

# Smart Water Fund



## Smart Water Fund Round 7

Application Pack:  
Open category for Victoria-wide  
urban innovations

Applications close 20 November 2009

City West Water  
Melbourne Water  
South East Water  
Yarra Valley Water  
Department of Sustainability and Environment



## Creating a Water Smart Future

Water is a finite and precious natural resource. It underpins the prosperity of our communities and the health of our environment.

Together as a community, our challenge is how we use our water smarter. Achieving sustainable management of Victoria's water resources is essential for current and future generations. This includes balancing the ever-increasing demand to meet the needs of industry, individuals and the environment.

Use of our precious water resources is influenced by many factors including population growth, housing types, population densities, water consumption habits, droughts and weather patterns.

As our climate changes and our population increases this will place additional pressures on our water resources in terms of residential, commercial, industrial and institutional water uses. These factors highlight the need for Victoria to become a water smart State.

Across the State an average household continues to use between 20-50% of its drinking water on the garden and flush 14% down the toilet. Alternative supplies such as recycled water, rainwater and stormwater are fit for these purposes.

Victorians need to be smarter about how we use water in our cities and towns.

The Smart Water Fund, established in 2002, presents opportunities to create and develop innovative water resource management programs.

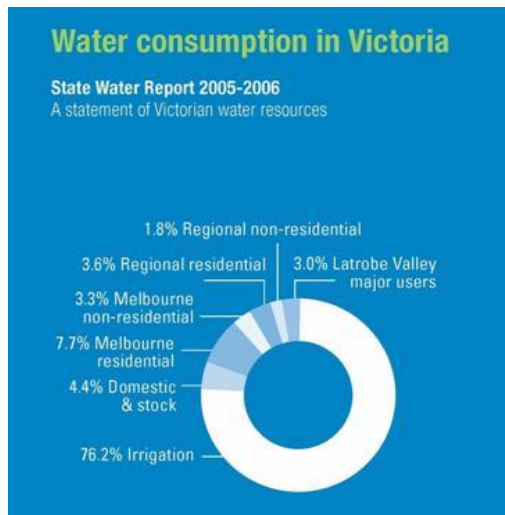
In particular, the Fund encourages innovative approaches to recycle water and biosolids and increase water savings for future urban and environmental needs.

Since its inception in 2002, the Smart Water Fund has committed \$28M to 170 projects across the State.

Round 7 of the Smart Water Fund offers a further \$2M available for Victoria-wide urban innovation projects (metropolitan Melbourne based and regional urban based) that are initiated by individuals, community groups, commercial enterprises or professional research bodies.

Metropolitan Melbourne includes the operational service areas covered by City West Water, South East Water, Yarra Valley Water and Melbourne Water, whilst regional urban Victoria includes areas outside the metropolitan area and serviced by mains water supply systems.

The Smart Water Fund is part of a commitment by the water industry and the Victorian Government to encourage individuals, community groups, businesses and research bodies to develop ideas that will make a difference to the way we use our water resources.



## Available funding

- + ■ Victoria-wide urban community & business innovations
- Research & development for metropolitan Melbourne

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- **Metropolitan Melbourne**  
Includes the service areas of Melbourne Water, City West Water, South East Water & Yarra Valley Water
- + ■ **Victoria wide urban**  
Includes all urban areas within Victoria serviced by mains water supply systems

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# Important Information

## **Please read this information before proceeding:**

- Please read through the following Smart Water Fund guidelines. These will help you to understand requirements that need to be met by your application.
- An Advisory Service is available to Individual and Community Group Applicants who require guidance in completing applications. If you need any advice or guidance please email us at [advisory@smartwater.com.au](mailto:advisory@smartwater.com.au) or Free Call us at 1800 882 432.
- Applications should be typed using the Smart Water Fund Round 7 Application Form. In addition to submitting a signed hardcopy you must also include an electronic copy of your application on a CD, DVD or memory stick.
- Applicants are encouraged to contact the Smart Water Fund for any general enquiries before filling out the Smart Water Fund Round 7 Application Form.
- Ensure that your application is clear and concise. Please do not attach supporting information unless absolutely necessary. For example, lengthy marketing brochures are unlikely to add value to an application.
- Please note that applications will not be returned to you after the review process so you will need to retain a copy of your submission for your own records (a hardcopy and electronic copy).
- If your application relies on agreements with third parties (eg for the provision of a premises / site) please ensure that you include the agreement of these parties with your application.
- Do not send important original documents with your application. If necessary, attach or scan certified copies of these documents to your application.
- Mail your application (hardcopy and electronic copy) to the address provided. Applications must be received by the Smart Water Fund on or before the closing date. Applications received by the Smart Water Fund after the closing date will not be accepted. We do not accept fax or e-mail applications to the Smart Water Fund.

# Part A

## Section 1

### Smart Water Fund overview

Melbourne's water businesses, *City West Water*, *South East Water*, *Yarra Valley Water* and *Melbourne Water*, together with the Victorian Government have established and jointly operate the Smart Water Fund. These organisations are known as the Fund Participants.

To date the Fund has provided \$28 million over six previous funding rounds in support of the development of innovative sustainable water management projects benefiting metropolitan Melbourne and regional urban Victoria. Information on each of the funded projects can be found at the Fund's Knowledge Hub at [www.smartwater.com.au](http://www.smartwater.com.au). Round Seven presents a further amount of up to \$2 million available in 2009/10 to support the development of further innovative water management initiatives across urban Victoria.

### General objectives

The Smart Water Fund supports projects that propose the development of innovative approaches in water recycling, biosolids reuse or reduction and water saving / conservation solutions.

Sustainable water management projects play a vital role in enabling Victorians to meet their present water needs without compromising the ability of future generations to meet their own water needs. The Fund supports project initiatives that can be leveraged and adopted by others - thereby facilitating and encouraging adoption of improved water resource management practices on a broader scale.

### Innovation

**The Smart Water Fund is committed to providing funding that supports the development of innovative initiatives. As a key funding objective, Applicants are encouraged to submit project initiatives, deliverables and methods that are innovative in nature and advance the objectives of the Smart Water Fund.**

**The Smart Water Fund will consider innovative approaches from a wide range of disciplines, including those from the engineering, scientific, education, social science and economic fields.**

**Typically, innovation can include approaches that are new and unexplored or enhance existing approaches that are proposed to be applied in a smarter way resulting in improved outcomes when compared to current practice. An example of a project that will be considered as low in innovation is one that incorporates known technologies and produces known outcomes (eg rainwater tank installations) as opposed to projects that incorporate new or enhanced approaches that produce new learnings.**

### Funding

The Open category for Victoria-wide Urban Innovations funding stream represents up to \$2 million available for projects that benefit Victoria and its urban water supplies.

The Smart Water Fund Round 7 Application Form needs to be completed and submitted in order to have your application considered.

# Part A

## Section 2

### Specific guidelines – Smart Water Fund

#### Open category for Victoria-wide Urban Innovations

##### Who can apply?

Funding is open to any individual, community group, business or professional research body that is equipped with the know-how to address the proposed project.

Applicants must be able to obtain any necessary statutory approvals and permits and conduct their project in a manner that does not adversely impact Victoria's environmental and public health standards.

The Smart Water Fund supports projects that propose the implementation of innovative development in water recycling, biosolids reuse or reduction and water saving / conservation solutions. Please ensure that your project scope is consistent and within the criteria established as part of the Smart Water Fund Guidelines and is applicable to an urban context in Victoria.

Funding is available for any stage of a projects lifecycle including research, feasibility, design, pilot and or demonstration.

If an Applicant consists of two or more Parties, it is required that those Parties involved nominate a single 'lead agent' to be the primary Applicant for contact and Funding Agreement purposes.

A Smart Water Fund Participant is ineligible to apply for funding in its own right but may participate as a supplementary sponsor to a project.

Applicants do not need to reside in Victoria, however the primary focus and direct benefit of the project must be to Victoria. Projects that have boarder applicability (e.g. nationally or globally) in addition to the primary focus are also welcome.

##### What will your group need to contribute?

You will need to demonstrate that all resource requirements to enable successful completion of the project and communication of its results are available and achievable.

Applicants will be free to explore opportunities for funding from other sources and additional sources of funding, including supplementary funding from your organisation, will be well regarded.

The Smart Water Fund will only provide financial support. The level of funding to support a project will be determined on a project-by-project basis. **The Fund will look more favourably on innovative projects that provide sustainability leadership in the applicants community or industry and will look less favourably on the projects which represent a capital works program which would/should occur as part of the normal and expected business practices of the Applicant.** Where commercial gain is likely for the Applicant or where the Applicant could undertake the project, as part of normal business and appropriate environmental practice, dollar for dollar matching at a minimum, from the Applicant will be well regarded by the Fund.

##### How long can your project last and when can you expect to start?

It is expected that your project will be completed within three years of commencement.

If your application is successful, it is expected that funding will be available in the first half of the 2010 calendar year.

# Part A

## What requirements will your project need to meet?

Projects are evaluated in accordance with the Smart Water Fund Guidelines. These Guidelines focus on a triple bottom line outcome and are available from [www.smartwater.com.au](http://www.smartwater.com.au). Each Application will need to address the relevant criteria following;

### Financial

In accordance with the Funding Guidelines, preference will be given to projects that;

- seek funding in the range of \$50,000 to \$500,000 (for metro Melbourne focused projects) and \$10,000 to \$100,000 (for regional urban Victoria focused projects). These funding limits are a guide only.
- For the funding requested achieve, or have the potential to achieve through research and development (innovation), the highest long-term benefits in terms of:
  - Water use reduction (ML), or
  - Effluent recycling (ML), or
  - Biosolids reduction or use (tonnes),
- Provide a higher rate of return over the project's life (eg actual/potential ML of water saved per \$ requested of the Smart Water Fund),
- Demonstrate sound and equitable funding arrangements,

Additionally, Applicants must be able to demonstrate (through its organisation and personnel) ability to:

- Meet appropriate timelines,
- Comply with planning and regulatory requirements, and
- Advance Government policy and regulatory development.

### Community

Preference will be given to projects that;

- Have the support from local communities,
- Demonstrate joint and cooperative effort between the community and industry,
- Have a commitment to educational and demonstrational capacity, and those that do not constrain further applications

through, for example, ownership of intellectual property,

- Introduce innovation to the organisation or industry sector and initiatives that have the capability to be migrated to other sites and / or other industry sectors,
- Address typical types of issues in the industrial, recreational and domestic segments relating to resource efficiency, reuse, and minimisation of waste.

### Environmental

Preference will be given to projects that;

- Can demonstrate a reduction in the ecological footprint when compared to the status quo,
- Address the following issues:
  - High returning uses that provide substantial employment and multiplier benefits,
  - Decentralised treatment and sewer mining, or
  - Private sector uses.
- Demonstrate efficient and effective water use,
- Can be shown to result in sustainable environmental outcomes in the broader sense, for example, sustainable land management.

## Project Eligibility

Eligible projects for the Smart Water Fund Open Category for Victoria-wide Urban Innovations include:

- Innovative environmentally sustainable water projects that focus on water recycling, biosolids reduction/reuse or water savings.
- Projects that have well-developed and structured communication, consultation and education programs in place in order to increase public awareness and acceptance, which in turn can lead to greater adoption of the project outcomes.
- Projects that support the community's expectation that water recycling be undertaken in a way that maintains Victoria's high environmental and public health standards.

# Part A

- Projects that aim to be completed within 3 years of receiving funds.

## Project Ineligibility

Ineligible projects for the Smart Water Fund Open Category for Victoria-wide Urban Innovations include those projects that:

- Are not related to environmentally sustainable urban water management projects,
- Do not propose an innovative approach,
- Seek funding to upgrade an existing process with available technology & known outcomes,
- Are inconsistent with Government policy objectives,
- Do not meet statutory approvals and permits, and
- Have a time line greater than three years.

A Smart Water Fund Participant cannot apply for funding in its own right but may participate as a supplementary sponsor to a project.

## How will my Smart Water Fund application be assessed?

A committee of representatives from City West Water, South East Water, Yarra Valley Water, Melbourne Water together with the Department of Sustainability and Environment, comprise the Melbourne Metropolitan 'Technical Review Committee' (Metro TRC) and will assess applications benefiting the metropolitan Melbourne area and that are within the operational service areas covered by Melbourne's metropolitan water businesses. The Metro TRC will assess the suitability of applications and draw on expert advice as required prior to forwarding recommended applications to an 'Independent Assessment Panel' (IAP).

The IAP comprises of independent community / expert representatives from a diverse range of disciplines whose task is to assess the recommended applications and approve funding by the Smart Water Fund.

Applications benefiting regional urban areas will be assessed by a committee of representatives from Victoria's regional urban Water Corporations together with Department

of Sustainability and Environment representatives.

This committee is known as the 'Regional Technical Review Committee' (Regional TRC). As per the Metro TRC, the Regional TRC will assess the suitability of applications and draw on expert advice as required prior to forwarding recommended applications to the 'Independent Assessment Panel' (IAP).

The decisions made by the IAP are final and no further correspondence will be entered into.

In addition to the previously stated criteria, the Metro TRC, Regional TRC and the IAP will consider the following issues in order to assess the practicality and overall value of each application -

- What is the quality of the proposal in terms of its aims, content, rationale and originality?
- Have similar projects been funded in the past by the Smart Water Fund - if so will further investment provide adequate return on the investment (previously funded projects can be found on the Smart Water Fund website [www.smartwater.com.au](http://www.smartwater.com.au))?
- Does the application show evidence of:
  - An innovative approach?
  - Appropriately qualified and experienced people?
  - Sound planning?
  - Adequate consultation with key stakeholder/knowledge providers?
  - Appropriate management?
  - Necessary resources?
  - Sound financial administration and project management abilities, including a careful consideration of the costs involved and the necessary income and personnel required to complete, operate and maintain the project from cradle to grave?
  - Adequate project monitoring methods?

As part of the application assessment process, those Applicants shortlisted will be invited to submit a Detailed Project and Communications Plan as part of the final stage of the assessment and selection process. This Plan will be used as a final input into the assessment process and if approved, will form part of the Funding Agreement.

# Part A

## General matters that should be considered when making application

- The preference for asset ownership and full responsibility of any project that receives funding remains solely with the Applicant from the project's commencement to decommissioning (eg 'cradle to grave').
- Applicants will be expected to identify whether the proposed project will provide benefits to the metropolitan Melbourne area (served by City West Water, South East Water, Yarra Valley Water and Melbourne Water Corporation) or regional urban Victoria.
- Applications will be selected to provide not only broad geographic coverage but diversity of community / business sectors eg residential, commercial, industrial, municipal, open space, sports grounds and community sector.
- The Smart Water Fund will seek to provide seed funding to stimulate 'learning by doing' projects.
- Funds may be provided to projects receiving funding from other sources.
- The allocation and approval of funding will be determined on a project-by-project basis.
- Approval of grants is conditional to the Applicant agreeing to co-operate with an audit of compliance for granted funds to ensure adherence to terms and conditions.
- Applications for funding are to be made using the relevant Smart Water Fund Application Form.
- Applications must be signed by an individual or a duly authorised representative from the applying organisation.
- Applications must be received by the Smart Water Fund by the nominated closing date and time in both electronic & hardcopy.
- Letters notifying Applicants of the assessment outcomes (successful and unsuccessful) will be sent by the Fund Manager.
- Smart Water Fund resourcing is limited and specific rejection feedback will not be provided to unsuccessful Applicants. The Smart Water Fund retains the right to provide no further correspondence on its decisions. Before completing an application and signing the application declaration, please ensure that all Parties to the application acknowledge and accept this condition of application.

# Part A

## Are there any conditions for receiving funds?

As part of the application assessment process, those Applicants shortlisted will be issued with a “provisional funding” notification and invited to submit a Detailed Project and Communications Plan as part of the final stage of the assessment and selection process. This Plan will be used as a final input into the assessment process and if approved, will form part of the Funding Agreement.

The Detailed Project and Communication Plan will be an enhancement on the details provided to the Fund within the Application Form - outlining in greater detail the objectives and key project management elements for delivery of the proposed project. Applicants invited to submit a detailed Plan, will be requested to submit the Plan within 2 weeks of being notified and invited to do so. A template will be provided by the Fund. Final decisions will remain at the sole discretion of the Smart Water Fund.

Based on an approved Detailed Project and Communication Plan, the Applicant will be required to enter into a Funding Agreement, of which the Detailed Project and Communication Plan will form part thereof. The Funding Agreement details all funding obligations and conditions, including special conditions depending on the nature of the funded project. A sample Funding Agreement is available at [www.smartwater.com.au/funding/Documents/SampleFundingAgreementRound7.pdf](http://www.smartwater.com.au/funding/Documents/SampleFundingAgreementRound7.pdf).

It is a requirement that a Funding Agreement is signed by a duly authorised representative of the Applicant within two weeks from the date of the Applicant being issued with the Funding Agreement (the offer). If this is not achieved, the Smart Water Fund retains sole discretion to review and withdraw the funding offer.

Note: The template Funding Agreement conditions may be subject to change given the individual circumstances of each project and its proponent. The Application Form (Q3.6) invites Applicants to note any required changes to the Funding Agreement deemed necessary. These requested changes will be taken into account during the application evaluation and selection process.

Funding will be paid through progress payments subject to successful delivery of agreed project milestones.

The specific deliverables and timeframes for reporting will be set out in the relevant Funding Agreement. If successful, Applicants will be required to submit to the Smart Water Fund the following reports at various times throughout the projects life, as specified in the Funding Agreement:

- Monthly Progress Reports – Applicants awarded funding will be required to submit a brief project status report to the Fund each month.
- Milestone Reports - upon completion of each key milestone, the Applicant will be required to submit a detailed milestone report outlining the key objectives, results and learnings from that stage.
- Final Evaluation Report - upon completion of the project, the Applicant will be required to submit a detailed final evaluation report outlining the key objectives, results and learnings from the overall project.

If the project has not commenced one year after the Funding Agreement has been executed by both Parties, the funding awarded will be reviewed and may be withdrawn.

# Part A

## Section 3

### Lodging Your Application

#### How do you apply?

The Application Form is applicable to the **Open Category for Victoria-wide Urban Innovations funding stream**.

Question guidelines are provided to assist you with answering the questions (see Part B of the Application Pack).

An electronic copy (CD, DVD or memory stick) and hardcopy of your signed application must be submitted. Please note that applications that have not been signed will not be accepted.

If supplementary information is required to support your application it should be attached in both hardcopy and an electronic format. Please note that applications should be concise and supplementary information should be attached only if absolutely necessary.

If you are applying for more than one project, separate applications must be submitted for each.

A self-assessment checklist is included in Question 4.1. Please ensure that this checklist is completed accurately to assist the evaluation process.

#### How long do you have to complete your application?

Closing date for applications is **20 November 2009 (5pm)**.

Applications that are not received by 5pm on the closing date will not be accepted.

Please send your application to the postal address below. The Smart Water Fund does not accept applications that are sent by fax or email.

#### Confidentiality

Whilst relevant project information will be published, application details will be treated as commercial in confidence.

#### General Enquiries

For any general enquiries please visit: [www.smartwater.com.au](http://www.smartwater.com.au) or contact us by email at [info@smartwater.com.au](mailto:info@smartwater.com.au) or by a Free Call to 1800 882 432 Monday to Friday, 9.00am to 5.00pm.

#### **For Community Groups and Individuals- Need further advice in completing your application?**

Community Group or Individual Applicants needing advice or guidance in completing the Application Form, are invited to contact our Advisory Service on Free Call 1800 882 432 or email us at [advisory@smartwater.com.au](mailto:advisory@smartwater.com.au)

#### Where to lodge your application

Please mail a hardcopy and electronic copy of your application together with any associated documentation to:

**The Fund Manager  
Smart Water Fund  
PO Box 8520  
Heatherton Vic 3202**

# Part B

## How to complete the Application Form

### Section 1 Applicant Details

#### Question 1.1

##### Name of Applicant

The individual, company or organisation legal name is the name that appears on official documents and legal papers.

The trading name is the name under which the organisation operates. The trading name may be different than the legal name.

If an Applicant consists of two or more parties, please nominate a single 'lead agent' for the project and the Funding Agreement.

#### Question 1.2

##### Applicant Contact Details

This is the person that we will contact if we need more information about your application / proposal. Contact telephone numbers, fax, email and postal details are required.

#### Question 1.3

##### Organisation GST and status

The Australian Business Number (ABN) is the 11-digit number provided to you by the Australian Taxation Office.

The following questions need to be addressed.

- What is the GST status of your organisation?
- If your organisation is registered for GST, what is your ABN?
- Who is the accountant who audits the organisation's books?

### Section 2 Application Proposal

#### Question 2.1

##### Project category

Please indicate if your project benefits Metropolitan Melbourne or regional urban Victoria.

Please indicate whether your project contributes towards water recycling, water saving, biosolids reuse/reduction or other.

#### Question 2.2

##### Project title

The project title needs to concisely describe the project and should be kept simple. (50 characters or less).

# Part B

## How to complete the Application Form

### Question 2.3

#### Project summary

In simple terms this should describe the proposed project and what you are aiming to achieve. Please limit your summary to a maximum of 250 words.

Question 2.6 will ask you to describe your projects innovative features.

Note: Question 2.10 will ask you to give full project objectives, deliverables and other key project attributes.

### Question 2.4

#### What need will the project meet?

What are the economic, environmental and social needs that your project will meet?

Describe how your approach to the nominated project advances the objectives of the Smart Water Fund.

### Question 2.5

#### What skills, knowledge, experience & qualifications will you need to carry out this project?

- Include details about the people, both paid and voluntary, including their skills, knowledge, experience and qualifications that they contribute to the project.
- Include participating professionals/consultants/sub-contractors.
- Include other project employees.
- Include details of any expert consultants that may have or are being considered to be engaged.

### Question 2.6

#### How is the project innovative?

- Describe the project elements that are innovative in nature – and why they are considered to be innovative? For example, a brand new approach not previously trialed or applying an existing technology in a new, smarter way.
- Does the project explore cutting-edge concepts?
- Does the project investigate and/or apply a new approach?
- Does the project investigate and/or apply a novel and clever application of existing concepts?
- Describe why you have chosen this approach?

### Question 2.7

#### What are the costs and benefits of the project?

- What economic, environmental and social benefits will be gained from this project? Include short-term and long-term benefits; direct and indirect benefits.
- What economic, environmental and social costs will be incurred from this project? Include short-term and long-term costs; direct and indirect costs.
- How will you minimise negative impacts and maximise positive ones?

# Part B

## How to complete the Application Form

### Question 2.8

#### What risks does the project contain?

- Outline anticipated risks associated with the project and, in particular, any risks associated to the innovative aspects of the project.
- Outline arrangements that you anticipate having in place to mitigate these risks (including any risk sharing arrangements).

### Question 2.9

#### How will you measure the project's success (return on investment indicators)?

- What indicators will be used to determine the level of success for the project and the value of the investment made?
- What is the scientific/technical basis for your methods or measures?
- How will you measure short and long-term results of your completed project? When will measurement occur?
- If applicable, an estimate of the size of the benefit envisaged should be included. This may include the volume of water recycled, amount of biosolids used and/or volume of water saved.
- Over what period of time will any savings be realised?

### Question 2.10

#### What are the project milestones, payment contributions and work plan?

- List the major activities that you plan to carry out in Appendix A attached to the Application Form.
- List the milestones, cost description, completion date, total activity cost and funding sources. Note that contributions can be cash or in-kind.
- Identify milestones related to delivery of key aspects of your project. Payments will typically be made on delivery of these milestones. Milestones should reflect key and incremental progress towards the project outcomes.
- Record the estimated cash flow requirements of your project (in the table provided) for the respective financial years.
- Record your project's work plan in Appendix B attached. The work plan should fully describe your key objectives, activities, resources, deliverables, methods and timelines.
- Please record amounts exclusive of GST.

### Question 2.11

#### Summarise project costs and funding requirements

- Summarise the project's costs based on details from Question 2.10 and provide a budget summary of the project by completing the table provided in Appendix C.
- Please record amounts exclusive of GST.

# Part B

## How to complete the Application Form

### Question 2.12

#### **How will you tell others in the community or industry about your project, problems that you are helping to solve and results you have achieved?**

- Please complete Appendix D
- The objective of the Communications Plan is to primarily encourage others with similar needs to adopt the innovative approach and achieve resultant benefits.
- How will you communicate and disseminate results of your project? When? Where? How? Target audience?

### Question 2.13

#### **Describe any collaboration with other researchers or partnerships with industry and/or the community that is required for your project**

- Describe what partnerships are required for the project to succeed (if any).
- Describe how these partnerships will be managed.

## Section 3 Supporting Information

### Question 3.1

#### **Project location and site map**

Describe where you are carrying out your project including the suburb or township, postcode and Melways reference (if applicable).

(Note: If there is more than one location, please specify)

If your project includes on-ground activities please include a site map.

### Question 3.2

#### **What approval and conditions does your project require?**

Projects may require approvals and permits from other Parties to proceed. In addition all relevant authorities and agencies should be consulted to demonstrate that necessary approvals have been sought.

Co-operation of third parties (eg provision of a site, provision of expertise etc) may also be required by the project.

Please specify any approvals and/or permits required for this project and their current status.

### Question 3.3

#### **What other funding arrangements exist (current or planned)?**

Provide information on other funding arrangements that are applicable for your project and application (current and secured or planned).

# Part B

## How to complete the Application Form

### Question 3.4

#### Post funding benefits

Describe, if applicable, how the project will be supported on an ongoing basis (eg support, maintenance and management) beyond the Smart Water Fund funding period.

### Question 3.5

#### Referees & references

Please provide details of a minimum of two referees.

Please include:

- Name and contact details of referee
- The nature of the association between Applicant and referee/s,
- The duration of the association,

Please attach any references, letters of support to the Application Form.

### Question 3.6

#### Funding Agreement template

In the event that your application is approved, a Funding Agreement will be formalised between the Smart Water Fund and the Applicant. A sample Funding Agreement is available on the Fund's website at [www.smartwater.com.au/funding/Documents/SampleFundingAgreementRound7.pdf](http://www.smartwater.com.au/funding/Documents/SampleFundingAgreementRound7.pdf). Please review this document and signal any changes that you deem necessary. These requested changes will be considered as part of the evaluation and selection process. No further changes will be allowed following notification to successful Applicants.

Funding Agreements must be signed by a duly authorised representative within two weeks of the Applicant receiving an offer for funding. The Fund Manager reserves the right to withdraw funding offers if Funding Agreements are not signed within this timeframe.

# Part B

## How to complete the Application Form

### Section 4 Self Assessment and Declarations

#### Question 4.1

##### Self assessment checklist

The self-assessment checklist is included to assist Applicants ensure completeness and assist evaluation. Please review the list and, where applicable, ensure that requested data is included in the most relevant response. Mark “n/a” if the checklist item does not apply to your project.

#### Question 4.2

##### Declaration by Applicant

The declaration statement supports the accuracy and content of your application and your acceptance to specific conditions applicable to submitting an Application. Where applicable, it is preferred that arrangements be made to obtain signatories for declarations in support of the application, for example:

- Individual, group or enterprise declaration,
- Support of affected parties eg community groups,
- Other organisations contributing to the project, eg third parties whose co-operation is required for the project,
- Approvals and permits, as appropriate.

## Smart Water Fund

### Enquiries

Internet: [www.smartwater.com.au](http://www.smartwater.com.au)

Freecall: 1800 882 432

Email: [info@smartwater.com.au](mailto:info@smartwater.com.au)

### Fund Address

Smart Water Fund

PO Box 8250

Heatherton VIC 3202

The Smart Water Fund is an Unincorporated Joint Venture established in August 2002 by City West Water Ltd, South East Water Ltd, Yarra Valley Water Ltd, Melbourne Water Corporation and the Department of Sustainability and Environment.