benefits arising out of combined actions, access to technical advice and financial benefits.

Education and Interpretation Activities

In addition to the photovoltaic system installation, full details of education, extension, promotion, interpretation and demonstration activities must be provided. For example, this could take the form of a media launch of the newly installed solar power system, on-site interpretation, newsletter or newspaper articles, web site information, presentations, a solar energy course integrated into school curriculum, use of solar kits to demonstrate the technology, use of special instrumentation or educational computer software to monitor energy generated, use of videos, publications, displays etc as appropriate to the organisation. In schools, integration of PV educational activities into the curriculum is mandatory.

Eligibility requirements

In order to qualify for a grant under PVRP, eligible school and community organisations must be able to demonstrate they can comply with all the applicable conditions and procedures set out in the main document the *Australian Government Photovoltaic Rebate Programme - Guidelines for Applicants* and in these additional specific guidelines.

Installation

The photovoltaic system must be installed at the community building specified in the application. The Australian Government will only fund one grant per building per organisation. Funding will not be provided for multiple installations on the same site for the one organisation.

Applications for groups of schools may be made more generally in the form of a schools programme in the State concerned, provided that the educational and interpretive requirements are met, the individual schools are detailed, and there is full acknowledgement of the Australian Government's funding.

Application procedure for grant approval

When should the application be lodged?

The application must be submitted to and pre-approved by the Department of the Environment and Water Resources (DEW) before the installation of any system is commenced. Schools programmes should be discussed with DEW regarding the extent and timing before approval is sought.

Application details

Applications for a PVRP grant must be made by completing a Schools and Community Buildings Application Form and sending it plus all supporting documentation to DEW .

Notification of pre-approval

Applicants will be notified in writing if the application has been accepted, including advice of the grant amount offered and the offer's expiry date.

The notification of pre-approval will set out DEW's compliance requirements and installation approval guidelines.

System installation

Systems must be commissioned and all required documentation completed and submitted by the offer's expiry date. Consideration may be given to extend the expiry date where it can be proven that unavoidable delays have occurred.

Installation reporting

For individual systems a copy of the Installation Report form will be sent to the applicant with the letter of pre-approval.

Reporting on installations under the schools programmes will be as agreed with DEW.

Payment

Payment of grants will be actioned within six weeks of the receipt of the fully and correctly completed grant documentation (notably the installation report), pending any inspection. DEW will forward the grant payment to the organisation as agreed at pre-approval or as subsequently authorised in writing.

Where the grant is sought for a schools programme, the applicant should agree with DEW regarding batch approval and payment of grants..

Applicant's rights and responsibilities

The photovoltaic system installed is to operate on the proposed building for a minimum of five years and may be inspected (upon reasonable notice) by an approved representative.

During this five year period the school or community organisation owning the system may be asked by DEW (in writing and with reasonable notice) for a report estimating the system's output (in kWh) and giving an evaluation of the system as well as associated education and interpretation activities and outcomes. Therefore suitable baselines (eg electricity consumption records) should be established prior to the commencement of installation, and surveyed and assessed on each anniversary of installation of the system for five years.

Note that installation of an output meter will be required.

Any information provided in the application form may be published by DEW, in full compliance with privacy provisions.

The grant provided shall be repaid by the school or community organisation if any of the conditions in the guidelines are found to have been breached, during the first five years after installation of the photovoltaic equipment, or if the photovoltaic system is sold (unless the property is sold and the photovoltaic system retained by the new owners). This does not apply to batteries that are replaced at the end of their useful life.

Further information, including an application form, is available from the Department of the Environment and Water Resources, Photovoltaic Rebate Programme website at www.greenhouse.gov.au/rebates or by calling the information line on **1800 808 571**

Attachment A: Community Education and Interpretive Merit

The PVRP Schools and Community Building Additional Guidelines require that education or extension activities form a major part of the conditions necessary to receive a grant to maximise the benefits of the programme. Education or interpretive activities will be considered in light of the following principles:

- Activities should aim to inform as wide an audience as possible to:
 - encourage the long-term use of photovoltaic technology available to generate electricity from sunlight and to increase the use of renewable energy in Australia;
 - increase public awareness of renewable energy through both the installation of photovoltaic systems and development of education and interpretive activities; and
 - assist in the development of the Australian photovoltaic industry by encouraging demand for photovoltaic products.
- Consideration of the capacity of the organisation and the specific community to undertake particular activities.
- Capacity of the activity, or the process involved in the development of the activity, to influence the users of the building and the local community in a positive way.

MONITORING OF EDUCATION AND INTERPRETIVE ACTIVITIES

Successful grant applicants will be required to submit a report after the system is installed which includes:

- a description of the activities undertaken including planning and development processes;
- details about the number of people involved;
- examples of any products developed;
- an evaluation of the activities; and
- a report on the installed system's output.

SCOPE OF EDUCATIONAL AND INTERPRETIVE ACTIVITIES

A scoring system will be used to assess your application so that the assessment process:

- is an open and fair process; and
- helps the assessors make consistent decisions.

For organisations to be eligible for funding of photovoltaics on community buildings, they must secure sufficient points to satisfy the Administering Agency of the merit of the proposal.

Assessment will be based on allocated scores according to the following groupings:

- Public relations and awareness;
- Communications and partnerships;
- Education and interpretive merit and
- Other (innovation).

A category of 'other' is included under each grouping to account for activities not otherwise specified. These may include educational and interpretive activities supporting innovative solutions to replace non-renewable energy systems, or programmes developed for specific groups.

Applicants should provide any further comment about educational and interpretive activities to support the application. The assessor may contact the applicant and the accredited system designer to obtain more details about your application.

Education, extension, promotion and interpretation activities supporting the PVRP community building component can include a wide range of activities. Some ideas on possible activities are provided below. You may wish to carry out other activities that better suit your organisation. Activities are not to be seen as emphasising only scientific and technical information transfer, or educational activities, but also about involving people in community-based environmental innovation through photovoltaic and other renewable energy projects and/or activities. A scoring system has been developed to help assess the merit of activities. The main elements that can contribute to an acceptable score are set out below

Please note that development of lesson plans is mandatory for individual or group school applications.

Type of Activity	Suggested activities
1. Gaining publicity through print press; television; and/or radio.	Organising press releases and other written and photographic material for the media.
2. Launch	Gaining publicity through print press; television; and/or radio and providing a function to announce the installation of the photovoltaic system.
3. Promotional material	Production of brochures; information sheets; fliers; posters; electronic and/or other advertisements.
4. Newsletters/articles	Case studies and other short reports prepared for newsletters and articles for publication.
5. On-site materials development	Static displays; working models; on-site detailed presentations or guides; on-site interpretations including explanations of the system or real-time information displays showing electricity being generated.
6. Incentives programme	Award programme and/or competitions for innovation in renewable energy; funding incentive or other incentive to promote installation of photovoltaic systems.
7. Partnerships	Forming partnerships with electricity suppliers or other groups within the community (such as a local council supporting a local school) to promote ideas, functions and activities. This may include the establishment of an environmental partnership agreement between the parties.
8. Curriculum resources and lesson plans.	Lesson descriptions; case studies (both written and photographic) describing lessons; model making; art production.
9. Presentations, and demonstrations	Workshops; lectures; slide shows; model building; and conferences.
10. Resource development (other than curriculum material)	Production of instructional manuals such as a 'how to' on photovoltaic installation; production of a video or website providing information about the installation and supply of the photovoltaic system.
11. Other	Develop innovative solutions to replace non-renewable energy systems; involve groups in innovative programmes; establish local innovative community programmes responding to specific local needs.

Project Overview

Applicants will be required to provide a summary of the proposed project, including:

- Why do you wish to do this project?
- Where will the project be undertaken?
- What is the source of balance of funding?
- When will you start and how long will it take?
- Who will provide long-term technical support?
- Who will provide long term programme support?

Outputs

Grant recipients will also be asked to provide a short one paragraph description of the benefit/s of the successful completion of the Project, eg:

- installed capacity
- energy sources replaced
- how used?
- target audience

Outcomes

After completion a description of the principal outcomes arising from the project will be required, eg:

- money saved on energy use
- Interest generated
- X kWh of renewable electricity generated
- behaviour and attitude changes