

Introduction and instructions

* indicates a required field

Introduction

Welcome to the application form for the City of Sydney [Green Building Grant](#) program.

Please read the Green Building Grant webpage and [Grants and Sponsorship Program guidelines](#). Note that City of Sydney grant funds can only support activities that occur within the project timeframe. Ensure that your project falls within the correct timeframe by checking the City's Green Building Grant website.

Overview

Cash funding up to \$15,000 is available per grant application. The table below includes some of the types of ratings, certifications, audits and assessments we can support, and a suggested budget guide.

Sector

Project focus

Budget guideline

Residential

NABERS Energy & Water rating (1st year) and Energy Action Plan

Up to \$15,000

Residential

NABERS Energy & Water rating (2nd year) and Updated Energy Action Plan

Up to \$5,000

Residential

Renewables and/or electrification feasibility assessments

Up to \$15,000

Accommodation

NABERS Energy & Water rating (1st year) and Action Plan

Up to \$15,000

Accommodation

NABERS Energy & Water rating (2nd year) and Updated Action Plan

Up to \$5,000

Accommodation

NABERS Waste verification and Action Plan

Up to \$10,000

Accommodation

Green Star Performance or EarthCheck assessment and/or certification

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Form Preview

Up to \$10,000

Accommodation

Net Zero action plan e.g. using Greenview methodology

Up to \$15,000

Accommodation

Renewables and/or electrification feasibility assessments

Up to \$15,000

Please note, for-profit organisations are required to match the funding requested with cash (value-in-kind will not be accepted).

Before you complete the application form, ensure you have the following documents to hand:

1. Annual financial statement
2. Formal consent to pursue the project and commitment to implement identified improvements
3. Quote for the work

Primary contacts for the grant can be:

- Residential strata managers
- Building and/or facilities managers
- Strata committee members
- Building owners/operators
- Chief engineers

We do not accept duplicate applications. Applications that are submitted to more than one program for the same project in a round will only be considered in one program

Completing the application form

Moving between pages using the Form Navigation, Next and Previous Page buttons will automatically save your application. You can also click the **Save Progress** button as you go. Do not use the Forward -> or Back <- buttons in your browser as you may lose your progress.

You can start your application, save what you have done and return to it as many times as you like before the grant deadline. If you wish to leave a partially completed application, press **Save and Close** and log out. When you log back in and click on the **My Submissions** link at the top of the screen, you will find a list of all applications you have started or submitted. You can reopen your draft application and continue where you left off.

Several people can work on an application using the same login details, such as a shared email address. **But make sure only one person is working on an application at a time.** Only one person's progress will be saved if two people are working on the form at the same time.

Questions with a red asterisk* are required fields.

You will not be able to submit your application until all required fields are complete and in the correct format, e.g., dates are written DD/MM/YYYY, and only numbers and decimal points are entered into number and currency fields.

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Please label each document clearly with 'Document Name - Organisation - Application Number'. For example: *Project Quote - Building Name - GBG SR 202324001*.

When uploading multiple attachments, wait for each file to upload before trying to attach another file. Files can be up to 25MB each.

Need help?

If you need more help using this form, please read the [Help Guide for Applicants](#) and [Applicant Frequently Asked Questions \(FAQ's\)](#).

If you have questions, contact the grants team on 02 9265 9333 or communitygrants@cityofsydney.nsw.gov.au.

I confirm I understand this advice *

Yes

Applicant details

* indicates a required field

Contact details

This is the person we will primarily correspond with about this grant.

Contact name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Contact position *

Contact number *

Must be an Australian phone number

Contact email address *

Must be an email address

Applicant details

Please think carefully about what specific entity is applying. If your application is successful, the grant will be contracted and paid to the entity name in the ABN section below. There will not be an opportunity to change the contract or to pay the grant to another entity if details are incorrect or if the entity changes its name or changes hands.

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If you are naming a Trustee, please provide the details of the Trustee (where the Trustee is a company).

If you are a residential building it must be entered as “The Owners — Strata Plan No X”

Name of the organisation/building *

Please use your trading name or any other name you are known by publicly.

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

Are you applying as an eligible organisation? *

- We are an eligible not-for-profit organisation
- We are an eligible for-profit organisation
- We are an eligible owners corporation

Does your organisation identify as an Aboriginal and/or a Torres Strait Islander Enterprise? *

- Yes
- No

The City and Supply Nation recognise that organisations with at least 50% ownership qualify as an Aboriginal and/or Torres Strait Islander entity.

Please upload your most recent Annual report with financial statements *

Attach a file:

Building profile

Building 1 address *

Address

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Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Select the category of your building(s): *

- Residential apartment building
- Accommodation (hotels, hostels and serviced apartments)

How many building(s) are part of this application? *

Please note a complex would possibly fall under one building

City of Sydney Villages

What village is your building(s) located in? *

- CBD and Harbour
- Chinatown and CBD South
- Crown and Baptist Streets
- Glebe Point Road
- Green Square and City South
- Harris Street
- King Street
- Macleay Street and Woolloomooloo
- Oxford Street
- Redfern Street
- None of the above

Use the details below to help you:

CBD and Harbour - Sydney City - The Rocks, Dawes Point, Millers Point, Walsh Bay & Barangaroo **Chinatown and CBD South** - Haymarket, Southern CBD & Chinatown **Crown and Baptist Streets** - Surry Hills, Moore Park & East Redfern **Glebe Point Road** - Glebe, Forest Lodge & parts of Ultimo, Annandale & Camperdown **Green Square and City South** - Beaconsfield, Rosebery, Zetland & parts of Alexandria, Waterloo & St Peters **Harris Street** - Pyrmont, Broadway & parts of Ultimo **King Street** - Newtown, Erskineville & parts of Camperdown & Alexandria **Macleay Street and Woolloomooloo** - Woolloomooloo, Potts Point, Elizabeth Bay, Rushcutters Bay & Kings Cross **Oxford Street** - Paddington, Darlinghurst, East Sydney, Centennial Park **Redfern Street** - West Redfern, Chippendale, Darlington, Eveleigh, Golden Grove & parts of Waterloo & Alexandria

Grant details

* indicates a required field

Project name *

Word count:

Must be no more than 15 words.

Include your project type (based on table in Introduction) and building address e.g. Renewables and/or electrification feasibility assessments - 456 Kent Street, Sydney

Provide a very brief project description that we can use to release publicly. *

Word count:

Must be no more than 30 words.

We may use this description in presenting your application to Council and public announcements if successful.

Select the funding priority that your project will make the greatest contribution to:

How many years of funding support are you applying for? *

1 Year

Project start and end dates

City of Sydney grant funds can only support activities that occur within the project timeframe. Please be aware that the City of Sydney cannot support costs for projects that have already started.

This is when you start work on this project.

Start date *

Must be a date and between 1/7/2023 and 1/6/2024.

This is when you finish work and report on this project.

End date *

Must be a date and no later than 30/6/2024.

Diversity, inclusion and equity

Accessibility

The City of Sydney has developed an [Action Plan](#) that outlines key access and inclusion considerations to be referred to when planning projects within the local area.

Collaboration with Aboriginal and Torres Strait Islander communities

We are committed to exploring ways in which we can enhance the economic prosperity of Aboriginal and Torres Strait Islander peoples and organisations through our Grants Program. You are encouraged to consider engaging Aboriginal and Torres Strait Islander businesses into all aspects of your supply chain in the planning, delivery and implementation of your project. You can explore opportunities to engage Aboriginal and Torres Strait Islander businesses by visiting [Supply Nation](#).

Please provide evidence of diversity, inclusion and equity in the planning and delivery of the building project by addressing the below:

- How will your project ensure participation, access and inclusion in the delivery of this project across our diverse communities, including Aboriginal and Torres Strait Islander people, people with disability, people experiencing or at risk of homelessness, young people, older people, international students, culturally and linguistically diverse communities, women, LGBTIQ+ communities and low income earners.

- This could include project partners, contractors, staff hired, board members appointed

*

Word count:

Must be no more than 200 words.

Environmental sustainability

The City has declared a Climate Emergency and Council adopted a Climate Emergency Response Plan that outlines key actions that can be taken to reduce environmental impact.

Organisations are encouraged to reduce the carbon impact of their grant funded project and at a minimum purchase an appropriate amount of [GreenPower](#) to offset electricity consumed by their project.

What are the potential environmental impacts of your project and how will you minimise these? *

Word count:

Must be no more than 200 words.

E.g. Impacts could relate to carbon emissions, waste production, water use or pollution. These could be minimised by purchasing Green Power to offset, monitoring and managing energy consumption, implementing best practice recycling, implementing a sustainable event management plan or encouraging cycling, decision-makers to use understanding of site's resource consumption to drive uptake of resource reduction measures.

Building details - residential

* indicates a required field

What are you seeking funding for? *

- NABERS Energy & Water rating (1st year) and Energy Action Plan
- NABERS Energy & Water rating (2nd year) and Updated Energy Action Plan
- Renewables and/or electrification feasibility assessments

How many levels are there in your residential building(s) in total? *

Must be a number.

How many apartments does your residential building(s) have in total? *

Must be a number.

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How many bedrooms does your residential building(s) have in total? *

Must be a number.

What is the approximate split of renters and owner-occupiers?

% Renters

% Owner-occupiers

About your project - building 1

If you have previously obtained a rating/audit/assessment/action plan for this property, please specify what type:	When was it done?	What is funded by a City of Sydney Grant?	If yes, has the acquittal been submitted?
<small>If you have not previously obtained, list Other and N/A in the above question</small>	<small>Must be a date.</small>		

<small>If you have not previously obtained, list Other and N/A in the above question</small>	<small>Must be a date.</small>		

About your project - building 2-10

Please list the specific addresses of all additional buildings you are making an application for.

You can click 'Add More' for additional rows for Building 4+

Building address	If you have previously obtained a rating/audit/assessment/action plan for this property please specify what type:	When was it done?	What is funded by a City of Sydney Grant?	If yes, has the acquittal been submitted?
<small>Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.</small>	<small>If you have not previously obtained, list Other and N/A in the above question</small>	<small>Must be a date.</small>		

<small>Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.</small>	<small>If you have not previously obtained, list Other and N/A in the above question</small>	<small>Must be a date.</small>		

What existing environmental/sustainability initiatives/projects have already been implemented in your building? For example additional recycling streams, community gardens, purchase of GreenPower, etc.?

Word count:
Must be no more than 100 words.

Please provide any evidence of having implemented projects identified from previous rating and action plan and the savings achieved.

Attach a file:

Commitment to Implement

Residential apartment applicants must demonstrate that the Strata Committee is committed to implementing operational improvements recommended by the rating and action plan or assessment and to take recommendations and reasonable business cases from the action plan/assessment to a general meeting for consideration.

Please upload minutes from a Strata Committee meeting demonstrating this commitment has been agreed to: *

Attach a file:

Project Plan

Provide details of your project activities and who will undertake them.

Project activity	Person responsible	Company
Collect and collate data, including site visit(s)		
Prepare assessment(s), rating(s), and report(s)		
Lodge rating/assessment, if applicable		
Present to stakeholders		
Prepare acquittal report		

Building details - accommodation

* indicates a required field

Project type - accommodation

What are you seeking funding for? *

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- NABERS Energy & Water rating (1st year) and Action Plan
- NABERS Energy & Water rating (2nd year) and Updated Action Plan
- NABERS waste verification and action plan
- Green Star Performance or EarthCheck assessment and/or certification
- Net Zero action plan e.g. using Greenview methodology
- Renewables and/or electrification feasibility assessments

Please indicate that you understand that if successful, your application will be for matched funding, not an outright cash grant *

Yes

About your project - building 1

How many hotel rooms, hostel beds or serviced apartments does your building have in total? *

Must be a number.

Has this building previously received an environmental rating/audit/certification? *

Please specify the type of rating/audit/certification What was the rating score, if available? When was it done? Was it funded by a City of Sydney Grant?

	Must be a number.	Must be a date.	
<input type="checkbox"/> Energy audit <input type="checkbox"/> NABERS energy rating <input type="checkbox"/> NABERS water rating <input type="checkbox"/> Green star performance <input type="checkbox"/> EarthCheck <input type="checkbox"/> Other			

About your project - buildings 2-10

Please list the specific addresses of all buildings you are making an application for.

You can click 'Add More' for additional rows for Building 4+

Additional building(s) name	Address	How many hotel rooms, hostel beds or serviced apartments does each building have in total?	Has this building previously received an environmental rating/audit/certification?
	Address Line 1, Suburb/Town, State/Province,	Must be a number.	

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	Postcode, and Country are required.		

Please specify the type of rating/audit/certification **What was the rating score, if available?** **When was it done?** **Was it funded by a City of Sydney grant?**

	Must be a number.	Must be a date.	
<input type="checkbox"/> Energy audit <input type="checkbox"/> NABERS energy rating <input type="checkbox"/> NABERS water rating <input type="checkbox"/> Green star performance <input type="checkbox"/> EarthCheck Other			
<input type="checkbox"/> Energy audit <input type="checkbox"/> NABERS energy rating <input type="checkbox"/> NABERS water rating <input type="checkbox"/> Green star performance <input type="checkbox"/> EarthCheck Other			

Commitment to implement

Applicants must demonstrate that the building owner/operator is committed to implementing environmental performance improvements recommended by this project to the value of the grant, as a minimum.

Please upload a signed statement demonstrating this commitment has been agreed to *

Attach a file:

Project details

Provide details of your project activities and who will undertake them.

Please upload a Fee Proposal from your chosen supplier. This must include a detailed project plan, milestone delivery timeline as a Gantt chart, fully itemised budget/costings, qualifications/experience of personnel undertaking the project including roles and responsibilities *

Attach a file:

Budget

* indicates a required field

Cash funding up to \$15,000 is available per grant application. The table below includes some of the types of ratings, certifications, audits and assessments we can support, and a suggested budget guide.

Sector

Project focus

Budget guideline

Residential

NABERS Energy & Water rating (1st year) and Energy Action Plan

Up to \$15,000

Residential

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Residential

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Accommodation

NABERS Energy & Water rating (1st year) and Action Plan

Up to \$15,000

Accommodation

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Up to \$5,000

Accommodation

NABERS Waste verification and Action Plan

Up to \$10,000

Accommodation

Green Star Performance or EarthCheck assessment and/or certification

Up to \$10,000

Accommodation

Net Zero action plan e.g. using Greenview methodology

Up to \$15,000

Accommodation

Renewables and/or electrification feasibility assessments

Up to \$15,000

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Please note, for-profit organisations are required to match the funding requested with cash (value-in-kind will not be accepted).

If your application is successful you will have to report against the budget below in your acquittal report, explaining any variances.

City of Sydney grant request

Funding available is dependent on your project type. Maximum funding depends on the activity you are requesting funding for

What is the total cash amount requested from the City ex. GST? *

\$

Must be a dollar amount and no more than 15000.

Income table

List all the various sources of income for your project, including Matched cash funding if you are a hotel, hostel or serviced apartment.

Income description	Funding sources	Amount cash (ex. GST)
		Must be a dollar amount.
City of Sydney grant	City of Sydney	\$
	City of Sydney	\$
	City of Sydney	\$

Income Totals

Total cash income

\$

This number/amount is calculated.

This is the total cash contribution from you and third parties, ex GST.

\$

This number/amount is calculated.

Must be a number.

Matched funding

If you are a for-profit organisation, you are required to match the cash funding you request from the City of Sydney

To ensure you have 'matched' your request from the City, this field must be equal to or greater than zero: *

\$

This number/amount is calculated.

This deducts your cash request from the cash contribution brought to the project by you and third parties.

Expenditure table

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List all the various expenditure items for your project. All of the income for your project should be expended in this table, including:

- what you have allocated to City of Sydney funding

Expenditure description	How will you fund this expense?	Amount cash (ex. GST)
-------------------------	---------------------------------	-----------------------

Expenditure description	How will you fund this expense?	Amount cash (ex. GST)
		Must be a dollar amount.
Collect & collate data		\$
Prepare assessment		\$
Lodge rating/assessment		\$
Present to stakeholders		\$

Budget totals

The below income and expenditure totals should match.

Total cash income

\$

This number/amount is calculated.

Total cash expenditure

\$

This number/amount is calculated.

Quotes

Please upload quote(s) from appropriately qualified professional(s) for each item of work.

For applications seeking support for a rating, the quote must include both the rating and an action plan to improve the rating.

Attach quote(s) *

Attach a file:

A minimum of 1 file must be attached.

Support Material

Supporting documentation

If you have additional supporting material regarding suitability please upload it here.

Please label each document clearly with 'Document Name - Building Name - Application Number'. For example: *Project Quote - Building Name - GBG SR 202324001*.

When uploading multiple attachments, wait for each file to upload before trying to attach another file. Files can be up to 25MB each; however, we do recommend trying to keep files to a maximum of 5MB - the larger the file, the longer the upload time.

Attach a file:

Declarations

* indicates a required field

Privacy protection notice

Personal information collected is required for grants assessment and will be used in accordance with the City's [privacy statement](#) and Council procedures (e.g. Council reporting). Non-identifiable information may also be used in public reports and research to improve the grants program.

Your personal information may be provided to relevant City of Sydney Staff, Councillors and external assessment panel members as required. Please note that the Council of the City of Sydney is bound by its obligations under the Government Information (Public Access) Act 2009 (GIPA). Any requested disclosure of information under GIPA will be considered and released in accordance with the requirements of GIPA.

Supply of information on this application is voluntary, however without completion your application may not be able to be considered.

If you need to change or access your personal details, please contact communitygrants@cityofsydney.nsw.gov.au.

Your information will be stored by the City of Sydney Grants and Sponsorship Team.

I understand that the information in this application will be used as described *

Yes

Ethics framework

The City of Sydney does not support any activities or entities that unnecessarily:

- pollute land, air or water
- destroy or waste non-renewable resources
- market, promote or advertise products or services in a misleading or deceitful manner
- produce, promote or distribute products or services likely to be harmful to the community
- acquire land or commodities primarily for speculative gain
- create, encourage, or perpetuate militarism or engage in the manufacture of armaments
- entice people into financial over-commitment
- exploit people through the payment of below-award wages or poor working conditions
- unlawfully discriminate, or encourage unlawful discriminatory behaviour, including discrimination based on ability, culture, religion, age, gender and sexual orientation in employment, marketing and / or advertising practices
- sell or promote any prohibited items or services on Council land, such as fur and exotic animal skin products and feathers, other than where is permitted under traditional first nation cultural practices
- contribute to the inhibition of human rights generally.

I confirm that my organisation and project aligns with the above ethics framework *

Yes

I understand that my organisation must comply with all applicable laws, including laws relating to corruption and anti-bribery *

Yes

Public liability insurance

If your project is successful, you will be required to provide a copy of your current public liability insurance certificate of currency to the City of Sydney. You will also be required to maintain public liability insurance throughout the duration of this project, including any project extensions.

I understand that if my application is successful, I must provide and maintain public liability insurance for the duration of this project *

Yes

Building declaration - residential

Please confirm that the building owner understands and commits to the following:

- Ratings, action plans and assessment reports will be provided to the City
- All second year ratings will be publicly disclosed
- Information and images requested by the City for the purpose of developing case studies to demonstrate outcomes will be provided
- Nominating a representative to be responsible for implementing and monitoring identified opportunities, such as a strata, building or property manager or project champion

*

Yes

Building declaration - accommodation

Please confirm that the building owner understands and commits to the following:

- Ratings, action plans and assessment reports will be provided to the City
- All year two ratings will be publicly disclosed
- Information and images requested by the City for the purpose of developing case studies to demonstrate outcomes will be provided
- Nominating a representative to be responsible for implementing and monitoring identified opportunities, such as a chief engineer, building manager or project champion.

*

Yes

Declaration

I have read the accompanying guidelines for applicants provided with this application form.

I certify that all details supplied in this application and in any attached documents are true and correct, and that the application has been submitted with the authority of my organisation/group. I agree that I will contact City of Sydney immediately if any information provided in this application changes or is incorrect.

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I am authorised to complete this application and have read and understood this declaration *

Yes

*

Title

First Name

Last Name

Position held *

Date of declaration *

Must be a date

Feedback and submit

* indicates a required field

Applicant feedback

Please provide us with some feedback about your experience using this form. This will assist us in improving our processes for future applicants.

How did you hear about the Program? *

- | | |
|----------------------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> City of Sydney website | <input type="checkbox"/> Other websites |
| <input type="checkbox"/> CitySwitch website, e-news or LinkedIn | <input type="checkbox"/> Google word search |
| <input type="checkbox"/> City of Sydney Facebook | <input type="checkbox"/> Radio |
| <input type="checkbox"/> City of Sydney staff | <input type="checkbox"/> Twitter |
| <input type="checkbox"/> City of Sydney community centre | <input type="checkbox"/> Email |
| <input type="checkbox"/> City of Sydney information and Q&A sessions | <input type="checkbox"/> Word of mouth |
| <input type="checkbox"/> Poster or flyer | <input type="checkbox"/> Other: <input type="text"/> |

If you would like to be automatically subscribed to our grants newsletter, which we use to announce future grant opportunities, please provide an email address here:

How was your experience using this online application form? *

- Easy and simple to follow
- Somewhat easy and simple to follow
- Ok but some sections were confusing
- Difficult and not easy to follow

Please leave any comments or suggestions about our online application form.

Word count:

Must be no more than 100 words.

Feel free to contact the grants team if you wish to provide further feedback:
communitygrants@cityofsydney.nsw.gov.au or on 02 9265 9333.

Submitting your application

You will find a '**Review and Submit**' button at the bottom of the 'Navigation Panel' on the left hand side of each page. You need to review your application before you can submit it.

Once you have reviewed your application you can submit it by clicking on 'Submit' at the top of the screen or on the navigation panel.

When you submit your application, you will receive an automated confirmation email with a copy of your submitted application attached. This will be sent to the email you used to register.

If you do not receive a confirmation of submission email then you should presume that your submission has NOT been submitted.