

# Round 3 Application Form

## Form Preview

### Applicant Details

\* indicates a required field

#### Organisation Name \*

#### Organisation Type \*

- Small Enterprise (Fewer than 20 employees)
- Medium Enterprise (Between 20 and 199 employees)
- Local Government Authority
- Not-for-profit registered with the Australian Charities and Not-for-profit Commission

If you do not meet this criteria for the grant, you will not be able to continue with this application form. If you have a proposal you would like Energy Policy WA to consider, please email [chargeup@demirs.wa.gov.au](mailto:chargeup@demirs.wa.gov.au).

**Please briefly describe the nature of the business or charitable activities that the organisation undertakes. Include trading name if different from organisation name, and include web link if available. \***

For example, 'Our organisation is a café trading as 'Sample Organisation', see our website at " "

#### I am applying as an organisation who; \*

- Occupies the site where the chargers will be installed.
- Does not occupy the site where the chargers will be installed.

If you do not occupy the site where the chargers will be installed, you must be a landowner or a Charge Point Operator.

#### Will the charger(s) be installed at a site with a shared carpark? \*

- Yes
- No

#### Please provide a list of all organisations who are occupants at this site \*

Attach a file:

A substantial proportion of occupants must be small and medium enterprises, local government authorities, or not-for-profits registered with the Australia Charities and Not-for-profit Commission to be eligible for grant funding.

#### Is the installation and/or management of EV charging infrastructure the organisation's primary business? \*

- Yes
- No

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Additional requirements apply to organisations that are in the business of installing and managing EV charging infrastructure. Please select "No", if the chargers are ancillary to your organisation's primary business. If you are a Charge Point Operator, the expectation is that you answer 'Yes' to this question.

### **Is installation at this site commercially viable for your organisation without Charge Up grant funding? \***

- Yes
- No

### **Please provide a business case for this project. \***

The business case should provide enough detail to show that the project is not commercially viable without Charge Up Grant Funding. For example, by way of a net present value exercise.

### **If you have attachments that relate to this business case, please provide them here.**

Attach a file:

### **It appears you are ineligible, please do not submit this application.**

Should you wish to discuss your eligibility, please contact the project team at [chargeup@demirs.wa.gov.au](mailto:chargeup@demirs.wa.gov.au)

### **Is the organisation part of a corporate group with an annual aggregate turnover in excess of \$250 million? \***

- Yes
- No

### **An organisation that is part of a corporate group with an annual aggregate turnover in excess of \$250 million is not eligible for grant funding, please do not submit this application.**

Should you wish to discuss your eligibility, please contact the project team at [chargeup@demirs.wa.gov.au](mailto:chargeup@demirs.wa.gov.au)

### **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
---------------------------------------------------

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ABN
Entity name
ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type <a href="#">More information</a>
ACNC Registration
Tax Concessions
Main business location

Must be an ABN.

### Organisation Address \*

Address

  

Country must be Australia

### Postal Address \*

Address

  

Country must be Australia

### Does the organisation have outstanding debts owing to government? \*

- Yes  
 No

This does not include BAS debts.

### Please describe the nature of these debts owing to government.

While a response to this item is optional, any information provided will improve the quality of an application.

### Is the organisation subject to serious investigation and/or prosecution action? \*

- Yes  
 No

### Please describe the nature of these matters.

While a response to this item is optional, any information provided will improve the quality of an application.

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### Has this organisation submitted other applications in Round 3 of the Charge Up Grant Program? \*

- Yes
- No

An organisation is able to submit up to 5 applications per round.

### What are the application IDs for these other applications \*

This should be displayed at ChargeUp\_\_R3. Please only include Round 3 applications, applications in previous funding rounds should be excluded.

### How many other applications are you planning to submit? \*

- 0 more
- 1 more
- 2 more
- 3 more
- 4 more

## Site Details and Charger Usage

\* indicates a required field

### Site Details

#### What is the name of the site? \*

For example, this could be 'Head Office', 'Depot', 'Community Centre', or simply the name of your organisation.

#### What is the address of this site? \*

Address

  

Country must be Australia

#### Is this site in Greater Perth or Regional WA? \*

- Greater Perth
- Regional WA

To see if your site is located in 'Greater Perth' please see the map at [2021 Greater Perth Census](#)

#### Is this property zoned for residential use only? \*

- Yes
- No

We require this information to ensure that grant funding is not used for residential properties.

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**Home-based businesses are not eligible for grant funding, please do not submit this application.**

Should you wish to discuss your eligibility, please contact the project team at [chargeup@demirs.wa.gov.au](mailto:chargeup@demirs.wa.gov.au)

**Are solar panels installed at this site? \***

- Yes
- No

Your response to this question will not affect your application. This information is gathered for research/policy development purposes.

**Do you use Greenpower at this site? \***

- Yes
- No

GreenPower is renewable energy from government accredited sources. To find out more, visit <https://www.greenpower.gov.au/>. Your response to this question will not affect your application. This information is gathered for research/policy development purposes.

**How many chargers are currently at this site? \***

**Does the organisation own the land where the EV charger(s) will be installed? \***

- Yes
- No

If you have answered no, please ensure you have the consent of the landowner to install the charger(s) at the site.

## Charger Usage

**Who will use the EV charger(s)? \***

- Employees
- Visitors to the organisation(s)
- Fleet Vehicles
- Members of the public

**What are the operating hours of this site? \***

E.g 9am-5pm, 24 hours a day, 9am-11am and 12pm to 4pm

**When will the EV Charger(s) be accessible by users? \***

- Daytime Charging 9am-5pm
- Peak Charging 5pm-9pm
- Overnight Off-peak Charging 9pm-9am

Please select all time bands where the charger will be accessible. If the charger(s) will be in a publicly accessible location, i.e. a shared carpark or public destination, please select all time bands.

## Managing peak usage

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**How will you make it more attractive for drivers to charge during the day (9am to 5pm) and/or overnight (9pm to 9am), compared to during the evening peak period (5pm to 9pm)? \***

- Require users to pay a higher cents per kilowatt hour rate during the evening peak period .
- Reducing the rate of charge, so that it is slower to charge the vehicle during the evening peak period (trickle charging).
- Turning off or preventing access to the chargers during the evening peak period.
- Other:

The Charge Up Grants Program encourages EV charging during the day and overnight as opposed to during the evening peak period of 5pm to 9pm. This not only makes great use of the abundant solar energy flowing through the electricity grid during the day, but reduces the extent of potentially costly grid upgrades that could be required as more people make the switch to EVs.

Different options for managing peak usage are appropriate for different use cases.

**Public chargers:** If your charger(s) are going to be available to visitors and/or the general public, you should require EV drivers to pay a usage fee and ideally make the charger(s) available at all times. Evening peak usage should be managed by setting a higher cents per kilowatt hour rate from 5pm to 9pm. This kind of billing arrangement can be implemented using any of the software programs on the Charge Up Approved List. *It is **not recommended** that you trickle charge or turn off chargers from 5pm to 9pm if the charger(s) are available to visitors and/or the general public.*

**Fleet/employee vehicle chargers:** Fleet/employee vehicle charging should not occur during the evening peak period of 5pm to 9pm unless it is necessary as a business/operational requirement. Vehicles should be charged during the day or overnight.

***These are general rules only. Exceptions apply where needed to satisfy business/operational requirements or where appropriate alternative arrangements are proposed by the applicant.***

## Charger Usage Pricing

**Please provide the price for the peak period (5pm-9pm). \***

This should be shown as cents per kilowatt hour.

**Please provide the price for the off-peak period (9am-5pm, 9pm-9am). \***

This should be shown as cents per kilowatt hour. If you want to offer different pricing within these two periods, please provide the time period and pricing for each.

## Employee Use

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**Indicate the number of staff that you expect to use this charger (This may be an exact figure or a best estimate). \***

**How often will the EV charger(s) be used (e.g. daily, several times a week, occasionally) and what will you do to promote its use? \***

**Do you expect it be used more over time? If so, what do you think will be the driving factor? \***

### Visitor Use

**Indicate the number of visitors that you expect to use this charger (This may be exact an figure or a best estimate).**

**How often will the EV charger(s) be used (e.g. daily, several times a week, occasionally) and what will you do to promote its use?**

**Do you expect it be used more over time? If so, what do you think will be the driving factor?**

### Fleet Use

**Indicate the number of fleet vehicles that you expect to use this charger (This may be an exact figure or a best estimate).**

**How often will the EV charger(s) be used (e.g. daily, several times a week, occasionally) and what will you do to promote its use?**

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**Do you expect it be used more over time? If so, what do you think will be the driving factor?**

### Public Use

**Indicate the number of members of public that you expect to use this charger (This may be an exact figure or a best estimate).**

**How often will the EV charger(s) be used (e.g. daily, several times a week, occasionally) and what will you do to promote its use?**

**Do you expect it be used more over time? If so, what do you think will be the driving factor?**

**If this is a DC charger, please submit the Public DC guide.**

Attach a file:

If you have questions relating to this guide, please contact the project team at [chargeup@demirs.wa.gov.au](mailto:chargeup@demirs.wa.gov.au)

**Will the chargers be listed on an online platform such as Plugshare? \***

- Yes  
 No

We are asking this question to understand how many chargers funded through the grant can be found online by members of the general public, If you do not intend for your charger to be found online by members of the public, please select 'No'.

**Are there any other matters relevant to whether grant funding should be provided for this site? \***

**If you have attachments that relate to this installation and site, such as images of the charger location, please provide them here.**

Attach a file:



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### Project Cost

\* indicates a required field

**Please enter the total cost of each required item, as outlined in the quote and GST exclusive, in the section below. The grant funding amounts for this site will be calculated when you proceed to the next page.**

**What is the quoted amount (ex.GST) for the hardware? \***

\$

Must be a dollar amount.

Must be exact figures to two decimal places.

**What is the quoted amount (ex.GST) for installation? \***

\$

Must be a dollar amount.

Must be exact figures to two decimal places. Please only include eligible installation costs, which may include a 2-year maintenance plan.

**What is the quoted amount (ex.GST) for a 2-year subscription to the software? \***

\$

Must be a dollar amount.

Must be exact figures to two decimal places.

**Total Project Cost \***

\$

This number/amount is calculated.

**Please attach all quotes. \***

Attach a file:

### Electricity Network Upgrades

**Do you need electricity network upgrades, from Western Power or Horizon Power, to install these chargers? \***

- Yes  
 No

Most AC chargers installations do not require a network upgrade, whilst it can be more common for DC installations. If you are unsure, discuss this with your installer. Western Power and Horizon Power typically charge a fee for design work to prepare a quote for electricity network costs. Whilst this fee can be in the thousands of dollars depending on the complexity of the installation, the cost will be discounted from your network upgrade invoice.

Initial assessment of application before obtaining a quote for electricity network costs

# Round 3 Application Form

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**Would you like the Charge Up project team to undertake an initial assessment of your application before you obtain a quote for electricity network costs? \***

- Yes, I do not yet have a quote for network upgrades
- No, I have already received a quote for network upgrades

You may choose to submit your application prior to getting a quote from the network operator, to obtain an indication of whether your application is likely to succeed, before you pay design fees to the network operator.

**This will be an initial assessment only and is not a final approval.**

### Network Upgrade Quote

**Who has provided this quote? \***

- Western Power
- Horizon Power

**What is the quoted amount (ex.GST) for network upgrades? \***

\$

Must be a dollar amount.

Must be exact figures to two decimal places.

**Please attach the quote for network upgrades. \***

Attach a file:

### Project Cost

\* indicates a required field

**Please enter the total cost of each required item, as outlined in the quote and GST exclusive, in the section below. The grant funding amounts for this site will be calculated when you proceed to the next page.**

**What is the quoted amount (ex.GST) for the hardware? \***

\$

Must be a dollar amount.

Must be exact figures to two decimal places.

**What is the quoted amount (ex.GST) for installation and a mandatory 2-year maintenance program? \***

\$

Must be a dollar amount.

Must be exact figures to two decimal places. Please only include eligible installation costs.

**What is the quoted amount (ex.GST) for a 2-year subscription to the software? \***

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\$

Must be a dollar amount.  
Must be exact figures to two decimal places.

### **Total Project Cost \***

\$

This number/amount is calculated.

### **Please attach all quotes. \***

Attach a file:

## Electricity Network Upgrades

### **Do you need electricity network upgrades, from Western Power or Horizon Power, to install these chargers? \***

- Yes
- No

Most AC chargers installations do not require a network upgrade, whilst it can be more common for DC installations. If you are unsure, discuss this with your installer. Western Power and Horizon Power typically charge a fee for design work to prepare a quote for electricity network costs. Whilst this fee can be in the thousands of dollars depending on the complexity of the installation, the cost will be discounted from your network upgrade invoice.

## Initial assessment of application before obtaining a quote for electricity network costs

### **Would you like the Charge Up project team to undertake an initial assessment of your application before you obtain a quote for electricity network costs? \***

- Yes, I do not yet have a quote for network upgrades
- No, I have already received a quote for network upgrades

You may choose to submit your application prior to getting a quote from the network operator, to obtain an indication of whether your application is likely to succeed, before you pay design fees to the network operator.

**This will be an initial assessment only and is not a final approval.**

## Network Upgrade Quote

### **Who has provided this quote? \***

- Western Power
- Horizon Power

### **What is the quoted amount (ex.GST) for network upgrades? \***

\$

Must be a dollar amount.  
Must be exact figures to two decimal places.

### **Please attach the quote for network upgrades. \***

Attach a file:

## Charger Details

\* indicates a required field

**How many EV chargers would you like to install? \***

- 1
- 2
- 3
- 4

An EV charger with more than one port is counted as one EV charger. For example, if you are purchasing two EV chargers that each have two ports, select '2', not '4'.

## Charger 1 Hardware and Software

**Please select the software platform and approved supplier from the dropdown menu. \***

First find the software platform you have been quoted for, and then select the approved supplier that has provided the quote. All software platforms and software providers must be on the Approved Hardware and Software List. If you have received a quote for a software platform that is not on this list, or from a supplier that is not an approved supplier for that software, the platform/software combination will not display in the dropdown menu and you will need to gather a revised quote for an approved software platform or supplier.

**Is this an AC or a DC charger? \***

- AC
- DC

An AC charger can be either 7kW or 22kW in size, whilst a DC charger may range from 25kW to 350kW. If you are unsure what the type of EV charger you have received a quote for, discuss this with your installer.

**What is the capacity of the hardware? \***

If the exact charger capacity for your configuration is not available in the dropdown list, please contact the Charge Up Project Team [chargeup@demirs.wa.gov.au](mailto:chargeup@demirs.wa.gov.au) or call 08 6551 4611

## AC Charger

**Please select the make and model number of charger from the dropdown menu. \***

All EV chargers must be on the Approved Hardware and Software List. If you have received a quote for an EV charger that is not on this list, the model number will not display in the dropdown menu and you will need to gather a revised quote for an approved model number.

## DC Charger

**Please select the make and model number of charger from the dropdown menu. \***

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All EV chargers must be on the Approved Hardware and Software List. If you have received a quote for an EV charger that is not on this list, the model number will not display in the dropdown menu and you will need to gather a revised quote for an approved model number.

### Charger 2 Hardware and Software

**Please select the software platform and approved supplier from the dropdown menu. \***

First find the software platform you have been quoted for, and then select the approved supplier that has provided the quote. All software platforms and software providers must be on the Approved Hardware and Software List. If you have received a quote for a software platform that is not on this list, or from a supplier that is not an approved supplier for that software, the platform/software combination will not display in the dropdown menu and you will need to gather a revised quote for an approved software platform or supplier.

**Is this an AC or a DC charger? \***

- AC  
 DC

An AC charger can be either 7kW or 22kW in size, whilst a DC charger may range from 25kW to 350kW. If you are unsure what the type of EV charger you have received a quote for, discuss this with your installer.

**What is the capacity of the hardware? \***

If the exact charger capacity for your configuration is not available in the dropdown list, please contact the Charge Up Project Team [chargeup@demirs.wa.gov.au](mailto:chargeup@demirs.wa.gov.au) or call 08 6551 4611

### AC Charger

**Please select the make and model number of charger from the dropdown menu. \***

All EV chargers must be on the Approved Hardware and Software List. If you have received a quote for an EV charger that is not on this list, the model number will not display in the dropdown menu and you will need to gather a revised quote for an approved model number.

### DC Charger

**Please select the make and model number of charger from the dropdown menu. \***

All EV chargers must be on the Approved Hardware and Software List. If you have received a quote for an EV charger that is not on this list, the model number will not display in the dropdown menu and you will need to gather a revised quote for an approved model number.

### Charger 3 Hardware and Software

**Please select the software platform and approved supplier from the dropdown menu. \***

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First find the software platform you have been quoted for, and then select the approved supplier that has provided the quote. All software platforms and software providers must be on the Approved Hardware and Software List. If you have received a quote for a software platform that is not on this list, or from a supplier that is not an approved supplier for that software, the platform/software combination will not display in the dropdown menu and you will need to gather a revised quote for an approved software platform or supplier.

### Is this an AC or a DC charger? \*

- AC
- DC

An AC charger can be either 7kW or 22kW in size, whilst a DC charger may range from 25kW to 350kW. If you are unsure what the type of EV charger you have received a quote for, discuss this with your installer.

### What is the capacity of the hardware? \*

If the exact charger capacity for your configuration is not available in the dropdown list, please contact the Charge Up Project Team [chargeup@demirs.wa.gov.au](mailto:chargeup@demirs.wa.gov.au) or call 08 6551 4611

## AC Charger

### Please select the make and model number of charger from the dropdown menu. \*

All EV chargers must be on the Approved Hardware and Software List. If you have received a quote for an EV charger that is not on this list, the model number will not display in the dropdown menu and you will need to gather a revised quote for an approved model number.

## DC Charger

### Please select the make and model number of charger from the dropdown menu. \*

All EV chargers must be on the Approved Hardware and Software List. If you have received a quote for an EV charger that is not on this list, the model number will not display in the dropdown menu and you will need to gather a revised quote for an approved model number.

## Charger 4 Hardware and Software

### Please select the software platform and approved supplier from the dropdown menu. \*

First find the software platform you have been quoted for, and then select the approved supplier that has provided the quote. All software platforms and software providers must be on the Approved Hardware and Software List. If you have received a quote for a software platform that is not on this list, or from a supplier that is not an approved supplier for that software, the platform/software combination will not display in the dropdown menu and you will need to gather a revised quote for an approved software platform or supplier.

### Is this an AC or a DC charger? \*

- AC
- DC

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An AC charger can be either 7kW or 22kW in size, whilst a DC charger may range from 25kW to 350kW. If you are unsure what the type of EV charger you have received a quote for, discuss this with your installer.

### **What is the capacity of the hardware? \***

If the exact charger capacity for your configuration is not available in the dropdown list, please contact the Charge Up Project Team [chargeup@demirs.wa.gov.au](mailto:chargeup@demirs.wa.gov.au) or call 08 6551 4611

## AC Charger

### **Please select the make and model number of charger from the dropdown menu. \***

All EV chargers must be on the Approved Hardware and Software List. If you have received a quote for an EV charger that is not on this list, the model number will not display in the dropdown menu and you will need to gather a revised quote for an approved model number.

## DC Charger

### **Please select the make and model number of charger from the dropdown menu. \***

All EV chargers must be on the Approved Hardware and Software List. If you have received a quote for an EV charger that is not on this list, the model number will not display in the dropdown menu and you will need to gather a revised quote for an approved model number.

## Grant Funding

### Greater Perth

#### **Hardware Grant Funding**

This number/amount is calculated.

#### **Installation Grant Funding**

This number/amount is calculated.

#### **Software Grant Funding**

This number/amount is calculated.

### Regional WA

#### **Hardware Grant Funding**

This number/amount is calculated.

#### **Installation Grant Funding**

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\$

This number/amount is calculated.

### **Software Grant Funding**

\$

This number/amount is calculated.

### Greater Perth

### **Hardware Grant Funding**

\$

This number/amount is calculated.

### **Installation Grant Funding**

\$

This number/amount is calculated.

### **Software Grant Funding**

\$

This number/amount is calculated.

### Regional WA

### **Hardware Grant Funding**

\$

This number/amount is calculated.

### **Installation Grant Funding**

\$

This number/amount is calculated.

### **Software Grant Funding**

\$

This number/amount is calculated.

### Greater Perth

### **Hardware Grant Funding**

\$

This number/amount is calculated.

### **Installation Grant Funding**

\$

This number/amount is calculated.

### **Software Grant Funding**

\$



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This number/amount is calculated.

### Regional WA

#### **Hardware Grant Funding**

\$

This number/amount is calculated.

#### **Installation Grant Funding**

\$

This number/amount is calculated.

#### **Software Grant Funding**

\$

This number/amount is calculated.

### Greater Perth

#### **Hardware Grant Funding**

\$

This number/amount is calculated.

#### **Installation Grant Funding**

\$

This number/amount is calculated.

#### **Software Grant Funding**

\$

This number/amount is calculated.

### Regional WA

#### **Hardware Grant Funding**

\$

This number/amount is calculated.

#### **Installation Grant Funding**

\$

This number/amount is calculated.

#### **Software Grant Funding**

\$

This number/amount is calculated.

### Network Augmentation

#### **Network Augmentation Grant Funding**

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\$

This number/amount is calculated.

### Network Augmentation

#### **Network Augmentation Grant Funding**

\$

This number/amount is calculated.

### Network Augmentation

#### **Network Augmentation Grant Funding**

\$

This number/amount is calculated.

### Network Augmentation

#### **Network Augmentation Grant Funding**

\$

This number/amount is calculated.

### Total Grant Funding

#### **Total Application Cost**

\$

This number/amount is calculated.

#### **Total Grant Funding**

\$

This number/amount is calculated.

#### **Total Applicant Contribution**

\$

This number/amount is calculated.

## Applicant Declaration

\* indicates a required field

### **General application obligations**

Applicants must:

- apply for the grant using the approved application form through the SmartyGrants platform;
- ensure grant funding is used only for the approved EV installation project;

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- ensure the co-funded EV charger(s) are purchased by the entity detailed as the applicant in the approved application;
- ensure the co-funded EV charger(s) are installed at the location specified in the approved application;
- ensure that the approved EV installation project is completed within 180 days (for AC chargers) or 18 months (for DC chargers) of receiving approval for grant funding;
- comply with the reporting and audit requirements set out in these guidelines;
- comply with all Commonwealth, State and local government laws relevant to the project;
- not provide misleading, false, or inaccurate information in or related to the application or project, and notify DEMIRS immediately on becoming aware of any misleading, false or inaccurate information having been provided;
- agree to provide DEMIRS or a delegate with access to the site where the applicant has installed chargers using co-funding, to enable verification that the installation has occurred in line with the approved application; and
- comply with all policies, guidelines, and reasonable requests DEMIRS provides in relation to the Grants Program.

### **Obligations relating to Grants Program objectives**

Applicants agree to:

- install software from the approved list and maintain the software subscription for a period of two years;
- for public chargers, maintain the chargers for at least a two-year period;
- commit to maintaining the charging infrastructure in place for a period of five years;
- request their installer submit a Notice of Completion to Building and Energy, DEMIRS;
- provide data from all EV chargers co-funded by the Grants Program to DEMIRS upon request for a period of two years commencing on the date the charger(s) are installed:
  - the data to be provided includes, but is not limited to, the quantity of electricity used by the EV charger(s) and the time the electricity is used; and
  - data is expected to be obtained through the software providers.
- comply with any reasonable request from DEMIRS for information about the applicants approved EV installation project (for example responding to surveys about EV uptake and use, and how the EV charger(s) are being used);
- DEMIRS using the data to review Grant Program outcomes and inform future policy development;
- DEMIRS using the data to conduct audits of the use of EV charger(s) co-funded by the Grant Program to determine whether usage is consistent with the time periods specified in the grant application; and
- DEMIRS providing data to Western Power and/or the Australian Energy Market Operator for the purpose of registering EV charger(s) co-funded by the Grant Program on the DER Register.

### **Funding payment - use of grant funding**

Applicants must use the grant funding solely in accordance with the approved EV installation project as set out in the approved application. Any changes to the project scope will not

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be funded unless they are approved by DEMIRS. Approval for proposed changes should be sought from DEMIRS before any changes to the approved project are undertaken.

### **Conditions of payment**

No guarantee can be provided that an application will be funded or the amount of funds to be provided before the assessment process is completed. For successful applications, a single payment will be made on the condition that:

- procurement and installation of the EV charger(s) has been satisfactorily performed within 180 days (for AC chargers) or 18 months (for DC chargers) of application approval;
- a relevant software subscription(s) has been purchased;
- for public chargers, a minimum two-year maintenance plan has been entered into;
- the applicant has provided a copy of the invoice for the purchase and installation of each EV charger and associated software subscription, consistent with the approved application;
- sufficient evidence is provided that the EV charger(s) have been installed in compliance with these guidelines, including a photo that clearly shows each EV charger installed at the approved application address along with a photo of the serial number of each installed charger;
- the correct applicant bank details are provided;
- successful applicants are not in breach of any term of these guidelines; and
- except where the applicant has entered into a funding agreement with DEMIRS that specifies alternative milestone and payment details, no grant monies will be paid to the applicant until these requirements are met.

### **Provision of false or misleading information**

Applicants must not provide any false or misleading information in any communications with DEMIRS relating to a grant application, including on the grant application form itself.

If an applicant receives grant funding after providing false or misleading information, it will likely constitute an offence of Fraud under section 409 of the Criminal Code Act 1995.

If applicants provide any information or make any representations that DEMIRS considers to be inaccurate, intended to mislead, deceptive, deceitful, or otherwise fraudulent, the following actions may be taken against individuals or an organisation acting as the applicant:

- Refusal to consider a current or future application by, or in any way related to, the applicant.
- Withdrawal of any related funding offer.
- Requiring the return of any payment received by the applicant.
- Reporting the matter to WA Police.

### **Verification of applicant details**

DEMIRS has engaged a third party service provider, Eftsure Pty Ltd, to verify grant applicants bank account details. Grant applicants must agree to provide eftsure with relevant information to enable this process to occur (for example, responding to telephone calls or text messages from eftsure)

### **Ensuring up to date information**

The applicant must promptly inform DEMIRS of any changes to its:

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- name;
- address;
- nominated contact details; and
- bank account details.

The applicant must promptly inform DEMIRS of any matters likely to affect or delay its project and communicate all salient developments as and when they occur. If the applicant becomes aware of a breach of any of these conditions, they must contact DEMIRS immediately.

### **Auditing**

DEMIRS may at any time, upon reasonable written prior notice, audit, or arrange for an audit of, an applicants records or site as necessary to verify that:

- information provided in the grant application, and ongoing information provided, is legitimate;
- any grant funding awarded has been expended in accordance with these terms and conditions;
- any EV charger(s) relating to an approved application have been purchased and installed in accordance with the approved application; and
- use of any EV charger(s) co-funded by the Grants Program is consistent with the time periods specified in the grant application. Audits may happen at any time, with reasonable notice, and relevant parties/authorities may be contacted to confirm the above. If an audit reveals non-compliance, action may be taken against the applicant, as described under the provision of false or misleading information section above.
- Applicants agree to allow DEMIRS or a delegate to enter their site for the purpose of conducting an audit.

### **Withholding, suspension and repayment**

DEMIRS reserves the right to withhold, suspend, or require repayment of, grant monies where it forms the view that:

- the applicant has provided information or made a representation during the application process, or as part of an audit, that is reasonably considered to be inaccurate, misleading, deceptive, deceitful, or fraudulent, and where further information is needed to resolve discrepancies and apparent inconsistencies;
- a non-compliance with these guidelines has occurred, including but not limited to the EV charger not being purchased, received or installed as per the approved application or the specified EV charger software subscription not being purchased and connected;
- the specified EV charger/s are not being used for the intended purpose of charging EVs; and
- promotion of on-site charging is occurring without the charger being connected and operational.

Applicants must repay to DEMIRS any grant amounts received by the applicant as a result of misleading, false or inaccurate information or to which the applicant was not otherwise entitled. This includes repayment in the event the applicant provides false or misleading information about the time when charger(s) co-funded by the Grants Program will be used.

Applicants must repay any grant overpayment, including payments that the DEMIRS determines as being ineligible, within 28 business days of a demand being sent. Any grant repayment claims made to an applicant will be a debt due and owing by the applicant. DEMIRS may exclude applicants that fail to repay any grant overpayments from future funding rounds and future grants.

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### **Disqualification of applicants**

DEMIRS reserves the right to disqualify applicants from participating in funding rounds for an identified period. This may be done if there is a belief on reasonable grounds that an applicant has engaged in misconduct relating to any part of the application or assessment process. In determining whether to disqualify an applicant consider may be given as to whether the applicant has:

- breached any part of these guidelines;
- breached a direction given by DEMIRS during the funding application process; and been involved in, or is suspected of, being involved in current, or in the future, conduct intended to affect the integrity of the grant process.

### **Application withdrawal**

Applications may be withdrawn during a funding round by contacting DEMIRS in writing at [chargeup@demirs.wa.gov.au](mailto:chargeup@demirs.wa.gov.au) to communicate the withdrawal request. Withdrawal of an application will result in its cancellation and it will not be assessed further. Such an application may be re-submitted in future grant funding rounds.

### **Complaints**

Complaints about any aspect of the Grants Program should be made in writing and emailed to [chargeup@demirs.wa.gov.au](mailto:chargeup@demirs.wa.gov.au). Complaints will be reviewed internally by DEMIRS in the first instance. Complaints that cannot be resolved within 30 business days from lodgement will be escalated to the Grants Program Steering Committee. Any complaint that the Steering Committee deems unresolved after a further 30 business days will be referred to the Minister for Energy for resolution.

### **Confidentiality and disclosure of information**

DEMIRS may publish information of Round 3 results on Western Australian Government websites, including, but not limited to:

- grant funding amounts approved or paid;
- names and organisation type of successful applicants; and
- general description of approved projects, including location (suburb). Information contained in applications may also be shared with other state or Australian government agencies to seek clarification on an application or applicants. DEMIRS may use de-identified application data in training materials, case studies, evaluations, and other portfolio purposes. Unless otherwise stated, any commercial-in-confidence information provided by an applicant as part of, or in connection with, a registration, applications or negotiation process will be treated confidentially by DEMIRS. DEMIRS may disclose commercial-in-confidence information provided by applicants to the following parties:
  - The Minister for Energy (including the Office of the Minister for Energy).
  - The Office of the Auditor General.
  - The Director General of DEMIRS.
  - DEMIRS staff or its consultants.
  - Where authorised or required by law to be disclosed.
  - Members of the Charge Up Workplace Grants Steering Committee.

DEMIRS will otherwise only disclose commercial-in-confidence information provided by applicants with their expressed consent.

### **Insurance**

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It is the responsibility of the applicant to have and maintain appropriate insurance to cover any liability incurred in relation to the procurement, installation and operation of the co-funded EV charger and software, without limitation.

### **Limitation of liability**

The Western Australian government is not responsible or liable in any way for the success or otherwise of any applicants approved EV charger project or for any applicant losses suffered in undertaking any project. The applicant releases the State of Western Australia from all liability in relation to the grant funding, the project, how EV chargers installed as part of a project are used, and any related matter, and agrees that they will not make any claim against the State of Western Australia arising directly or indirectly in the relation to the grant funding, the project, the conditions and any related matter.

The applicant agrees to indemnify the State of Western Australia, its officers, employees and agents from and against any loss, damage, claims, liability, suffered or incurred by or brought against the State of Western Australia caused by, arising out of, or relating directly or indirectly to any:

- Act or omission by the applicant or applicants employees, contractors, officers, or agents in connection with the applicants procurement and installation of an EV charger.
- Use by any person of the EV charger installed by the applicant that is funded under the Grants Program including, but not limited to, any personal injury occurring in connection with its use.
- Breach by the applicant of their obligations under these terms and conditions.
- Breach of any law by the applicant or applicants employees, contractors, officers, or agents.

Additionally, the applicant acknowledges that the State of Western Australia is not responsible for the number of EV drivers that visit and use a funded charger and is not responsible for how each charger is used.

### **Goods and Services Tax**

Grants provided by the Western Australian Government are classified as income, and tax may be payable by applicants.

Applicants are responsible for investigating the tax structure and treatment related to their individual organisation.

Any grant funding amount payable under the Charge Up Workplace Grants Program will be exclusive of GST.

**I have read and agree to the Charge Up Grant Program Terms and Conditions \***

Yes

**I have read and understood the 'Charge Up Workplace Grant Guidelines - Round 3' \***

Yes

**If applicable, I have received consent from the landowner of this site to install and operate electric vehicle chargers at this site. \***

Yes

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**I am authorised to complete and submit this application as an employee of this organisation. \***

Yes

**Date of Declaration \***

Must be a date.

**Organisation Name \***

Organisation Name

**Authorised Person \***

Title      First Name      Last Name

**Contact Position \***

**Primary Phone Number \***

Must be an Australian phone number.

**Primary Email \***

Must be an email address.