



Energy Smart Business Grants Guidelines

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ENERGY SMART BUSINESS SUPPORT PROGRAM GUIDELINES

OVERVIEW

The **Energy Smart Business grants** program is designed to assist small businesses (<40 employees) in Waverley to reduce their greenhouse gas emissions through electrification and energy efficiency upgrades. This program is designed to contribute to Council's target of Net Zero community emissions by 2035, outlined in the [Environmental Action Plan](#) (EAP) and [Community Strategic Plan](#) (CSP).

This program will provide grants of up to \$3,000 (maximum 60% of the project cost) to businesses for projects that contribute to Council's Community Net Zero emissions target, through electrification or energy efficiency upgrades. The program will create measurable emissions reductions, support equitable access to sustainability funding, and generate case studies to inform future investment, business sustainability actions and Council programs.

This program is administered by Waverley Council. These guidelines outline the eligibility criteria that applicants must meet to access funding, the application process and the required documentation that must be submitted. If an applicant is applying for multiple upgrades under one ABN, they must fill out a separate application for each upgrade item. The maximum grant value (\$3,000) will apply to the combined value of the items. Grants will be available until the grant funding has been fully allocated, or by **30 June 2026**.

Applications will not be considered for expenditure incurred or committed (i.e. deposit paid or order placed) prior to the application being approved and the grant offer accepted.

ELIGIBILITY CRITERIA

Applicants will need to meet eligibility criteria as set out in this section. It is the responsibility of the applicant to demonstrate the eligibility against the criteria and ensure all accurate, relevant evidence and information is provided. If eligibility cannot be determined by the information provided, the application may be deemed ineligible. Installation of products must be completed in the 2025/2026 financial year.

Eligibility criteria:

1. Registered business operating in a physical location the Waverley Local Government Area
2. Less than 40 employees
3. Written landlord approval or proof of ownership
4. Lease agreement of more than 2 years
5. Site is not subject to a demolition clause
6. Project replaces:
 - Gas appliance with electric OR

- Electric appliance with new and delivers a 30% efficiency improvement
- 7. Product and installation has minimum 2-year warranty (5-year warranty recommended)
- 8. Project work undertaken by a licensed electrician/plumber

Applicants can NOT:

1. Be a home-based business
2. Operate on council-owned property
3. Be operating in a site subject to a demolition clause

AVAILABLE UPGRADES

Energy efficiency and electrification projects can reduce energy consumption, reduce energy costs and minimise the environmental impacts of business operations. Eligible installations can be made in existing businesses as well as new business fit outs.

Eligible Products:

- Electric stovetops (induction or ceramic)
- Electric ovens
- Electric hot water systems (including heat pump, solar boosted electric, electric storage hot water system)
- Reverse cycle air conditioning
- Condenser heat pump clothes dryers
- Efficient refrigeration/freezer
- Solar PV system

Not Included:

- Battery storage (see [Cheaper Homes Batteries Program](#))
- EV chargers (see [Council's extensive public charging network](#))
- Lighting (see [NSW Energy Saving Scheme](#))

Grant calculation:

For these projects Waverley Council will provide up to 60% matching funding through reimbursement of out-of-pocket business expenditure up to \$3,000 (excluding GST, excluding third party contributions or rebates and inclusive of the businesses financial contribution).

For example:

- If you spend \$3,000, you may be eligible for a grant of \$1,800

- If you spend \$10,000 you may be eligible for a grant of \$3,000

Eligible expenditure

Eligible project expenditure considered for funding must be:

- A direct cost of the approved project. This can include costs relating to:
 - o delivery
 - o installation and commissioning costs
 - o decommissioning
 - o removal and disposal of old equipment

APPLICATION PROCESS

Energy Smart business grants operate on a first come first served basis, until funds are expended.

Application:

1. Businesses review eligibility criteria to ensure they meet the requirements before applying.
2. Businesses apply online for support for eligible electrification or efficiency projects), including required attachments (e.g. property owner consent, quotes).
3. Council committee reviews applications and checks application against eligibility criteria and eligible product list.
4. If project meets the eligibility criteria, Council will provide confirmation of a pre-approved grant amount.
 - o Once available funds have been allocated, a waitlist of eligible preapproved projects will be created as applications are assessed, which can be activated if funding becomes available.
5. **Confirmation of Grant amount:** Once Council approves the application, a maximum grant of **\$3,000** (or 60% of the project cost) per business is set aside for payment (this can include multiple upgrades).

Installation process:

6. Projects must be installed within **12 weeks of approval**, by a qualified and licensed electrician/plumber.
 - o If the installation or appliance is not installed within the specified time, Waverley Council has the right to revoke the grant approval, so it can be allocated to another eligible project.
7. Once the installation/upgrade is complete, buildings will:
 - o Submit a paid invoice to Council showing proof of installation, date and cost.

- Complete a New Supplier Form so that Council can register the business on our internal accounting system
- Invoice Council for the approved grant amount.

Post installation:

8. Six months after installation, Council staff will follow up to take photographs, analyse electricity bills and interview the grant recipient for a case study.

REQUIRED DOCUMENTATION

- A recent quote for the intended upgrade (< 6 months) which outlines make and model of appliance and warranty period.
- Proof of ownership or a 2-year lease agreement with landlord approval
- Paid invoice and supplier details
- Pre- and post-installation energy bills
- Proof of 2-year minimum warranty on products (Recommended: Proof of 5-year minimum warranty on products.)

TERMS AND CONDITIONS

All grants are conditional upon eligible applicants agreeing and adhering to detailed terms and conditions as part of the application process, and if approved entering into a grant agreement on terms and conditions determined by Waverley Council.

General

Waverley Council reserves the right to:

- administer the Program and conduct the process for the assessment and approval of applications to the Program in such manner as they think fit
- change the structure, procedures, nature, scope or timing of, or alter the terms of participation in the process or overall Program (including but not limited to eligibility, timeframes, terms and conditions, submission and compliance of applications), where in such circumstances notice may be provided to applicants on Waverley Council's website
- Consider or accept, or refuse to consider or accept any application:
 - which is lodged other than in accordance with these guidelines

- which is lodged after the relevant closing date
 - which is otherwise non-conforming in any respect
- where approval of an application has been communicated to an applicant, withdraw such approval or rescind a grant offer in the event facts or information come to the attention of Waverley Council (whether known at the time of the application or not) which in their reasonable opinion:
 - are material to their assessment of the application or
 - mean the application is made other than in accordance with these guidelines or non-confirming in any respect
- close the Program.

Further information If you require further information regarding the Program, please contact

clementine.reid@waverley.nsw.gov.au

Grant Payment

- If an application is approved by Council, the applicant will receive payment of their respective sustainability rebate via electronic bank transfer to the applicant's preferred bank account within 30 days of final approval.
- Eligible grant pre-approvals will be prioritised in application date order.
- Payment of pre-approved grants is not guaranteed and is subject to these guidelines. Payment of the Energy Smart business grant is only confirmed once the installation is complete.
- The Energy Smart Business grant amount cannot exceed 60% of the cost paid by the applicant for the sustainable product or upgrade (as shown on the invoice).
- The maximum grant is the total financial amount that an applicant can receive from Council during the 2025/2026 financial year.
- **The maximum grant is \$3,000 per business.**
- Applicant properties can implement multiple energy, or electrification upgrades up until the maximum Energy Smart Grant amount has been reached.

Warranties and Faulty Products

- The applicant acknowledges and agrees that Council accepts no liability in respect of any claim, cause of action or loss or damage arising out of, or in relation to, any sustainable product procured with assistance of an Energy Smart Business Grant. Any issues which occur due to the purchasing of any sustainable product must be resolved between the applicant and the sustainable product provider based on the advertised warranties and standard service provisions of the sustainable products involved.
- All sustainable products must be provided and/or installed by licenced professionals.

Data and Reporting

- The financial, energy and greenhouse gas emission savings estimates conducted by Waverley Council are based on industry averages. These savings should only be used as a guide and do not apply specifically to

each applicant property. Applicants should refer to the information provided by their sustainable product provider for more accurate information about their sustainable product benefits.

- Council will refer to the Commonwealth Government's energy efficiency calculator when assessing the projected efficiency of proposed appliances or upgrades <https://calculator.energyrating.gov.au>
- Applicants of the business grants must agree to be contacted by Council throughout and following the application process for purposes of surveys and reporting.
- Any case studies which are prepared by Council will require permission from the applicant before any specific information or photographs related to individuals or properties is made public.
- Council will not share applicant information with any other organisation other than for the purposes of directly administering the application, assessment and awarding of the grants and rebates.
- For grant programs applicant details are not disclosed to the public as a matter of public record.
- All Council held information is subject to the Government Information (Public Access) Act 2009, the Privacy and Personal Information Protection Act 1998 and associated regulations. If you wish to make an enquiry regarding information held by Council, please email info@waverley.nsw.gov.au or contact Customer Service on 02 9083 8000.

Council Staff and Family Applications

- Council staff or immediate family members are ineligible to receive Energy Smart Business grants, even if they meet the eligibility criteria. An immediate family member constitutes a husband, wife, partner, sibling, parent or child relationship.

ENQUIRIES

All enquiries should be directed to:

Clementine Reid - Senior Sustainability Engagement Officer

Clementine.reid@waverley.nsw.gov.au