

Westernport Water's Recycled Water Grant Program is designed to help local business and not for profit organisations invest in connecting to the existing recycled water network, improve overall water efficiency of their business, support economic development and help customers prepare for climate variability.

The grant can be claimed for 75% of the cost of a project, up to a maximum sum of \$10,000 (e.g. If the project costs \$10,000 the business will contribute \$2,500 and Westernport Water will grant \$7,500). Grants are subject to funding availability.

Projects that demonstrate marked improvement in their business' water efficiency and can deliver noticeable water savings or economic growth as a result of connection will be viewed favorably. Applications will be assessed on an individual basis against the grant criteria.

## Eligibility

To be eligible for grant support, applicants must be a customer of Westernport Water and be within proximity to the existing recycled water network to enable connection.

To determine connection eligibility, contact:

Wastewater Quality Officer  
Phone: 03 5956 4117  
Email: westport@westernportwater.com.au

The grants are open to businesses and not for profit organisations. Applicants will need to present a complete application (forms and attachments) and ensure that it is received by 12 August 2016.

## Applications must include

- ◆ A completed Project Proposal form;
- ◆ Documentation to support Assessment Criteria, as noted below;
- ◆ Supporting material including quotes from contractors, plans, building/plumbing certificates, etc.

## Assessment Criteria

Funding will be recommended for applicants whose proposals best meet the following criteria:

- ◆ **Potable supplementation** - Ability to reduce demand of potable water.
- ◆ **Volume recycled water use** - Ability to utilise at least 2ML of recycled water annually.
- ◆ **Environmental benefit** - Ability to enhance the environment through sustainability, protection and enhancement.
- ◆ **Economic savings &/or growth** - Demonstrated reduction in operating cost derived from water use (sustainability). The recycled water supply is able to facilitate consistent &/or increased production (growth).
- ◆ **Social Benefit** - Ability to support and enhance the wider community through educational and community livability.

**Note:** For more details on Assessment Criteria please refer to Project Proposal, page 2.

SELF ASSESSMENT CHECKLIST	
Checklist	Yes / No
For projects aimed at reducing water consumption, recycling water, or increasing water efficiency, are water savings quantified?	
Have all business details been included and verified?	
Has supporting evidence of details been attached to the application including quotes, proof of purchase and building/plumbing certificates?	
Does the application highlight how the project contributes to environmental sustainability and/or conservation?	

## Open dates

The Recycled Water Grant Program is open for applications from customers in the Westernport Water service region from 1 July 2016.

## Closing dates

Applications must be received by 12 August 2016, with all information and attachments, using the supplied forms and may be submitted electronically. Applications that are not received by 5pm on the closing date will not be accepted. Please send your application to the address below.

## Project completion

Successful applications must have their project fully completed and acquitted by Thursday 1 December 2016. Project Acquittals that are not received by 5pm on the closing date will not be eligible to claim under the Grant Program. Please send your application to the address below:

**Westernport Water**  
**Recycled Water Grant Program**  
**2 Boys Home Road**  
**Newhaven Vic 3925**  
**Email: [westport@westernportwater.com.au](mailto:westport@westernportwater.com.au)**

Applicants are accountable for the grant by acknowledging and formally agreeing to the following funding conditions.

1. Small Business Grants provide 75% of the total project cost (including GST) up to a maximum of \$10,000 to any individual business, with applicants contributing at least 25% of their own funding to the project. Grants will be provided against evidence of project completion with paid invoices and receipts detailing total project expenditure accompanied by a completed Project Acquittal form. Funds will be transferred into the grant recipients nominated bank account via Electronic Transfer (EFT) within 14 working days of evidence being provided.
2. Applicants must ensure that if their project requires building approvals, planning permits or is required to fulfill any other statutory requirements that these obligations are met and evidence is provided to Westernport Water's Communication and Public Relations Manager before commencement of the project. The approval of a Recycled Water Grant does not warrant approval for these.
3. All applicants must provide Westernport Water with an ABN. All grant recipients must provide an Invoice to obtain grant funds once projected is completed for the amount awarded up to a maximum of \$10,000. Businesses can complete the attached pro-forma invoice. Grant funding is not subject to GST.
4. Approved applications seeking additional finance to fund the project from other funding programs must notify Westernport Water in writing immediately if additional funding is NOT successful and the project cannot commence. Allocated funds from the Recycled Water Grants Program will then be withdrawn and reallocated.
5. Westernport Water requires an acquittal within 30 days of project completion date unless prior arrangements have been made. Proof of project completion and total expenditure must be provided including paid invoices; receipts; certifications and photographs. Failure to supply a final Project Acquittal Form will mean funds cannot be issued, and may be reallocated.
6. Westernport Water's Communication and Public Relations Manager must be notified in writing with an explanation if there are any changes to the project and/or foreseen delays in the project's completion date as stated on the approved application. Significant changes to the project and/or delivery date may affect the grant conditions, and the approved application will need to be amended, or funding approval may be withdrawn.
7. Applications must support the strategies and principles of the water saving initiatives applicable to the grant funding, including:
  - 7.1 Applicants must demonstrate the project will provide significant savings on Potable water use.
8. All grant recipients must complete a Recycled Water Management Plan and land use impact assessment. Until these are provided to the satisfaction of Westernport Water grant monies may not be paid. Westernport Water's Wastewater Quality Officer will be available to provide expert advice.

9. The Occupational Health and Safety Act (2004) outlines the responsibilities for employers regarding the protection of health and safety in the workplace. Even though groups may be "not for profit" organisations and using predominantly volunteer labour, it is important to note that the Act remains applicable. Therefore, as a condition of accepting this Grant, community organisations must ensure that any works undertaken are done in a manner that, as far as practical, is safe and without risk to health.
10. Westernport Water's contribution is to be appropriately acknowledged in all publicity, media releases and signage relating to the Grant Program. Westernport Water can provide their logo; plaque; or written statement of support where applicable.
11. Applicants grant Westernport Water permission to use any photographic images, video, or audio associated with the project.
12. Westernport Water may apply any special conditions it believes appropriate in regard to the funding of a particular application. Where this is applicable, a schedule of special conditions must be attached to this agreement and acknowledged.
13. Westernport Water reserves the right to terminate any funding approval if it believes that the applicant included items not associated with the original funding application and allocated purpose, or for any other reason that Westernport Water deems sufficient cause.

By signing below, the organisation agrees to the above funding conditions.

Business/Organisation Legal Name: \_\_\_\_\_

Authorised Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date : \_\_\_\_\_

Witness Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Privacy:**

Westernport Water uses this form to collect information, including personal information, from organisations interested in the grant process. The Corporation will use this personal information only for the purpose for managing the grant process. For further information please refer to Personal Information Collection Notice or the Recycled Water Grant Program or Westernport Water's Personal Privacy Charter.

<b>Business/Organisation Name:</b>		
<b>Industry Type:</b>		
<b>ACN/ABN:</b>	<input type="checkbox"/> GST Registered: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Address:</b>		
<b>Contact:</b>	<b>Email:</b>	<b>Mobile:</b>

<b>Project Summary:</b>				
<b>Reason:</b>				
<b>Project Scale:</b> <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> Commercial			<b>Future Expansion:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Possible	
<b>Expected Cost &amp; Funding Requirements:</b> (Please attach all quotes and supporting documentation)				
<b>Collaboration with other organisations:</b>		<b>Supporting Grants available:</b>		
<b>Permit / Licence requirements:</b>				
<b>Water Audit conducted:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Require Assistance				
<b>Annual volume water requirement:</b>		<b>Volume Recycled water supplementation &amp;/or additional use:</b>		
<b>Peak Water use:</b>	(peak)	(off peak)	(average)	(maximum load)
<b>% Seasonal use:</b>	Summer	Autumn	Winter	Spring

**Assessment Criteria:**

SELECTION CRITERIA	DESCRIPTION	WEIGHTING %
Potable supplementation	Ability to reduce demand on potable water supply.	30%
Volume recycled water use	Ability to utilise at least 2ML of recycled water annually..	30%
Environmental benefit	Ability to enhance the environment through sustainability, protection and enhancement.	20%
Economic savings &/or growth	Demonstrated reduction in operating cost derived from water use. (sustainability) The recycled water supply is able to facilitate consistent &/or increased production (growth).	10%
Social Benefit	Ability to support and enhance the wider community through educational and community liveability.	10%
<b>Total</b>		<b>100%</b>

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### STEP 1

Sign the Funding Conditions and forward the original signed document to Westernport Water, marked "Attention: Communications and Public Relations Manager". Copy this agreement for your own records.

If the project requires building approvals; planning permits; and must fulfill any other statutory requirement(s), please attach evidence that these obligations are met.

### STEP 2

Commence project and remain in contact with the Communications and Public Relations Manager, particularly in the case of any changes to the project; issues experienced; or if you require assistance from Westernport Water.

Note: If the approved project experiences any changes and/or may not be completed by the nominated date on application, please advise the Communications and Public Relations Manager immediately as these may affect the approved funding conditions. The approved application will need to be amended, or funding approval may be withdrawn.

### STEP 3

Once the project has been finalised, ensure you complete the Project Acquittal Form enclosed in this package and forward it to the Communications and Public Relations Manager for verification.

Ensure that you acquit the whole project, not just the funding requested on application, and provide costing evidence including paid invoices and receipts.

Include evidence in the form of a JPEG photo(s). Images will also be collated for future publicity, ensuring Westernport Water's contribution is appropriately acknowledged.

If you do not complete and forward this acquittal, grant funds cannot be issued.

### STEP 4

Provide your own invoice for 75% of the total of the cost of the project and no more than the amount approved on application.

- ◆ Ensure that the invoice quotes your ABN
- ◆ Please note that the Grant funding is not subject to GST
- ◆ A pro-forma Invoice is attached at the end of this document

**Note: Grant funds will be issued ONLY via Electronic Funds Transfer within 14 working days following review and confirmation of evidence provided on the Project Acquittal form.**

To be completed to confirm expenditure of funds for projects funded under the Westernport Water Recycled Water Grant Program.

I am the \_\_\_\_\_ (insert position) of \_\_\_\_\_ (insert organisation name) and confirm that the approved project with Grant funding of \$\_\_\_\_\_ from the Westernport Water Recycled Water Grant Program has been completed.

I further confirm that accounts for expenditure detailed below relating to the above project for a total of \$\_\_\_\_\_ including GST (as per grant application) are true and correct.

<i>Expenditure Description</i>	<i>Amount (\$) including GST</i>
Total \$	

Please attached a separate table if more room is required

Please find attached supporting documentation:

- Paid Invoices with Proof of Payment (receipts; EFT transfers; statements)
- Photo evidence (jpg format)
- Statutory Certifications of Compliance i.e. plumbing or EPA certifications
- Any other evidence required as per Funding Conditions

Authorised Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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INVOICE TO: WESTERNPORT REGION WATER CORPORATION  
2 Boys Home Rd, Newhaven 3925  
ABN 63 759 106 755

FROM:

Business/Organisation Name:	
ABN:	
Address:	
Postal Address: (if different from above)	
Payment For:	RECYCLED WATER GRANT PROGRAM
Amount (\$):	
EFT Bank Details:	Account Name:  BSB:  Account Number:
Date:	
Signature:	
Name of Signatory:	
Position of Signatory:	

**Personal Information Collection notice – Westernport Water  
Recycled Water Grant Program 2016**

**Background:**

1. The collection use and retention of Personal Information about people by Westernport Water is governed by the Privacy and Data Protection Act (Vic) 2014; this Act sets out 10 Information Privacy Principles or IPPs which Westernport Water, as a state owned entity, is obliged to follow.
2. As part of the Recycled Water Grant Program, Westernport Water seeks to collect some Personal Information about the contacts and authorised people representing organisations which submit funding applications.
3. In accordance with IPP 6, people about whom Personal Information is collected and retained by Westernport Water have the right [with a few exceptions] to request and be provided with access to any Personal Information about them held by the Corporation.

**Purpose:**

4. Certain forms which form part of the Recycled Water Grant Program requires the provision of the names and contact details of people in your organisation who are authorised as either contacts or authorising officers for the purpose of submitting the grant application or processing payments should the application be successful. The names and contact details also link to particular roles within your organisation. This information is deemed Personal Information for the purpose of the Privacy and Data protection Act 2014.
5. The purpose for collection of the Personal Information is to process the Grant Application and if the application is successful, the information will be used to process payments and for consequential accounting and audit purposes.
6. If the Personal Information is not provided Westernport Water may choose not to allocate grant money to the applying organisation, or if it does, payment of the grant money so allocated may be delayed or otherwise impeded.

**Further Information:**

7. If you have any questions about Westernport Water's Privacy obligations you may visit the Privacy page on Westernport Water's internet site, download the Corporation's Personal Privacy Charter from that Privacy page or contact Westernport Water's Privacy Officer in the following ways:

you may write to:

Privacy Officer  
2 Boys Home Road, Newhaven, Vic. 3925

you may email:

[westport@westernportwater.com.au](mailto:westport@westernportwater.com.au)

you may telephone:

1300 720 711