



AUSTRALIAN CAPITAL TERRITORY

# DEED OF GRANT

Dated

29 September 2020

Parties

**AUSTRALIAN CAPITAL TERRITORY**

**Conservation Council ACT Region (in  
collaboration with the Canberra  
Environment Centre)**

**ABN: 68 248 339 828**

**Project Title: Make the Switch to Zero Emissions Travel**

**Community Zero Emissions Grants Program  
Round Four**

Prepared by

Environment, Planning and Sustainable Development  
Directorate

Level 2, 480 Northbourne Avenue

Dickson ACT 2602

Ph: 02 6205 9725

Ref: CZER4004

Version

Version \_\_\_\_\_

## SCHEDULE 1

### GRANT DETAILS

- Item 1. Grant Period**  
*See clauses 1.1 and 3*
- For a period of 12 months from the date of signing of the Agreement.
- Item 2. Grant**  
*See clauses 1.1 and 2.1*
- (1) Funded activity: 'Make the Switch to Zero Emissions Travel' project, which will: engage with workplaces to provide information and support to commuters to assist them in making sustainable transport choices; and develop publicly available information about sustainable transport and the financial benefits of becoming a one-car family.
  - (2) Grant: \$43,529.20 (including GST)
  - (3) The Grant is payable as a lump sum. An Invoice may be rendered on or after the date of this Deed.
  - (4) Except if otherwise stated in this Deed, the Grant is:
    - (a) payable within 30 days of receipt by the Territory of an Invoice; and
    - (b) inclusive of GST and all other taxes, duties and charges.
- Item 3. Reporting and Acquittal**  
*See clause 7.1*
- (1) A quarterly report is required to be completed at 3 month intervals from the date that Grant funding is received containing all of the information and substantially in the form of the document annexed to this Deed and marked "Annexure A"
  - (2) A completed evaluation and financial report is required within 30 days of the end of the Grant period or earlier termination of this Deed
  - (3) The completed evaluation and financial report must contain all of the information and be substantially in the

form of the document annexed to this Deed and marked "Annexure B".

**Item 4. Other insurance requirements**

*See clause 10.1*

- (1) Public Liability Insurance: \$10,000,000
- (2) Other Insurance: Not used.

**Item 5. Contact Officers**  
*See clauses 1.1 and 15.8*

For the Territory:

Emily Kilham  
Sustainability Programs  
Environment, Planning and Sustainable  
Development Directorate  
Level 2, 480 Northbourne Avenue  
Dickson ACT 2602  
Phone: 02 6205 9725  
Email: Emily.Kilham@act.gov.au

For the Recipient:

Helen Oakey  
Conservation Council ACT Region  
14/26 Barry Drive  
Ground Floor, Lena Karmel Lodge  
Canberra ACT 2601  
Phone: 02 6229 3200  
Email: 

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**Item 6. Form of Acknowledgement**  
*See clause 8.1*

With assistance from the ACT Government under the ACT Community Zero Emissions Grants Program.

## SCHEDULE 2

### THE FUNDED ACTIVITY

#### Item 1. Project Plan

As per application annexed to this Deed and marked "Annexure C" taking into account variation of dates of current project timeline (12 months from date of signing of deed).

Milestone	Start date	Finish Date	Location
Complete content for website	September 2020	December 2020	
Purchase E-bikes and establish services agreements	September 2020	December 2020	
Design Workplace Engagement Program including materials production	October 2020	January 2021	
Recruit workplaces to participate in program	October 2020	January 2021	
Launch website	February 2021	February 2021	
Workplace 1 Engagement Program	Mid February 2021	End March 2021	
Workplace 2 Engagement Program	Early April 2021	Mid May 2021	
Workplace 3 Engagement Program	Mid May 2021	Late June 2021	
Evaluation report of workplace engagement programs	July 2021	July 2021	
Finalise report	August 2021	September 2021	

## **Annexure A**

### **Community Zero Emissions Grants Program Quarterly Report**

Question 1.

Have you met all the milestones that your project plan (Schedule 2, Item 1) marked for completion by this date?

Question 2.

Have any issues arisen that have delayed your project or decreased the potential of your project?

Question 3.

Do you have any good news stories to report about your project? Please provide photos.

## **Annexure B**

### **Community Zero Emissions Grants Program Evaluation and Financial Report**

Please provide:

- (a) a summary of all actions taken in relation to the Funded Activity;
- (b) a summary of progress or achievements made against the activities, milestones and key dates in the Approved Plan;
- (c) a description of how the Funded Activity was carried out;
- (d) the results of the Funded Activity against the Funded Activity outcomes;
- (e) a summary of what difficulties in performing the Funded Activity (if any) have been encountered by the Recipient and the action taken to remedy these difficulties;
- (f) any significant promotional material used or created in the course of the Funded Activity;
- (g) any statistics collected in the course of the Funded Activity;
- (h) a financial statement specifying the manner in which, and the purpose for which the Grant Recipient's contribution and other contributions were expended accompanied by documentary evidence substantiating this financial statement; and
- (i) certification that the Grant was expended in accordance with this deed.

## **Annexure C**

### **Community Zero Emissions Grants Project Application Form**

(Project application form attached here)

# Community Zero Emissions Grants - Round Four

## Application Form - Round Four - Community Zero Emissions Grants Program

### Application CZER4004 From Conservation Council ACT Region

Form Submitted 29 Jun 2020, 10:49pm AEST

## Eligibility

\* indicates a required field

### Applicants: please note

Before completing this application form, you should have read the **ACT Community Zero Emissions Grants Program [guidelines](#)**, which are available at <https://www.environment.act.gov.au/cc/community-zero-emissions-grants>

Incomplete applications and/or applications received after the closing date will not be considered.

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It's crucial that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

Applications will be assessed on how well they:

- align with the priorities identified within the **ACT Community Zero Emissions Grants Program [guidelines](#)** ;
- demonstrate sound project planning, including achievable milestones, timelines and project outcomes;
- establish that they are feasible and represent good value for money; and
- demonstrate relevant stakeholder and community support.

If you have any questions in regard to these eligibility criteria, please contact us at [actsmart@act.gov.au](mailto:actsmart@act.gov.au) or through ACCESS Canberra on **13 22 81**.

For further information and Frequently Asked Questions on grant applications within ACT Government please go to <https://www.grants.act.gov.au/faq> .

## Confirmation of Eligibility

### I confirm that the applicant organisation:

- has read and understands the [guidelines](#) for the ACT Community Zero Emissions Grants Round Four
- is able to demonstrate alignment between its project and the aims of this program
- is an incorporated not-for-profit organisation, or an individual/unincorporated not-for-profit organisation auspiced by an incorporated not-for-profit organisation for the purposes of this application
- has a minimum of \$10 million public liability insurance *or* can provide a quote from an insurance company and then become insured for \$10 million upon becoming successful for funding (this grant cannot be used to pay for the required insurance)
- is applying for funding to be used solely in the ACT and primarily for the benefit of ACT residents
- if undertaking works to a property, has permission from the property owner to undertake works. This is critical where community organisations lease ACT Government properties, which may be subject to existing repair and maintenance or minor capital works programs
- has obtained any other relevant approvals and authorisations to undertake activities associated with the application
- has completed any outstanding grant final reports due to EPSDD or has applied for an extension for previous grants before applying for new grants
- is not a government agency

# Community Zero Emissions Grants - Round Four Application Form - Round Four - Community Zero Emissions Grants Program Application CZER4004 From Conservation Council ACT Region

Form Submitted 29 Jun 2020, 10:49pm AEST

- is not a political party registered under the Electoral Act
- is prepared to enter into a Deed of Grant with the Territory

\*

Yes  No

You must confirm that all statements above are true and correct.

## Contact Details

\* indicates a required field

## Privacy Notice

The **Environment, Planning and Sustainable Development Directorate** pledges to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. To view our privacy policy, go to <https://www.planning.act.gov.au/about-us/privacy>

## Applicant Organisation Details

### Lead organisation name \*

Conservation Council ACT Region

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

### Primary (physical) address \*

14/26 Barry Drive  
Ground Floor, Lena Karmel Lodge  
Canberra ACT 2601 Australia

If your organisation operates in multiple locations or from multiple offices, please pick one as your primary address.

### Postal address (if different to above)

GPO Box 544  
Canberra ACT 2601 Australia  
We may send mail to this address.

### Applicant website

<http://www.conservationcouncil.org.au>

Must be a URL

### Primary contact person \*

Ms Helen Oakey

This is the person we will correspond with about this grant

### Position held in organisation \*

Executive Director

e.g. Manager, Board Member, Fundraising Coordinator

# Community Zero Emissions Grants - Round Four

## Application Form - Round Four - Community Zero Emissions Grants Program

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#### Primary phone number \*

(02) 6229 3200

#### Secondary phone number

#### Contact person's email address \*

director@conservationcouncil.org.au

Must be an email address. This is the address we will use to correspond with you about this grant.

## Organisation Details

**\* indicates a required field**

#### What is your organisation's purpose or mission? \*

Our mission is to influence government, business and community through effective public policy and engagement to protect nature. The Council represents more than 45 member groups, and we harness the collective expertise and experience of our member groups and networks and use this to promote sound environment policy and the need for action on the environment. We work collaboratively with Government, business and the community to achieve the highest quality environment for Canberra and its region. We do our work through advocacy, community campaigns, education, research and though engagement with the community, the private sector and government.

no more than 100 words

#### What is your organisation's legal structure? \*

- Incorporated association
- Company limited by guarantee
- Indigenous corporation, association or cooperative
- Non-trading co-operative
- Unincorporated association
- Individual / Community Group
- Other:

If you are an individual or your organisation is unincorporated your application must be auspiced by an incorporated not-for-profit organisation

#### What is your organisation's annual revenue?

- Less than \$50,000
- \$50,000 or more, but less than \$250,000
- \$250,000 or more, but less than \$1 million
- \$1 million or more, but less than \$10 million
- \$10 million or more, but less than \$100 million
- \$100 million or more

Your revenue includes grants, donations, and other fundraising activities, fees for services, sale of goods, interest, royalties and in-kind donations that have been included in your accounts as 'revenue'. The Australian Charities and Not-for-profits Commission (ACNC) has more detailed information here: <https://www.acnc.gov.au/tools/topic-guides/revenue>

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**Is your organisation auspiced by another organisation for the purposes of this grant? \***

Yes  No

Unincorporated organisations and individuals applying for a grant must be auspiced by an incorporated not-for-profit organisation. If you do not have an auspice you should not apply for this grant.

**What type of not-for-profit organisation are you?**

- General not-for-profit (i.e. none of the sub-types listed below)
- Educational institution (includes preschools, schools, universities & higher education providers)
- Religious or faith-based institution
- Philanthropic organisation
- Peak body
- Social enterprise
- International NGO
- Professional association

**Does your organisation have an ABN? \***

Yes  No

**ABN \***

68 248 339 828

Information from the Australian Business Register	
<b>ABN</b>	68 248 339 828
<b>Entity name</b>	Conservation Council Act Region Incorporated
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	Yes
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Rebate, GST Concession, Income Tax Exemption
<b>Main business location</b>	2601 ACT

*Information retrieved at 2:10am yesterday*

Must be an ABN

**Is this a joint application with multiple eligible organisations? \***

Yes  No

Two or more eligible organisations can work in partnership on a single project. Partnership applications must be of a joint nature - where one applicant submits the application with a letter of commitment from the Chief Executive Officer (or equivalent) of the second organisation

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Organisation Name	Letter of Commitment
Canberra Environment Centre	Filename: Letter to Confirm Partnership with CEC.PDF File size: 554.4 kB

**Does the partnering organisation have an ABN?**

Yes  No

**Partner organisation's ABN**

**ABN**

33 672 938 987

Information from the Australian Business Register	
<b>ABN</b>	33 672 938 987
<b>Entity name</b>	Canberra Environment Centre
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	Yes
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Rebate, GST Concession, Income Tax Exemption
<b>Main business location</b>	2601 ACT

*Information retrieved at 12:53am yesterday*

Must be an ABN.

Does the partner organisation have an ABN?

**Project Details**

**\* indicates a required field**

**Project/program title \***

Make the Switch to Zero Emissions Travel

Your project title will be used to identify your project in all reports, media and promotion

**Project Summary \***

The Conservation Council ACT Region and the Canberra Environment Centre propose to collaborate on a project to encourage Canberrans to make sustainable transport choices.

# Community Zero Emissions Grants - Round Four

## Application Form - Round Four - Community Zero Emissions Grants Program

### Application CZER4004 From Conservation Council ACT Region

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60% of the ACT's direct emissions come from transport, with private vehicles a major contributor. To reduce emissions over the next decade we must Make the Switch to zero emissions transport - electrified public transport, electric vehicles, and importantly, active travel. In addition, to reduce congestion as population grows and densification increases, we should aim to reduce the rate of car ownership and usage in the city.

71.2% of people in the ACT travel to work by car as either a driver (63.6%) or passenger (6%). 53.5% of Canberra households have access to two or more cars, with 38.1% having access to only one vehicle. The benefits of car use include convenience and safety; the downsides include the cost of owning, registering and maintaining a car, time spent in traffic, and reduced opportunity for exercise. A key alternative to driving or owning a second vehicle that will suit many commuters is e-bikes. The 2017 ACT Household Travel Survey indicated that the average trip distance for work-related trips in the ACT was 9.6km, indicating that e-bikes can play an important role in the city's future integrated transport network.

This project will:

- engage directly with workplaces to provide information and support to make sustainable transport choices via multi-modal and/micro-mobility options to get to work, including the opportunity for employees to trial e-bikes on they commute.
- develop publicly available information to assist Canberrans to make sustainable transport choices, and model the financial benefits of becoming a one-car family.

To transition the ACT Community to sustainable transport options will rely on the community trialling new transport modes to replace private vehicle use. This project will provide information based on real-life case studies of Canberrans making sustainable transport choices, and will explore and report on the user needs of e-bike riders in the ACT. This will assist the Government in developing future policy and infrastructure to encourage this mode of transportation.

no more than 350 words

The project summary should provide a brief, plain English overview of the need, objectives, activities and proposed practical outcomes of your project. It may be used to promote your project on the EPSDD website and in media releases.

#### Project Priority

- Sustainable transport
- Transitioning away from gas
- Energy
- Building
- Waste
- Mechanisms for social engagement \*

Please select the program priority that your project addresses. You can select more than one priority.

#### Project timeframe/milestones

##### Anticipated project start date \*

02/11/2020

If you are not sure, please pick an approximate date or click 'unknown' below

##### Anticipated project end date \*

30/06/2022

If you are not sure, please pick an approximate date or click 'unknown' below

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Unknown

Unknown

**Please describe the major milestones that you expect will occur as part of your project/program.**

<b>Milestones</b>	<b>Start Date</b>	<b>Finish Date</b>	<b>Location (if relevant)</b>
Recruit project staff	November 2020	December 2020	Conservation Council
Develop content for website	January 2021	March 2021	n/a
Launch website	May 2021	May 2021	n/a
Purchase E-Bikes and establish services agreements	January 2021	March 2021	n/a
Recruit workplaces to participate in program	January 2021	April 2021	n/a
Design Workplace Engagement Program, including materials production	April 2021	June 2021	n/a
Workplace 1 Engagement Program	June 2021	August 2021	n/a
Workplace 2 Engagement Program	September 2021	November 2021	n/a
Workplace 3 Engagement Program	February 2022	April 2022	n/a
Evaluation report of workplace engagement programs	May 2022	May 2022	n/a
Finalise report	May 2022	June 2022	n/a
(e.g. planning; major activities; evaluation)	If timing is not fixed provide an estimate, type 'unknown', or describe dependencies	If timing is not fixed provide an estimate, type 'unknown', or describe dependencies	(e.g. add address, suburb, region if known; otherwise type 'unknown' or 'not applicable')

**What are the project objectives? \***

1. To achieve ongoing changes in making sustainable transport choices in 20% of the participants in the workplace program.

# Community Zero Emissions Grants - Round Four

## Application Form - Round Four - Community Zero Emissions Grants Program

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2. Analysis of the obstacles and opportunities associated with making sustainable transport choices for commuters who have access to two or more cars in their household.

3. To facilitate changes in workplaces that support sustainable transport choices, such as improved end of trip facilities, ongoing provision of e-bikes or other micro-mobility options.

no more than 300 words

You should have a maximum of three objectives. Ensure your objectives are achievable. Consider what "successfully" meeting each objective will look like and how you will know if you have been successful. Is it specific, measurable, attainable, realistic and time bound?

#### **How will you know if these objectives have been achieved? \***

1. A participant survey of employees will be conducted at the start and the end of the workplace program to assess changes made in transport choices as a result of the program. A positive result will identify that 20% of participants have changed their transport mode during or after the program. A follow up survey will be conducted for two of the programs three months after completion. Travel diaries will be used to capture data about the use of the e-bikes during the trial period, to identify number / length of trips taken.

2. A participant survey will be conducted with the employers engaged in the program at the start and end of the program to review changes made in the workplace. A follow up survey will be conducted for two of the programs three months after completion. A positive outcome will entail workplaces reporting changes to their support they provide to employees to make sustainability transport choices, such as end of trip facilities, incentives for sustainable transport options etc.

no more than 200 words

Describe three changes you will see if the expected outcomes of the project occur (150 words recommended).

#### **What are the planned activities? \***

1. A communications package that includes includes:

- Website hosting wide ranging information about sustainable transport options including technology choices, multi-modal trip planning, costs and benefits (particularly in relation to owning a second car).

- Video / case studies for social media - on trip planning, multi-modal trips and use of e-bikes, address barriers with regards to practicalities of riding. eg. clothing, smartphone holders, charging, locking etc.

- Workshop design that integrates the above resources, and additional presentation materials, for directly engaging with workplaces.

2. Engagement program with three ACT employers (small - medium - large)

- Reach out to a variety of workplaces to seek engagement, promoting benefits of active travel, a practical trial of e-bikes for 6-10 weeks, and promotional opportunities on sustainability for companies.

- Initial engagement with employers to discuss program, how the employer can support employees to make sustainable transport choices, eg. end of trip facilities.

- Two workplace workshops - 3 months apart.

- Present issues and challenges participants about how they can make sustainable transport choices. Outline benefits of sustainable transport and review practical skills on operation of e-bikes.

- Follow up to review what changes in behaviour were made, identify obstacles, and to model the emissions and cost savings that were realised.

- Two e-bikes to be provided to each different business for a trial period of 6-10 weeks (depending on organisation size), including education and practical support on using e-bikes. Participants asked to complete a usage diary to assist with monitoring and evaluation.

# Community Zero Emissions Grants - Round Four

## Application Form - Round Four - Community Zero Emissions Grants Program

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- Pre and post data collection from employees and employers on knowledge and attitudes to sustainable transport, and to document changes made.

- Document employer participation in photos and videos to complement data collected and form the basis of communications activities to encourage usage by other workplaces.

no more than 300 words

Briefly list (bullet points) the specific activities that will take place and where they will take place (200 words recommended).

#### **How will you maintain the project after the funding period has ceased? \***

The Make the Switch website component will be ongoing. Updates to the website content will be paid for from the Conservation Council's operational funding as appropriate. Web hosting costs will be reduced as it will utilise the same domain as the Make the Switch Gas website, with a shared portal from the home page directing the audience to either gas or transport sections.

Updates to the web content will be made annually through collaboration between the Conservation Council and the Canberra Environment Centre, and other key stakeholders such as Pedal Power.

no more than 200 words

#### **How will you evaluate the success of the project and how will the project continue into the future. \***

Pre and post surveys will be utilised to evaluate the effectiveness of the workplace engagement program. Surveys will aim to identify what participants identify as obstacles to choosing sustainable travel, what changes they were about to make, whether those changes would be ongoing, and if no changes were made, why not.

The workplace engagement program could be repeated on a user-pays basis over 2-3 years as the ACT continues the transition to zero emissions transport. This would need to be user-pays to support the maintenance of the bikes, and the staff time involved with the workplace engagement program.

no more than 200 words

#### **Please attach any plans or sketches here if applicable**

*No files have been uploaded*

#### **Who are the expected primary beneficiaries of this project/program?**

Universal (no particular population)

Please choose only the group/s that are at the very core of this project/program. If your initiative is open to everyone, choose the first item, 'Universal - no particularly targeted beneficiaries'

#### **Do the beneficiary and/or geographic communities affected by this project/program support the activities you are proposing?**

Yes  No  Don't know

Evidence of community support is generally highly regarded as projects with community buy-in tend to be more successful.

#### **Please upload letters of support (if available/relevant)**

*No files have been uploaded*

A maximum of 5 files can be attached. Recommended maximum file size: 5mb.

## Project location

**Does your project involve works to a property? \***

- Yes  
 No

### Project Location

**Is the property where the project is being conducted owned by the organisation?**

- Yes  No  Not applicable

**Is the property where the project is being conducted owned by a landlord?**

- Yes  No  Not applicable

**Name of the landlord where the project is being conducted**

**Have you received permission from the landowner to go ahead with the project?**

- Yes  No  Not applicable

**Please attach evidence of the landowner's permission**

*No files have been uploaded*

Recommended maximum file size: 5mb.

## Promotions/Publications/Communication

**If you intend to produce written material, please provide details of its format and content.**

1. Website with information to assist Canberrans to make sustainable transport choices, including switching short trips to e-bikes and planning multi-modal trips, with specific information about technologies, other services (such as car share, uber for replacement car trips), links to public transport information, safety, equipment, emissions saved, comparable costs of owning one less car taking into account registration, maintenance and fuel.
2. Workshop materials - briefing sheets on the above topics, pre and post workshop survey, travel diaries.
3. Employer information about ideas for supporting and facilitating employees to make sustainable transport choices, with links to resources.

**Please explain in detail who your target audience is and how you propose to promote your project to them, e.g. workshops, social media.**

1. Canberrans who commuter by car and who live in households that have access to at least two cars. To speak directly to commuters, we will engage with them in their workplaces via two workshops, ongoing support and an e-bike trial.
2. Employers - who can support their employees to make more sustainable transport choices through the provision of end of trip facilities, provision of sustainable transport options throughout the day (eg. an office e-bike), and support to work from home.

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3. General public interested in sustainability - we will ensure that the information is provided on a publicly accessible web platform, and will undertake media and social media to promote the concepts that underpin the engagement program. In addition, both project proponents will undertake this to their own audiences via social media and newsletters. The website component of the project will sit alongside the Make the Switch gas website, and therefore traffic will be directed to it from other activities that are being undertaken, and those interested in making personal sustainability choices will be able to access both.

Must be no more than 350 words.

#### How will you acknowledge the ACT Government and EPSDD's support of the project?

The ACT Government logo will be utilised on the website with a statement that the project was supported with ACT Government funding.

The same acknowledgement will be included on all printed materials distributed through the workshop.

Any media statements about the project will included a funding acknowledgement of the Zero Emissions Grants.

Must be no more than 250 words.

Please provide a list of the ways in which your organisation will acknowledge the Directorate's contribution to the project. (for example, logo and acknowledgement on promotional material, media releases and coverage).

#### Consultation

Please explain what consultation you have undertaken in developing the project.

Who did you consult with?	Date/s of consultation	Context of consultation	Upload file if applicable
Pedal Power, Switched on Cycles, SEE-Change	27 May 2020	Discussion of e-bike project ideas	<i>No files have been uploaded</i>
Ian Ross, Pedal Power	26 June 2020	Specific discussion about project	<i>No files have been uploaded</i>
			Recommended maximum file size: 5mb.

#### Collaboration

Collaborators are your project partners. Your collaboration should demonstrate partnerships that will improve the delivery of your outcomes. Please provide details of project collaborators, including their anticipated roles and responsibilities in delivering the project. Evidence of agreement to collaborate must be attached.

Name	Organisation	Position	Anticipated role/responsibility	Collaboration confirmed (Y/N)	Evidence of agreement
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Ian Ross	Pedal Power	CEO	Policy support , promotional support	Y	Filename: Pedal Power Letter of Support Cons Council and Env Ce nt June 2020. pdf File size: 442 .0 kB
	LimeGreenTangerine	Director	Web development	Y	Filename: Letter of Support.pdf File size: 1.2 MB
					Recommended maximum file size: 5mb.

## Merit Criteria

**\* indicates a required field**

To be competitive you will need to score highly against each merit criterion. Your application will be assessed against the indicators listed beneath each merit criterion. You should address each indicator in your response. The merit criteria are weighted as indicated by the points.

We will only assess the written responses to the merit criteria you provide in the fields below.

### The merit criteria you need to address

**Merit Criterion Description Weight**

**1:**

The extent to which your project demonstrates innovation, and generates new knowledge and information to support a community transition to net zero emissions by 2045.

25

**2:**

The extent to which your project assists the community to reduce greenhouse gas emissions in the ACT.

25

**3:**

# Community Zero Emissions Grants - Round Four

## Application Form - Round Four - Community Zero Emissions Grants Program

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The extent to which your project drives greater community awareness and engagement in transition to net zero emissions.

25

**4:**

Your capacity, capability and resources to carry out the project.

25

#### **Additional**

The extent to which your project aligns with the program priority area of sustainable transport.

5

## **Merit criterion 1 (25 points)**

### **The extent to which your project demonstrates innovation and generates new knowledge and information to support a community transition to net zero emissions by 2045.**

In assessing this criterion we will consider:

- if the project generates new knowledge or information that will be useful to assist the community in transitioning to net zero emissions
- if the project is pushing the envelope, filling an existing gap and not already being undertaken elsewhere
- if the project has the capacity to be replicated/scaled up

\*

The project will generate new knowledge through deep engagement with three Canberra workplaces of different sizes. By providing workplaces with educational workshops on multimodal transport and the capacity to trial the use of e-bikes over a period of 2-3 months information will be collected on the potential for e-bikes to replace vehicles for short commutes and the barriers to the uptake of multimodal transport options. While micro-mobility transportation options including e-bikes play an important part of the transport mix in many major cities, they have been slow to gain popularity in Canberra. The information collected through the deep engagement will form the basis of more effective education campaigns on sustainable transport and also provide information to the ACT Government on how to increase uptake of micro-mobility transportation options within the Canberra community.

Undertaking deep engagement with workplaces in order to reduce the use of private vehicles for commuting will allow for project participants to undertake real-life change with a target outcome of 20% switching to multimodal and micro-mobility transport options.

This project could easily be scaled and repeated across more workplaces if it proves to be an effective method of enacting change. It could be used as a model for ongoing workplace engagement, potentially modified depending on how future engagement was resourced.

Must be no more than 500 words.

## **Merit criterion 2 (25 points)**

### **The extent to which your project assists the community to reduce greenhouse gas emissions in the ACT.**

In assessing this criterion we will consider:

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- the estimated emission reduction of the project, including the proposed methodology to quantify the reduction
- the extent to which the project will reduce energy costs

\*

60% of the ACT's direct emissions come from transport, with private vehicles a major contributor. To reduce emissions over the next decade we must make the switch to zero emissions transport - electrified public transport, electric vehicles, and importantly, active travel.

A report by the European Cyclists' Federation found that bicycles and e-bikes have a lifecycle emissions rate of approximately 21 grams and 22grams of CO<sub>2</sub>e per person kilometre respectively, while public transit buses emit 101 g lifecycle CO<sub>2</sub>e and cars emit 271g lifecycle CO<sub>2</sub>e per person kilometre. A further research project in Portland estimated that, on average, an e-bike will reduce an individual's emissions from transportation by 0.21 metric tons CO<sub>2</sub> per year ([https://wsd-pfb-sparkinfluence.s3.amazonaws.com/uploads/2019/05/E-bike-Potential-Paper-05\\_15\\_19-Final.pdf](https://wsd-pfb-sparkinfluence.s3.amazonaws.com/uploads/2019/05/E-bike-Potential-Paper-05_15_19-Final.pdf))

While this project will work closely with three key workplaces, it will also provide education to a wider audience via the informational website and has the potential to result in a significant reduction in emissions over time.

If 1000 people were to make the switch from private vehicles to multimodal and micro-mobility transportation options then we can estimate a reduction of 210 metric tons of CO<sub>2</sub> per year.

The project, if successful, will reduce energy costs by reducing demand for fuel for private vehicles. By switching to electric and micro modes of transportation the energy load for transport will be switched to electricity, which in the ACT is sourced from power purchase contracts for renewable electricity which offset ACT demand.

Must be no more than 500 words.

## Merit criterion 3 (25 points)

### **The extent to which your project drives greater community awareness and engagement in transition to net zero emissions.**

In assessing this criterion we will consider:

- The extent to which the project encourages the community to take action in transition to zero emissions
- The extent to which the project demonstrates and promotes community leadership and ownership in transition to zero emissions
- The extent to which the project effectively communicates with the community in targeted and relevant ways.

\*

Individual and household transport choices play an important role in the transition to net zero emissions. The project aims to facilitate behavioural change in this space in a move towards multimodal and micro-mobility transport alternatives to personal vehicles. The information and education packages that will be designed and featured both in workshops and on the Make the Switch website will create greater awareness about the importance and availability of sustainable transport in Canberra.

By undertaking deep engagement with three key workplaces the project allows for the empowerment of the individuals to undertake this change by providing them with the tools and encouragement to do so. The information collected through these case studies will

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be provided both to the public and to the ACT Government in differing forms in order to understand the status and potential for micro-mobility transport options, including e-bikes, to assist in the transition to net zero emissions.

While not all employees in the medium and larger size workplaces will necessarily engage in the program, the program will promote a conversation at the workplace, and within families / households of participants, promoting a greater awareness of associated negative issues around car use. The provision of e-bikes into the workplace is likely to provide a great conversation starter amongst participants and the wider employee group.

The outcomes of the workplace engagement programs can be profiled in the media. Real life case studies and personal challenge stories provide interesting news stories to stimulate broader thinking about the impact driving cars has on our environment, and examples of positive success provide good motivation for others. While media isn't a key objective of this project, there will be opportunities to promote the website and the program in the media, and personal stories will make it a more engaging discussion.

Must be no more than 500 words.

## Merit criterion 4 (25 points)

### Your capacity, capability and resources to carry out the project.

In assessing this criterion we will consider:

- the relevant skills and experience of the lead applicant (and project partners) and how the collaboration will help deliver project outcomes. This will include demonstrated past performance and ability to undertake the project.
- the extent to which the project demonstrates a clear project management style (including key risks, achievable milestones, timelines, project outcomes and governance arrangements)
- the extent to which the project demonstrates value for money (direct cash input, in-kind contributions\*, how many people will benefit, ongoing maintenance).
- The extent to which the project demonstrates a high level of community support, including volunteers and sponsorship.

\*Note: In-kind contributions could include donated supplies, materials or services, volunteering time such as labour or expert advice. As a guide, volunteer time or labour contributed to a project should be calculated at \$33.71 per hour and professional or contractor time contributed should be calculated at current average industry rates.

\*

The Conservation Council is the peak environment organisation for the Canberra region, which has been in operation since 1981. The Council represents over 45 community environment organisations as well as the broader environmental interests of all citizens of the ACT. The Council has successfully bid for and implemented similar grant activities since its inception, most recently including Heritage Grants, and the Cat Containment Grant. We have robust organisational governance, internal expertise on the issue of climate change, and are well positioned to build strong relationships with new partners on this project. In the past 12 months, key transport groups have joined the Conservation Council for the first time, including Public Transport CBR and the Electric Vehicles Association ACT. Along with member groups Pedal Power, Living Streets, SEE-Change and the Environment Centre, we are now in a stronger position to advocate and engage with the community on active travel in the context of climate change and urban planning.

The Canberra Environment Centre is a Community Partner of the ACT Government's Environment and Planning Directorate and is a trusted source of environmental education for the Canberra community. The mission of the Centre is to empower people to create a

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sustainable future for the Canberra community by supporting lifelong behaviour change. The Centre has successfully delivered numerous funded projects for the benefit of the community including through previous CZE grant rounds.

The collaboration between the two organisations will increase the capabilities and reach of the project by drawing on each organisation's key strengths and networks. The Conservation Council's focus will be on policy and content development, and the Environment Centre brings particular expertise to the design and implementation of engaging workshops for the community that have practical and hands-on components. It is expected that the collaboration will result in a well-rounded and multi-faceted project that will have a greater outcome than if the organisations were to undertake separate projects.

Must be no more than 500 words.

## Merit criterion 5 (Additional) (5 points)

### The extent to which your project aligns with the priority area of sustainable transport.

This project aligns with the objective of encouraging more Canberrans to utilise sustainable transport options on commuting trips, and to take other actions to reduce their emissions footprint via transport. Information presented will address the broad range of options available to Canberrans including active travel and public transport, working from home, and to potentially own one less car in a household. The project will explore the benefits of active travel options in terms of health, wellbeing, cost, and environment, and the costs of private petrol / diesel vehicle use in inaccessible and engaging way. The workplace engagement program will specifically target commuters to consider options, trial those options on their commute, and instigate personal actions that will get them started on what will hopefully become ongoing changes to their transport routine. Facilitating the shift to alternative transport modes involves all aspects of people's lives - their families, convenience, safety, lack of access to facilities, infrastructure, lack of familiarity with available technologies such as e-bikes or e-scooters. These issues can present as obstacles to changing behaviour. This web resource and program aims to work with participants to reduce those obstacles, and achieve better transport choices.

Must be no more than 200 words.

## Inputs (Budget)

**\* indicates a required field**

<b>Total Amount Requested</b> *	\$39,572.00 What is the total financial support you are requesting in this application? The funding limit for grant applications is \$25,000 (GST exclusive) per applicant. Only applicants seeking the full amount or less will be considered eligible for assessment.
<b>Total Project/Program Cost</b> *	\$45,452.00 What is the total budgeted cost (dollars) of your project?

## Budget (GST exclusive)

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Please outline your project budget in the income and expenditure tables below, including details of other funding that you have applied for, whether it has been confirmed or not. All amounts should be GST exclusive.

Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns. Income includes all resources to be utilised for the project, including grant funds, cash and in-kind contributions. As a guide, volunteer time or labour contributed to a project should be calculated at \$33.71/hr and professional or contractor time contributed should be calculated at current average industry rates.

Examples of expenses could include 'purchase of personal protective equipment (PPE), 'project audit fees', 'office supplies', 'catering for volunteers'. Refer to the [Grants Program Guidelines](#) for what expenses are eligible and not eligible.

Use the 'Notes' column for any additional information you think we should be aware of.

Your budget **MUST** balance (TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT). Please **do not add commas** to figures - e.g. type \$1000 not \$1,000 - this will ensure your figures for each table total correctly.

Income Description	Income Type	Is the funding confirmed?	Income Amount (\$)	Notes
CZE Grant	Government Grants *	Unconfirmed *		
Salary - ED from CCACT and CEC	In-kind contributions	Confirmed		
Maintenance for Bikes	In-kind contributions	Confirmed		
			Total: \$45,452.00	
			Must be a dollar amount	

Expenditure Description	Funding type	Expenditure Type	Expenditure Amount (\$)	How was this figure calculated?
Project Officer - website content development, project management, and support workshop delivery	Grant funds	Salaries and Wages *		
Website development	Grant funds	Project and Production		Estimate on quote provided by LimeGreenTangerine

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Video production - 4 videos	Grant funds	Project and Production		Estimate based on Quote from C rux Media
Materials for Workplace engagement program	Grant funds	Project and Production		Estimate based on quote from Li megreentangeri ne
Web hosting	Grant funds	Project and Production		Current annual c harge for existin g website
Purchase and insurance of two e-bikes	Grant funds	Administrative and Infrastructure		Pricing from Swit ched On Cycles
Supporting equip ment for use of e -bikes eg. safety equipment, light s, bags etc.	Grant funds	Administrative and Infrastructure		
Administration c osts	Grant funds	Administrative and Infrastructure		
Maintenance for two bikes	Other funds	Project and Production		Provided by Rec yclery
Project Oversigh t	Other funds	Salaries and Wages		80 hours of ED o f CCACT and CEC including super
			Total: \$45,452.00	
			Must be a dollar amount	It is important to provide detail for this section

**What other inputs will you need in order to successfully carry out this project?**

Non-financial inputs could include staff/volunteers time/expertise, equipment, facilities, pro bono or in-kind contributions, advocacy, and other types of support.

## Authorisation and Declaration

**\* indicates a required field**

### Deed Of Grant

Successful applicants will need to sign the Community Zero Emissions Deed of Grant prior to receiving Grant funding. Please see the Deed of Grant template for your review and agreement [here](#) . Where a successful application includes an auspicing organisation, the Deed of Grant will be signed by the auspicing organisation and not the applicant.

**I agree to the conditions within the Deed of Grant template. \***

- Yes  
 No

If you do not agree with the Deed of Grant template, please contact the Environment, Planning and Sustainable Development Directorate at [actsmart@act.gov.au](mailto:actsmart@act.gov.au) or 13 22 81 prior to submitting your application.

### Certification

This section must be completed by two appropriately authorised persons on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

- **We certify that, to the best of our knowledge, the statements made within this application are true and correct and that we have read and understand the [Grant Program Guidelines](#) .**
- **We understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined within the application package and in accordance with the [Grant Program Guidelines](#) .**
- **We acknowledge that EPSDD will not accept late applications**
- **We acknowledge that EPSDD may vary the level of funding provided through the Grants program at its sole discretion**
- **We acknowledge that EPSDD cannot guarantee funding for any application, and cannot guarantee funding for the full amount requested by the applicant.**
- **We agree to the [Deed of Grant template](#) or have contacted EPSDD to discuss our concerns.**

#### Applicant Representative #1

**Name \***

Ms Helen Oakey

Must be a senior staff member, board member or appropriately authorised volunteer

**Position \***

Executive Director

Position held in applicant organisation (e.g. CEO, Treasurer)

**Contact Phone Number \***



Contact you to verify that this application is authorised by the applicant organisation

**Contact Email \***

[director@conservationcouncil.org.au](mailto:director@conservationcouncil.org.au)

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Must be an email address.

**Date \*** 29/06/2020  
Must be a date.

**I agree \***  Yes  No

#### Applicant Representative #2

**Name \*** Mr Ryan Lungu  
Must be a senior staff member, board member or appropriately authorised volunteer

**Position \*** Executive Director  
Position held in applicant organisation (e.g. CEO, Treasurer)

**Contact Phone Number \*** 6248 0885  
We may contact you to verify that this application is authorised by the applicant organisation

**Contact Email \*** director@canberraenvironment.org  
Must be an email address.

**Date \*** 29/06/2020  
Must be a date.

**I agree \***  Yes  No

#### Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button, please take a few moments to provide some feedback.

#### Where did you hear about the grant program?

- Web Search     Newspaper     Colleague     Other:  
 Email from EPSDD     Media Release     Network

#### Time taken to develop your project (including negotiation with sponsors/ collaborators)

- Less than 10 hours     30 - 40 hours  
 10 - 20 hours     More than 40 hours  
 20 - 30 hours

#### Please indicate how you found the online application process:

- Very easy     Easy     Neutral     Difficult     Very difficult

#### How many minutes in total did it take you to complete this application? \*

180

Estimate in minutes i.e. 1 hour = 60 minutes

**Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.**

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It's a little repetitive in places - eg. when you write your objectives, and then how you are going to achieve them, and then how you will measure success, that seems to be the same question.