



Australian Government

**Department of the Environment
and Water Resources**

GREEN VOUCHERS

FOR SCHOOLS

Guidelines

TRANSLATION SERVICES

ENGLISH	If you need interpreting help, telephone:
ARABIC	إذا احتجت مساعدة في الترجمة الشفوية - إتصل برقم الهاتف :
CHINESE	如果你需要译员的帮助，请打电话：
CROATIAN	Ako trebate pomoć uvažda telefonirajte:
GREEK	Αν χρειάζεστε διερμηνεία τηλεφωνήστε στο
ITALIAN	Se avete bisogno di un interprete, telefonate al numero:
MALTESE	Jekk għandek bżonn i-ghajruna t'interpretu, ttempel:
PERSIAN	اگر به ترجمه شفاهی احتیاج دارید به این شماره تلفن کنید:
PORTUGUESE	Se você precisar da ajuda de um intérprete, telefone:
SERBIAN	Ako vam je potrebna pomoć prevodnika telefonirajte:
SPANISH	Si necesita la asistencia de un intérprete, llame al:
TURKISH	Tercümana ihtiyacınız varsa lütfen telefon ediniz:
VIETNAMESE	Nếu bạn cần một người thông-ngôn-hãy gọi điện-thoại.

TRANSLATING AND INTERPRETING SERVICE

131 450

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CONTENTS

PART 1: About Green Vouchers for Schools	2
Objectives	2
How it works	2
PART 2: Programme overview	3
The applicant	3
The project	3
Programme duration	3
Claim for payment	3
PART 3: How to register	4
PART 4: How we determine your eligibility and the amount of funding available	5
Eligibility	5
Funding available	5
PART 5: Planning your project	6
PART 6: Eligible items and activities	7
Table 1: Eligible items, activities and conditions	7
PART 7: Lodging your claim	8
PART 8: Other requirements	9
Use of harvested rainwater	9
Permissions and approvals	9
Insurance	9
Tax implications	9
Disclosure of information	9
Reporting and acquittal	9
PART 9: Contact details	10

PART I

ABOUT GREEN VOUCHERS FOR SCHOOLS

The Australian Government's Green Vouchers for Schools programme offers grants of up to a cap of \$50,000 (GST exclusive) to primary and secondary schools in Australia to assist them in improving their energy and water efficiency.

Green Vouchers for Schools provides a total of \$336 million for schools to install rainwater tanks and/or a solar hot water system.

1.1 Objectives

The objectives of the Green Vouchers for Schools programme are to:

- provide a practical, on-ground opportunity for schools to improve their energy and water efficiency
- increase awareness of energy and water efficiency solutions in schools and the broader community.

1.2 How it works

There are three very important steps to claiming your Green Vouchers for Schools funding.

- Registration (Part 3)
- Planning your project (Part 5)
- Lodging your claim (Part 7)

PART 2

PROGRAMME OVERVIEW

2.1 The applicant

Australian primary and secondary schools are eligible to redeem a Green Voucher for an amount up to \$50,000 (GST exclusive).

Government and non-government schools are eligible for funding under Green Vouchers if they are state registered primary and secondary schools that are eligible to receive Australian Government general recurrent funding appropriated under the *Schools Assistance (Learning Together — Achievement Through Choice and Opportunity) Act 2004*.

Educational institutions that are not eligible for Green Vouchers funding include kindergartens, early childhood centres, preschools, TAFE colleges and universities.

2.2 The project

Projects funded with a Green Voucher must meet certain requirements.

- The cost of on-ground works must be related to the installation of rainwater tanks and/or a solar hot water system (see Part 6 for eligible items and activities).
- The works must be carried out at a clearly defined school site.
- The works must be completed by a suitably qualified person and installed according to relevant building standards.
- All the necessary regulations must be met and approvals obtained.
- Cost overruns must be fully substantiated and schools should not assume that approval to fund cost overruns will be given. To avoid cost overruns, you should try to ensure the project is completed within six months of receiving funding.

2.3 Programme duration

The programme was announced on 17 July 2007 and runs for four years. Schools making a claim in the last six months of the programme must finalise their works and reporting requirements by 30 June 2011.

Projects to install rainwater tanks and/or a solar hot water system which have already commenced may be claimed against your Green Voucher if you have a receipt for payment dated after the programme's announcement date of 17 July 2007.

2.4 Claim for payment

Green Vouchers funding is a one-off payment based on your claim to us (up to your eligible amount).

Where you wish to use the Green Vouchers funding to install both rainwater tanks and a solar hot water system, you will need to provide us with a consolidated single claim for payment which covers both activities.

Once you have made a claim against your Green Voucher no further funding is available from the voucher. The amount paid by the programme cannot exceed \$50,000 (GST exclusive).

PART 3

HOW TO REGISTER

To register you must complete the online form on the Green Vouchers website,

www.environment.gov.au/greenvouchers

You will need to have certain information ready to do this.

You will be asked to provide the following:

- contact person's details, including phone numbers and email address — the contact person must be an employee of the school who has been authorised to submit the school's registration
- correct legal name of your school
- your school's Department of Education, Science and Training (DEST) number
- your school's Australian Business Number (ABN)
- location address of your school (not a post office box)
- type of school: primary, secondary or combined
- school sector: government or non-government
- details of any previous Australian Government assistance for rainwater tanks — you do not have to declare funding or rebates received from state or local governments or water authorities
- an idea of what you will use the funds for: installing rainwater tanks, a solar hot water system or both
- an idea of when you will start the project.

You will receive an automatically generated email to acknowledge your registration request.

PART 4

HOW WE DETERMINE YOUR ELIGIBILITY AND THE AMOUNT OF FUNDING AVAILABLE

When you submit your school's Green Vouchers registration request we will determine two things:

- your school's eligibility for funding
- the amount of funding available to your school.

4.1 Eligibility

Government and non-government schools are eligible for funding under Green Vouchers if they are state registered primary and secondary schools which are eligible to receive Australian Government general recurrent funding appropriated under the *Schools Assistance (Learning Together — Achievement Through Choice and Opportunity) Act 2004*.

Educational institutions that are not eligible for Green Vouchers funding include kindergartens, early childhood centres, preschools, TAFE colleges and universities.

Schools with multiple campuses are eligible for one Green Voucher across all campuses except where the school has a combined campus population of more than 1,000 full time enrolled students. In this case the school would be eligible for one additional Green Voucher.

We will determine your eligibility based on data sourced from the Australian Government Department of Education, Science and Training (DEST).

4.2 Funding available

The amount of funding your school is eligible for depends on whether you have installed a rainwater tank with financial assistance from the Australian Government. We will ask you to declare this Australian Government assistance. You do not have to declare any funding or rebates you have received for rainwater tanks from state or local government or water authorities.

We will cross-check current Australian Government funding data such as the Community Water Grants and Investing in Our Schools Programme databases. If you have installed a rainwater tank with Australian Government assistance we will only deduct the cost of the tank itself. We will not deduct the cost of associated infrastructure, for example, installation, labour, pipes and pumps.

We will email you the amount of funding available to you and you will have the opportunity to query or dispute this amount if you can demonstrate it is incorrect. You will also receive a user name and password to access the claim section of our website.

At the time of your claim for funding we will ask you to update your school's status in relation to Australian Government assistance for rainwater tanks. Any Australian Government assistance for rainwater tanks you have received subsequent to your registration will be taken into account and will affect the amount of funding available to your school.

Once you have claimed funding with your Green Voucher for one or more rainwater tanks and/or a solar hot water system the amount available to you for funding a rainwater tank from any future round of Community Water Grants will be limited to the unclaimed amount of your \$50,000 Green Voucher.

PART 5

PLANNING YOUR PROJECT

Once you know how much funding you have access to, you can plan your project by researching the different options available to you. For example, depending on the size of your school and the level of water efficiency you already have in place, you may choose to spend your funding on a solar hot water system. If, however, water consumption is a major issue at your school you may decide to install rainwater tanks. Alternatively, it is possible to factor in both tanks and a solar hot water system.

One important factor that may influence your planning is that Green Vouchers funding is a one-off payment. For example, if you are eligible for \$50,000 and you plan a project worth \$46,000, we will pay you a one-off amount of \$46,000. The remaining \$4,000 will no longer be available to you. It is in your best interests to plan your project comprehensively so that you get the best value out of your Green Vouchers funding.

Another important thing to remember is that we will not fund any variation to the project scope. The eligible items you list for funding when you claim will be the items we will fund. If you subsequently decide that you want to install a different kind of solar hot water system that costs more money, we will not fund the difference between the cost of the item listed in your claim and the different item.

If you submit a quote with your claim and the cost of the work increases by the time you start the project, you can apply for approval to fund the cost overrun. You must supply documents to substantiate your claim. You must not assume that approval to fund a cost overrun will be automatically given. We will only fund the increased cost up to the amount of funding you are eligible for. It is in your best interests to submit an accepted quote with a realistic start date to minimise the likelihood of costs increasing by the time you start the project.

The key to making the best use of your Green Vouchers funding is planning your project comprehensively. You will need to:

- think about the best solution for your school
- investigate the costs involved for different options
- contact your school's assets management unit, if applicable
- seek advice from appropriately qualified people
- investigate any necessary permits
- seek quotes for the various aspects of the project.

PART 6

ELIGIBLE ITEMS AND ACTIVITIES

Green Vouchers for Schools funds on-ground works.

We will only fund items and activities listed in the table below. In particular, we will not fund project administration and coordination,

planning, research, design, educational activities, promotional activities, monitoring, reporting, auditing or any costs you incur in obtaining quotes or preparing and submitting a registration or claim.

Table 1: Eligible items, activities and conditions

On-ground works	Eligible items and activities	Conditions
Rainwater tank	Purchase and reasonable installation costs including: Delivery Site preparation (including tank pad) Pipes Pump Electrical works Labour	Harvested rainwater must not be for potable use. Will only fund pipes to connect catchment (roof) to tank and from tank to non-potable applications such as toilets, irrigation system or washing machine. Will not fund installation, repair or upgrade to roofs, guttering, irrigation systems, toilets or other fixtures (e.g. taps, showers). As the water collected in a rainwater tank funded by Green Vouchers is not for potable use, it cannot be plumbed to the hot water system funded by Green Vouchers.
Solar or heat pump hot water system	Purchase and reasonable installation costs including: Delivery Site preparation Pipes Pump Electrical works Labour	Must be a complete model as listed in Schedule 7 of the <i>Renewable Energy (Electricity) Regulations 2001</i> that is eligible for 20 or more Renewable Energy Certificates (RECs) under the Mandatory Renewable Energy Target (MRET) at the time of installation. Must have at least a five year warranty. Must be connected to existing facilities, for example, showers, kitchen, laundry. System may comprise more than one unit. As the water collected in a rainwater tank funded by Green Vouchers is not for potable use, it cannot be plumbed to the hot water system funded by Green Vouchers.
Safety items	First flush filter Mosquito guard Pump cage Safety fencing Safety shed	Safety items must be directly related to the rainwater tanks or hot water system funded by Green Vouchers.
Other	Required permits, for example, local council development application (DA)	We will only fund approvals or permits necessary for the project funded by Green Vouchers.

PART 7

LODGING YOUR CLAIM

You will lodge a claim against your Green Voucher online via the Green Vouchers website. To make a claim you will need to provide:

- details of an accepted quote or quotes that cover all the relevant items and activities — this will be the amount of requested funding (you will provide details online — you do not need to send quotes to us)
- details of items and activities for which you are requesting funding — check the table of eligible items and activities in Part 6 as these are the only items and activities we will fund
- delivery timeline — the expected start date should be within 8 to 12 weeks of lodging your claim and the project should be finished six months after receiving funding to avoid cost overruns
- authorised person's details — the person who can sign a funding agreement on behalf of your school
- a declaration that, to the best of your knowledge, your school is not listed for closure in the following 12 months.

When we have determined that you are spending the funding on eligible items and activities, we will upload your funding agreement to our website. The funding agreement will cover the conditions of funding, including final reporting and acquittal requirements.

You must download and print two copies of the funding agreement. A person authorised to sign on behalf of your school must sign them and have their signature witnessed on both copies. You must post both signed copies to us. We will sign both copies and post one back to you and deposit the funding into your nominated bank account.

PART 8

OTHER REQUIREMENTS

8.1 Use of harvested rainwater

Harvested rainwater must not be for potable use. This may be waived in special circumstances for schools in rural or remote areas. Schools should not assume that they will be exempt from this condition.

8.2 Permissions and approvals

Before you start your on-ground works, you must:

- have the written permission of any land/property/building/asset owners, land managers, and others directly affected by your project
- meet any procurement and assets management requirements set out by your state or territory education department (if applicable)
- meet environmental, heritage, legal, health, insurance, building and planning requirements under Australian, state, territory and local government laws.

8.3 Insurance

You are liable for the risks associated with your project. If you accept Green Vouchers for Schools funding, you must indemnify us and we require evidence of insurance cover including public liability to the value of not less than \$10,000,000, and appropriate personal accident, workers' compensation and volunteer workers' insurance.

8.4 Tax implications

You should consider the tax implications surrounding a government grant as most government grants are taxable. We recommend you seek advice from a financial or tax adviser. You could also contact the Australian Taxation Office's Business Call Centre on **13 28 66** or refer to **www.ato.gov.au**.

8.5 Disclosure of information

We collect information from you to assess and manage your project. We may give some or all of this information to other government departments or use it to promote Green Vouchers for Schools.

The name of the funding recipient and the project details may be disclosed in documentation, such as media releases, and be made publicly available on our website. The name of the contact person may be made available to government and Ministerial staff or agents. By submitting your registration and claim, you are acknowledging these disclosure requirements.

8.6 Reporting and acquittal

You will need to keep records of your activities and take photographs of the completed project. You must account for your expenditure of the grant money, including proper accounting records for all project expenditure. When the project has been completed you must submit a final report including:

- copies of receipts for expenditure or an independently audited financial statement
- photos of the completed project
- an outline of the energy and water efficiency awareness activities undertaken
- an estimate of the energy and water savings achieved as a result of participating in Green Vouchers for Schools.

PART 9

CONTACT DETAILS

Green Vouchers for Schools
Department of the Environment and Water Resources
GPO Box 787
Canberra ACT 2601

Phone: **1800 020 625**

Email: **greenvouchers@nrm.gov.au**

Website: **www.environment.gov.au/greenvouchers**