



Clean Technology Food and Foundries Investment Program



Frequently Asked Questions

General

1. What is the Clean Technology Food and Foundries Investment Program?

The *Clean Technology Food and Foundries Investment Program* provides grants to existing Australian food and foundry manufacturing businesses to invest in energy efficient capital equipment and low emissions technologies, processes and products in order to maintain the competitiveness of Australian manufacturing businesses in a carbon constrained economy. It is a \$200 million competitive, merit-based grants program, providing grant funding over a six year period from 2011-12 to 2016-17.

2. What grant assistance is available?

The grant ratio is dependent on the size of the grant and the turnover of the applicant:

Grant amount	Annual turnover of applicant*	Applicant to grant ratio
\$25,000 – < \$500,000	Less than \$100 million	Up to 1:1
\$25,000 – < \$500,000	\$100 million or more	Up to 2:1
\$500,000 - < \$10 million	N/A	Up to 2:1
≥ \$10 million	N/A	3:1**

* applies to the annual turnover of the applicant in the financial year preceding the lodgement of an eligible application.

** unless otherwise recommended by the Cabinet of the Australian Government.

3. Are there any limits on grant amounts?

The minimum grant amount you can apply for is \$25,000. There is no maximum.

4. What is the difference between the Clean Technology Investment Program and the Clean Technology Food and Foundries Investment Program?

The *Clean Technology Food and Foundries Investment Program* covers specifically the food and foundries sectors. Customers eligible for funding under the *Clean Technology Food and Foundries Investment Program* cannot apply for funding under the *Clean Technology Investment Program*.

The two programs are very similar with identical rules for grant amounts, eligible projects, merit criteria and application process.

The key difference is that there is no eligibility energy consumption threshold for the *Clean Technology Food and Foundries Program*. This difference recognises that most businesses in these sectors are very high energy users.

Eligibility

5. Who can apply for funding?

The *Clean Technology Food and Foundries Investment Program* is for food and foundry

businesses undertaking manufacturing activities in Australia. To apply for funding, you must show that:

- you are an eligible applicant;
- you have an eligible project involving eligible activities; and
- the proposed project costs are considered eligible expenditure.

(See following questions relating to these points.)

6. What is an eligible applicant?

To be eligible to apply for the *Clean Technology Food and Foundries Investment Program*, an applicant must:

- operate in the food or foundries manufacturing industry within Australia;
- be a non tax exempt corporation that is incorporated in Australia under a law of the Commonwealth or of a State and Territory and is undertaking manufacturing activities in Australia;
- be able to fund the costs of the project that will not be covered by the grant; and
- have complied with their obligations under the Equal Opportunity for Women in the Workplace Act 1999.

7. I am a co-operative, can I apply?

Yes, as long as you meet the eligibility criteria. Co-operatives can have a range of legal structures. Most operate as corporations, either as publicly listed companies or publicly unlisted companies. They typically have an ACN. Some are incorporated under State and Territory law. All these are eligible entities. Some co-operatives that have an ARBN and fall within the policy intent of the program (for example, food cooperatives) can be eligible entities.

If you are not sure if the structure of your co-operative meets the eligible entity requirement, you should contact the AusIndustry hotline to discuss.

8. Manufacturing is not my primary business activity, can I still apply?

Yes, as long as you are undertaking manufacturing activities in Australia and your project is associated with those manufacturing activities.

9. What is an eligible project?

An eligible project must involve capital expenditure, and must be made up of eligible activities that you propose to undertake, in order to put in place one or more energy efficiency or emissions reduction measures. These measures do not necessarily have to be related.

10. What are eligible activities?

Eligible activities can occur before a project (pre-project activities), during a project (project activities) and after a project (post-project activities).

11. What are eligible project activities?

These are capital investment and associated implementation activities (installation, commissioning, associated staff training etc.) that relate to putting in place one or more energy efficiency or emissions reduction measures. The following table provides examples of these measures.

Energy efficiency or emissions reduction measure	Examples
Replacing part(s) of your existing manufacturing plant, equipment or processes in Australia.	<ul style="list-style-type: none"> ▪ Upgrading to high efficiency motors and lighting ▪ Replacing an existing boiler with a more efficient one
Modifying part(s) of your existing manufacturing plant, equipment or processes in Australia.	<ul style="list-style-type: none"> ▪ Installing variable speed drives or advanced process control systems ▪ Fitting new insulation for ovens and heaters
Changing energy source(s) for your	<ul style="list-style-type: none"> ▪ Switching from an electric furnace to a

Energy efficiency or emissions reduction measure	Examples
existing plant or processes in Australia, or for new replacement plant or processes in Australia.	gas-fired furnace <ul style="list-style-type: none"> ▪ Installing solar panels, wind turbines or a gas-fired cogeneration system
Establishing new facilities or modifying your current facilities to enable production of new low emissions products.*	<ul style="list-style-type: none"> ▪ Installing new equipment to establish a production line for alloy automotive components that will result in lighter and less carbon-intensive automobiles

* The minimum grant amount for a project implementing this type of emissions reduction measure is \$1.5 million, where the carbon savings from the in-service life of the product are to be considered as part of the total carbon savings to be generated by the project. The minimum grant amount for the other listed energy efficiency or emissions reduction measures is \$25,000.

12. What are eligible pre-project activities?

These relate to the preparatory work you do to identify your energy efficiency or emissions reduction project, and to estimate the energy or carbon savings it will deliver. Examples are undertaking an energy audit, conducting a bench test or pilot study, energy modelling, undertaking a feasibility study or other activities appropriate to the size and complexity of your project.

To qualify as eligible pre-project activities, preparatory work must be done in the 12 months prior to lodging an application.

13. What are eligible post-project activities?

These relate to the work you have to do after the project has finished:

- verifying the energy and carbon savings delivered by your project; and
- independent financial audit of total project expenditure.

Examples of post-project activities are undertaking an independent financial audit, installing temporary metering to measure equipment energy use, undertaking engineering calculations, regression analyses or other measurement and verification activities appropriate to the size and complexity of your project.

Post project activities must be completed within 15 months of the project completion date.

14. I want to undertake a project in collaboration with another company, is this project eligible for funding?

The program supports collaborative projects, where the benefits of the project (financial and otherwise) are shared amongst the collaborating parties.

A collaborative project must provide energy and emissions benefits to the lead applicant, not just to the project partners involved in the collaboration.

15. Are transportation activities considered eligible activities?

Transportation activities are not eligible activities under the program. These include replacing or modifying your motor vehicle, truck, air freight or shipping fleets, or constructing or modifying transport infrastructure (for example, road, rail or fleet facilities).

However, activities that improve the energy efficiency or reduce the emissions intensity of manufacturing activities that occur onboard a transportation vehicle or vessel may be eligible.

In an integrated manufacturing operation where you also distribute product, activities that improve the energy efficiency or reduce the emissions intensity associated with maintaining the conditions of transported manufactured product (that is, refrigerating, heating or pressurising) may also be eligible. For example, if you own and operate a vehicle fleet for product distribution,

modifications to vehicle fleet refrigeration units may be eligible.

Energy efficiency improvement or emission intensity reduction activities undertaken by third party distributors associated with maintaining conditions of transported manufactured product are not eligible.

16. Are assembly activities considered eligible activities?

Capital equipment investment related to manufacturing assembly and associated implementation activities are eligible activities under the program.

17. Are packaging activities considered eligible activities?

Capital equipment investment related to packaging and associated implementation activities are eligible activities under the program. Packaging must be part of an integrated manufacturing operation, or if undertaken off-site by a third party, must be part of an eligible collaborative project. (*See question on collaborative projects.*)

18. What if my project involves a large or complex energy efficiency or emissions reduction measure that cannot be fully implemented within the maximum project period?

You may be able to form an eligible project made up solely of eligible activities that can be undertaken and paid for within the two-year project period. (*See question on project timeframe.*)

19. I am upgrading or establishing replacement facilities to produce a new product. Can I count the carbon and energy savings from the in-service-life of the product as part of the total carbon and energy savings for my project?

Yes. If the grant amount for your project is \$1.5 million or more, you can choose to include the carbon and energy savings from the in-service-life of the product as part of the total carbon and energy savings to be generated by the project.

For projects with a grant amount of less than \$1.5 million, you can only count the carbon and energy savings associated with production processes.

20. What is eligible expenditure?

This relates to project costs that may be eligible for funding under the *Clean Technology Food and Foundries Investment Program*. There are three categories corresponding to the three different phases of the project life cycle:

- Pre-project costs relating to preparatory work: to qualify as eligible expenditure, pre-project costs must be incurred within the 12 month period prior to the lodgement of an eligible application. Eligible pre-project costs are limited to the lesser of five per cent of total eligible project costs or \$50,000.
- Project costs relating to undertaking eligible activities within the project period.
- Post-project costs relating to your end of project reporting obligations: only post-project costs incurred and paid up to 15 months after the agreed date the project was completed are eligible.

The *Eligible Expenditure Guidelines* provide details on what costs associated with eligible activities will be eligible for funding.

21. What are eligible project costs?

Eligible project costs can include:

- direct or contract labour costs for employees and contractors working on the project
- plant and equipment
- contract costs for services provided by third parties such as energy audits, savings measurement and verification services, technical expertise, staff training packages and turn-key commissioning expenses
- non-labour commissioning costs including energy consumption during commissioning trials, spare and replacement parts etc
- other costs which are not plant and equipment or commissioning related (for example, building modification)

- costs of an independent audit of eligible project expenditure
- any non labour or contract costs associated with energy measurement and verification activities such as temporary site meters.

22. Can I apply for funding to improve energy efficiency through staff education and training?

Projects that include people-based activities (for example, changing staff practices) are only eligible if the project also requires capital investment in equipment or plant. The training activities must be directly related to implementing the energy efficiency or emissions reduction measure that requires capital investment, for example, training your staff to use the new equipment or plant.

23. Can I apply for funding for research and development, proof of concept or early commercialisation activities?

These activities are not eligible under *Clean Technology Food and Foundries Investment Program*. However, the *Clean Technology Innovation Program*, due to launch in mid 2012, supports business investment in research and development, proof of concept or early commercialisation activities in clean energy, energy efficient and low-emission technology.

Merit

24. What are the merit criteria for the Clean Technology Food and Foundries Investment Program?

All eligible applications, that is, applications that are complete and meet the eligibility criteria, are assessed against the following three merit criteria:

Merit criterion 1 - the extent of the reduction in carbon emissions intensity, including through improvements in energy efficiency arising from the proposed project.

Merit criterion 2 - the capacity and capability of the applicant to undertake the project.

Merit criterion 3 - the extent to which the project maintains and improves the competitiveness of the applicant's business.

Eligible applications seeking grants of \$1.5 million or more will also be assessed against merit criterion 4:

Merit criterion 4 - the contribution of the proposed project to a competitive, low carbon, Australian Manufacturing industry and the benefits to the broader Australian economy.

25. Is the scoring the same for each of the merit criteria?

No. Applications for grants of less than \$1.5 million are scored out of a total of 100:

Merit criterion 1	Merit criterion 2	Merit criterion 3	Total
70	15	15	100

Applications for grants of \$1.5 million or more are scored out of a total of 120:

Merit criterion 1	Merit criterion 2	Merit criterion 3	Merit criterion 4	Total
70	15	15	20	120

26. What are the indicators for merit criterion 1?

(Merit criterion 1 - extent of the reduction in carbon emissions intensity, including through improvements in energy efficiency arising from the proposed project)

Under merit criterion 1, you need to show how the proposed project will improve the energy efficiency of your company's manufacturing operations and/or reduce the amount of greenhouse gases emitted by your company's manufacturing operations.

Two indicators are used to assess merit criterion 1:

- predicted reduction in carbon emissions intensity (%), following project implementation

- total predicted carbon savings (tonnes CO₂-e) over the life of the conservation measure.

You must use the AusIndustry *Carbon and Energy Savings Calculator* to work out what these indicators are for your project.

27. Do I have to use the Carbon and Energy Savings Calculator to work out the merit criterion 1 indicators?

Yes. You must also provide the summary page of the calculator as an attachment to your application.

The *Carbon and Energy Savings Calculator* can be accessed online at <http://carboncalculator.ausindustry.gov.au/>

For details about the calculator, see the *Guide to Using the Carbon and Energy Savings Calculator*.

28. How does the Carbon and Energy Savings Calculator work?

The *Carbon and Energy Savings Calculator* converts electricity and fuel consumption into carbon dioxide equivalents (CO₂-e). Carbon savings are estimated using the difference between baseline and post-implementation carbon emission intensities, reflecting that energy consumption is often strongly related to production in manufacturing processes.

Carbon savings over the life of the conservation measure are assumed to be constant in order to reduce complexity. Applicants may select a standard 10 year life or another value determined by the Australian Tax Office in its Effective Life of Depreciating Assets ruling.

The *Carbon and Energy Savings Calculator* considers both Scope 1 (direct) and Scope 2 (indirect) emissions. The calculator converts electricity and fuel consumption into carbon dioxide equivalent (CO₂-e) using the 2011 published factors from Schedule 1 of the *National Greenhouse and Energy Reporting Determination 2008*. The calculator uses State and Territory based electricity emission factors reflecting the different mixes of fuels for energy generation in each State and Territory.

29. I am a small business with relatively low energy consumption. Can my project be competitive under merit criterion 1?

Yes. Predicted reduction in carbon emissions intensity is used as the main indicator under merit criterion 1 because this is a relative measure which is independent of business size; and, total energy consumption and carbon emissions.

30. How do I demonstrate my capacity and capability to undertake the project?

(Merit criterion 2 - the capacity and capability of the applicant to undertake the project)

In your application, you are encouraged to outline the following, in relation to both internal and external resources:

- expertise and/or experience in successfully implementing energy efficiency or emissions reduction measures
- expertise and/or experience in estimating and verifying energy or carbon savings
- expertise and/or experience with the technologies proposed within the project
- general technical, financial and project management experience of the key personnel involved with the project
- planning, environmental and other regulatory approvals required for the project and the status of these approvals.

31. How do I demonstrate the impact of my project on maintaining and improving the competitiveness of my business?

(Merit criterion 3 - the extent to which the project maintains and improves the competitiveness of the applicant's business)

Under merit criterion 3, you will need to provide a description of your company's business case for investing in the proposed project, and outline how the project will impact on the competitiveness of your business. Project impacts could include the following:

- costs savings from reduced electricity or fuel use
- increased productivity
- increased sales
- access to new customers and markets
- improved profitability
- increased product quality
- development of workforce skills
- improved capability or capacity development.

32. Do I have to provide evidence on the payback period for my project?

Yes. All applicants must estimate a project payback period and include this information in their application under merit criterion 3. The payback period (in years) is determined when the cumulative annual savings become larger than the total project cost (that is, the costs covered by the applicant and the grant).

If you are applying for a grant of \$1.5 million or more, you must use the *Return on Investment (ROI) Calculator* to estimate the payback period for your project. The calculator is available on the AusIndustry website at [ROI Calculator](#).

If you are applying for a grant of less than \$1.5 million, you are not required to use the *ROI Calculator*. However, you may find the calculator useful for estimating a payback period and other financial indicators. Therefore you may choose to complete the calculator and attach the results in your application.

See *Fact Sheet: Estimating financial benefits* for more details.

33. Do I have to provide evidence on the return on investment for my project?

If you are applying for a grant of \$1.5 million or more, you must calculate a return on investment for the project using the *Return on Investment (ROI) Calculator*. This is available on the AusIndustry website at www.ausindustry.gov.au. You must attach the *ROI Calculator* in your application.

Providing details of return on investment is optional for other applicants.

See *Fact Sheet: Estimating financial benefits* for more details.

34. How do I demonstrate the contribution of my project to a competitive, low carbon Australian Manufacturing industry and the benefits to the broader Australian economy?

(Merit criterion 4 - the contribution of the proposed project to a competitive, low carbon Australian Manufacturing industry and the benefits to the broader Australian economy)

For merit criterion 4, you are encouraged to provide the following information in relation to your project:

- broader environmental benefits
- impact on the economy and employment
- opportunity for Australian suppliers to provide goods and services for the project
- particular regional impacts
- development of 'green' skills
- creation or maintenance of key manufacturing capability
- demonstration activities.

From application to decision

35. How do I apply?

The online *Clean Technology Food and Foundries Investment Program* application form is available at [Online Application Form](#). You will need to complete and submit this online. You must also complete the online *Carbon and Energy Savings Calculator* and attach the summary page to your application.

If you are applying for a grant that is \$1.5 million or more, you must complete the *Return on Investment Calculator* and attach it to your application.

Please read the *Clean Technology Food and Foundries Investment Program Customer Guidelines* carefully before you complete your application.

These guidelines outline requirements your application must meet.

36. What help can I get to fill out the application form?

There are several ways through which you can obtain information about the *Clean Technology Food and Foundries Investment Program*:

- Comprehensive information about the program is available on the AusIndustry website (www.ausindustry.gov.au), including the *Customer Guidelines*, *Frequently Asked Questions* and the following fact sheets and guides:
 - Program Fact Sheet
 - *Fact Sheet: Estimating energy and carbon savings*
 - *Fact Sheet: Identifying energy efficiency or emissions reduction projects*
 - *Fact Sheet: Other Government resources and assistance*
 - *Fact Sheet: Estimating financial benefits*
 - *Eligible Expenditure Guidelines*
 - *Guide to using the Carbon and Energy Savings Calculator.*
- If you have any questions about the application process, contact the AusIndustry hotline on 13 28 46, 8am to 6pm AEST for assistance.

37. Will AusIndustry acknowledge receipt of my application?

When you submit your online application, you will be provided a receipt number and a link to a page where you enter your email address to receive an acknowledgement email which will include a copy of your completed application.

At a later date, we will advise you if your application is considered to be complete and eligible for merit assessment. We will also advise you if your application is incomplete or ineligible.

38. How will my application be assessed?

Your application will be assessed in two stages:

- AusIndustry will undertake an initial assessment of your application to determine its eligibility and completeness.
- If your application is complete and eligible, it will be referred to Innovation Australia, an independent statutory body made up of private sector experts, for merit assessment. Innovation Australia meets every six to eight weeks to consider applications and makes recommendation on which projects to fund.

If you are requesting a grant of \$10 million or more, and Innovation Australia has recommended your project for funding, your application will be referred to the Cabinet of the Australian Government for further consideration.

39. How are potential conflicts of interest by Innovation Australia Board members managed?

The Department has procedures for managing disclosure of interest experienced by Innovation Australia Board and Committee members, departmental staff, technical experts and other third parties involved in assessment of Innovation Australia programs. An overview of Innovation Australia's disclosure of interest framework is provided on the Innovation Australia webpage link <http://www.ausindustry.gov.au/InnovationAustralia/Pages/InnovationAustralia-DisclosureOfInterestFramework.aspx>.

40. Can I meet with Innovation Australia to present my project?

No. Innovation Australia will consider all eligible applications but does not meet with individual applicants.

41. Who makes the final decision on grant offers?

The Program Delegate, an AusIndustry official authorised by the Minister to administer the *Clean Technology Food and Foundries Investment Program*, makes the grant offers, taking into account recommendations made by Innovation

Australia or Cabinet (depending on the grant amount) and the availability of program funds.

42. How long does it take to get a decision after I have lodged my application?

Innovation Australia will meet to consider applications every six to eight weeks. Following receipt by AusIndustry, complete and eligible applications will be considered at the next available Innovation Australia meeting.

If your application is for a grant of \$10 million or more, and it is recommended by Innovation Australia for funding, it will have to be referred to the Cabinet of the Australian Government for further consideration. This will add time to the decision process.

43. What happens if my application is successful?

AusIndustry will send you a written offer of funding. You have 30 calendar days from the date of offer to execute a funding agreement with the Commonwealth. AusIndustry may withdraw the offer if the funding agreement is not executed within the 30-day timeframe. (See question about funding agreement.)

44. My application was unsuccessful, can I appeal that decision?

The Program Delegate's decision is final in all matters regarding the approval of an application and the grant amount to be awarded. There is no review of decisions.

45. Can I resubmit an application?

Yes. If your application is unsuccessful, you may submit a new application for the same or similar project. You need to provide new or additional information to meet the eligibility criteria or strengthen your claims against the merit criteria.

Successful applicants

46. What is the timeframe for my project?

There are three phases to a project, and there are rules around their timing:

Phase	Timing
Pre-project	Pre-project activities (pre-work) must be within 12 months prior to application lodgement.
Project	Maximum duration of two years (maximum extension that can be granted is six months).
Post-project	Within 15 months of the project completion date.

The earliest possible project start date is the date that you lodge a complete an eligible application. AusIndustry will confirm your application lodgement date when we write to you confirming that your application is considered to be complete and eligible for merit assessment.

You can choose a project start date that is after the application lodgement date. The agreed start date will be specified in the funding agreement. However, this date must be within nine months of the execution of the funding agreement. In the period between the application lodgement date and the project start date, you will not be able to incur any eligible expenditure.

47. What is the funding agreement?

The funding agreement is a legal contract between the grantee and the Commonwealth. It provides details of the rights and obligations of both the grantee and the Commonwealth, including the agreed project, the agreed grant amount, the payment schedule, and the grantee's compliance and reporting obligations.

A sample agreement will be made available on the AusIndustry website, under the *Clean Technology Food and Foundries Investment Program*.

48. Are the terms of the funding agreement negotiable?

The general terms of the funding agreement are not negotiable. The schedules, covering project details, milestones, payment schedule, reporting requirements etc, are specific to your project and these will be agreed with you.

49. Can the funding agreement be varied during the life of the project?

Where unexpected circumstances, such as delay in delivery of equipment, have affected project progress, you can request a project variation, including changes to project milestones or an extension of the project duration up to a maximum of two years and six months.

Project variation requests are considered by Innovation Australia in the context of issues including impacts on the project outcome, changes to the timing of grant payments and availability of program funds. Where a variation involves milestone achievement dates (and hence, payment dates) moving between financial years, it will only be considered if there are sufficient program funds in the relevant year to accommodate the revised payment schedule.

There is no guarantee your variation request will be successful. Therefore, you should plan your project carefully so as to avoid the need for a variation.

Payment

50. When will I be paid?

The funding agreement sets out the payment schedule for your grant. This schedule is based on the milestones that you proposed in your application and finalised in the funding agreement. Payments are made in arrears, on the achievement of milestones. The last payment is made on receipt of a satisfactory final report.

Payments are made within 30 days of the receipt of a satisfactory milestone report.

51. I have completed most, but not all, of the activities in a milestone, can I be paid on the scheduled payment date for that milestone?

All agreed activities within a milestone have to be completed before you can be paid. You should let AusIndustry know if you are expecting delays to the achievement of a milestone.

52. How much will I be paid?

The funding agreement sets out the maximum grant amount and the grant ratio applicable to your project. These cannot be varied.

The grant amount you will be paid for each milestone is based on the eligible expenditure incurred within that milestone.

Twenty percent of the total grant amount is set aside for the final payment. This is paid upon receipt of a satisfactory final report. Where appropriate, payment instalments may be adjusted to ensure 20 per cent of the total grant amount is retained for the final payment. The final payment may also be adjusted to ensure the appropriate grant amount is paid.

53. What happens if my actual project expenditure exceeds my initial estimates?

The maximum grant amount cannot be exceeded under any circumstances. You have to meet any overrun in actual expenditure yourself.

54. What if my actual expenditure ends up less than what is in the funding agreement?

The total grant amount specified in your funding agreement is the maximum grant amount that can be paid for your project. This is based on the project costs you proposed in your application. However, the amount you are actually paid is based on actual expenditure and the grant ratio for your project. If your project costs end up lower than your proposed estimates, the total grant amount actually paid to you will be less than the maximum grant amount in the funding agreement.

55. Are grant payments subject to the GST?

Yes, they are. Grant payments are therefore increased to compensate for GST payments.

56. Do I have to pay tax on my grant?

Grants under the *Clean Technology Food and Foundries Investment Program* are typically treated as assessable income for taxation purposes, unless specifically exempted. We recommend that you

seek independent professional advice on your taxation obligations. AusIndustry does not provide any advice on tax.

Project reporting

57. What do I have to include in my milestone report?

Your report has to include the agreed evidence for the achievement of the milestone. It also has to identify the total eligible expenditure incurred in achieving the milestone.

AusIndustry will provide you with templates for reports during the funding agreement process.

58. How often do I have to report on my project?

This will depend largely on the number of milestones for your project. You need to submit a milestone report within four weeks of the milestone completion date. Payment is made only on receipt of a satisfactory milestone report.

If the period of time between two milestones is greater than seven months, you will need to provide an additional progress report at six months after the previous milestone. You will not receive any payment for a progress report.

59. Do I have to report on the completion of my project?

Yes, you need to submit a final post-project report. You have to provide this report:

- within six weeks of completing the energy and carbon saving measurement and verification activities; and
- within 15 months of the project completion date.

Your final grant payment will be made on receipt of a satisfactory post-project report.

60. Do I have to confirm the actual energy and carbon savings delivered by my project?

Yes. You need to include this information in your post-project report. (*See following question.*)

61. What do I have to include in my final post-project report?

Your post-project report must include the following:

- an independent financial audit of the total eligible expenditure
- an update of the estimates of financial benefits provided in the application form
- measurements and supporting evidence of the verified energy or carbon savings delivered by the project.

If you provided output from the *ROI Calculator* with your application, you need to update the estimates of financial benefits by revisiting the *ROI Calculator* and entering in actual fuel savings and prices. Read *Fact Sheet: Estimating financial benefits* for guidance.

62. How do I measure and verify energy or carbon savings?

There are two generally accepted approaches to measuring and verifying energy or carbon savings delivered by a project under the *Clean Technology Food and Foundries Investment Program*:

- Engineering calculations
- Baseline comparison.

For details on the two approaches, see section 7.4 on post-project report in the *Customer Guidelines*.

63. How do I determine the period over which energy or carbon savings are to be verified?

The period of post-implementation time over which energy or carbon savings should be verified will vary with the size and complexity of your project. AusIndustry recommends that you use a period of time equal to the initial period of time used in the baseline calculations of your application (see *Guide to using the Carbon and Energy Savings Calculator* in Appendix B of the *Customer Guidelines*). For example, if your baseline calculations for estimating energy or carbon savings were based on 12 months of data, then the energy or carbon savings post-implementation should also be verified on 12 months of data.

64. What records do I have to keep and for how long?

You are required to keep records of the expenditure incurred for the project, such as original invoices and evidence of payments. You also need to keep evidence that relate the expenditure to agreed project milestones and activities. These records must be kept for seven years after the completion of your project.

If I need further information or assistance?

Please contact the AusIndustry hotline on 13 28 46 or email hotline@ausindustry.gov.au. Hotline hours are 8am to 6pm AEST, Monday to Friday, excluding public holiday.