



**CITY OF
PERTH**
City of Light

Residential Sustainability Assessment

GRANT GUIDELINES • 2024-2025

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ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS

The City of Perth acknowledges the traditional custodians of the land that we are situated on, the Whadjuk people of the Nyongar nation and Aboriginal people from other lands.

We celebrate the continuing traditions, living culture, and the spiritual connection to Boorloo and the Derbarl Yerrigan.

We offer our respects to Elders past and present.

The City's Aspiration

The City is committed to supporting initiatives and projects that contribute to our aspiration of Perth – Liveable, Sustainable and Prosperous. Through the provision of sponsorship and grants the City supports others to make the city a great place for people to live, work and visit.



Liveable



Sustainable



Prosperous



Introduction

The Residential Sustainability Assessment Grant program supports body corporates in residential strata-title buildings to undertake assessments to determine environmental performance, to raise community awareness on the opportunities for improvement, and to work towards resource efficiency and net-zero emissions. The grant supports projects that relate to common areas or provide communal benefit for residential occupants.



Program Outcomes

To guide and inform the City's direction and approach for the Residential Sustainability Assessment Grants, key priority outcomes which are aligned to the City's **Strategic Community Plan** and **Sustainability Strategy** have been identified.

SUSTAINABLE



A climate-focussed city

Support the community to achieve net-zero emissions.



A well-planned city

Identify opportunities to upgrade existing buildings to improve their environmental performance.



A resource-efficient, climate-conscious, green city

Perth's community are leaders in environmental sustainability.

Eligibility Criteria

To be eligible for funding an applicant **must**:



be a legally constituted body corporate/ owners corporation of an existing residential strata-title building with an Australian Business Number (ABN), with at least four residential dwellings. Applications from mixed use strata are eligible to apply where the building is primarily residential strata (minimum 75% residential strata lots);



be located within the City of Perth's local government area;



have appropriate insurances, licenses and authorities where required;



be using external suppliers that are appropriately certified to undertake assessments;



have submitted the application prior to the project commencement date with sufficient time to enable consideration by the City; and



demonstrate financial viability without the City's funding (an individual project may not be viable without the City's support, however the organisation must be).

The City will not consider applications from

- applicants considered commercial, entertainment, or accommodation providers including short and long-term, serviced apartments, supported accommodation, hotels, or residential care
- the Commonwealth or State Government Departments;
- a political party;
- an applicant that the City considers to support, promote or facilitate violence, intolerance or discrimination;
- an employee or elected member of the City, or their immediate family, however this does not include an application from an organisation that an employee, elected member or their immediate family member may be part of;
- an applicant that has outstanding debts to the City;
- an applicant who is in legal conflict with the City;
- an applicant that has failed to provide satisfactory acquittal reporting for any previous City funding;
- an applicant that has already received City funding (including in-kind) for the same project within the same financial year; or
- an applicant that conducts, or has conducted, themselves in a way the City considers to be injurious or prejudicial to the character or interest of the City.

The City will not consider applications for the following projects or project expenses:

- projects where the City consider the primary purpose to be political;
- projects that the City consider denigrate or exclude parts of the community or have an adverse effect on public health, safety, the environment or heritage;
- projects that request reimbursement of funds already spent;
- projects that are for debt reduction or operational deficits; and
- project legal expenses.

The City will not support recurrent operational funding, including, but not limited to wages, salaries, or administrative overheads. Additional details on eligibility and requirements are set out in Council Policy 4.3 - Outgoing **Sponsorship and Grants**. The applicant must review the policy prior to submitting an application for grant funding and, to the extent of any inconsistency, the policy takes precedence over this document.



Types of Projects Supported

May include one or more of the following:



Feasibility: Electrification / Renewables / Electric Vehicles

A feasibility study provides initial research to determine the viability of a project that will improve environmental outcomes. It includes comprehensive technical and financial analysis, identifies potential issues, and provides significant recommendations for next stages of project planning.



Electrification:
replacement of gas hot water systems, space heating and cooking appliances with an energy efficient electric alternative.



Renewables:
installation of solar photovoltaic systems and battery storage.



Electric Vehicles:
installation of electric vehicle charging infrastructure.



Audit: Energy / Water / Waste / Thermal

An audit provides analysis on existing environmental performance, identifies inefficiencies, and provides recommendations to improve resource efficiency and emissions reductions.

Audits may be high level or comprehensive. For example, a **Type 2 Energy Audit** provides a comprehensive assessment and is recommended for buildings with a minimum 20 residential dwellings.



Rating: NABERS Energy / Water

A **NABERS Rating** provides a measure of existing environmental performance in a nationally recognised star rating. It assists stakeholders to understand, communicate and benchmark environmental performance and is undertaken by a NABERS accredited assessor.

Types of Projects Not Supported

- Assessments that do not contribute towards resource efficiency.
- Assessments from individual strata-titled residential dwellings (which do not provide a communal benefit).
- Assessments pertaining to compliance requirements of a Development Approval and/or Building Permit.
- Residential buildings that do not have 12 months of operational data.
- Professional training or education related to accreditation.
- Capital expenditure or capital works.
- Purchase or installation of equipment.
- Repairs, maintenance, or renovations of buildings.
- Landscape and greening assessments.

Applicants are required to discuss their project with a Sponsorship Officer prior to submitting an application.



Assessment Criteria

Essential Criteria

- Demonstrate how the project will improve resource efficiency and/or contribute to net-zero emissions.
- Describe how the project will educate and/or encourage residents to improve energy, water or waste management.

Project Delivery

- Does the applicant have capacity to manage all aspects of the project, including resourcing to address assessment or audit recommendations?
- Is the project plan and budget realistic and value for money?

Applicants will be required to provide a copy of completed assessments, audits or feasibility studies as part of the acquittal process. This will inform and provide the City with baseline information regarding existing residential strata buildings.

Documentation

Applicants will need to supply the following documentation:

- Details of past ratings, if applicable.
- Quotation outlining the scope of work to be completed from an accredited supplier.
- Evidence of financial viability through a recent bank statement or annual statement.
- A copy of the strata management agreement (applicable where a strata manager is applying on behalf of the owner's corporation).

General Information

Key Dates

The City will accept applications for Residential Sustainability Assessment Grants at any time, however decisions will be made on a case-by-case basis in line with budget and strategic priorities.

Applications open 5 March 2024

Applications close 15 May 2025

Residential Sustainability Assessment Grants operate as exhaustive funding – where grants are allocated on an ongoing basis, provided the application meets the eligibility criteria and minimum standard in addressing the assessment criteria, until the budgeted funding is exhausted.

Applicants are required to apply a minimum of 8 weeks prior to the start of the project and must complete approved assessments within twelve months from the date of approval.

Funding Levels

Grants of up to \$10,000 (excluding GST) are available.

Payment of the grant will be 75% upfront on receipt of a valid invoice, with 25% retained until completion of a successful acquittal.

Maximum Contribution

The maximum contribution of grant funding provided by the City is 100% of the total project cost (within the funding limit of \$10,000).

How to Apply

Applications for Residential Sustainability Assessment Grants must be submitted through the City's online management portal, **SmartyGrants**.



Assessment Process

Applications are assessed by a minimum two-person funding panel, which may recommend full, part or no funding to the decision-making authority. The recommendation is carefully considered with the view of maintaining the integrity of the proposal.

The City regularly receives more funding applications than the available budget can accommodate. Therefore, successful applications are those that best satisfy the assessment criteria.

The City reserves the right to request further information in considering any application, as well as the right to reject any application for any reason.

Decisions and Notifications

Applications may be accepted or rejected or part-funding approved, and the decision is final and not subject to any further appeal. Applications will be considered by the City's administration.

Allow up to 8 weeks to be notified of a decision for a Residential Sustainability Assessment Grant.

Funding Agreements

Successful applicants for Residential Sustainability Assessment Grants must enter into a written funding agreement with the City before any funding is provided. The City of Perth will not be under any obligations in relation to a successful applicant until the parties execute an Agreement.

A funding agreement template can be viewed on the [Grants and Sponsorship page](#).

Funding Term

Residential Sustainability Assessment Grants will have a funding term of twelve months from the date of approval.

Acquittal Process

Subject to the terms of the Agreement, successful applicants will be required to submit a claim and acquittal report through SmartyGrants within three months of the project completion.

Applicants will be required to provide a copy of completed assessments and/or report and/or action plans as part of the acquittal process. Successful applicants may be followed up and used in case studies by City of Perth.

All grants must be acquitted prior to payment being made to subsequent approved funding applications. Acquittal reports will be considered as part of future funding applications.

Lobbying of Elected Members and Administrative Staff

Applicants or anyone representing the interests of applicants must not lobby or seek to influence the decision-making of Elected Members and administrative staff. If, during the period between submitting a funding application and a determination by the City, an applicant or any member of the public seeks to lobby any Elected Member or administrative staff, or attempts to provide additional information, either directly or indirectly, on any matter relating to the funding application, the person/organisation will be disqualified and the sponsorship excluded from being considered for approval.





Frequently Asked Questions

1

Can I assume similar projects will be funded in future years?

The City is committed to ensuring the assessment process is fair and equitable. Recurring annual funding is not guaranteed.

2

Are the details of my application confidential?

No. The City of Perth must comply with the *Local Government Act 1995 (WA)*, *State Records Act 2000 (WA)* and other relevant legislation and regulations. An assessment of your application will form part of the decision recommendation report which may be subject to Freedom of Information (FOI) requests. Successful applicants will be listed on the City's website and in the Annual Report. Please make it known to the Sponsorship Officer if information provided in your application is commercially sensitive.

3

How will I know if my application is successful?

For Residential Sustainability Assessment Grants, a City officer will contact you to advise you of the outcome of your application within 8 weeks.

4

How long does it take to receive funding after my project is approved?

Subject to the terms of the Agreement, the payment policy for the City is 30 days from the end of the month in which the invoice is received. Payment of funding will be made on achievement of milestones linked to project deliverables. Payments will not be made until the relevant financial year.

This document is available in other formats on request.

Contact Us

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