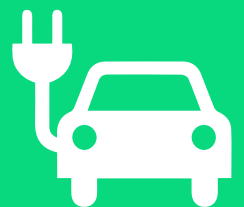




Public EV Charging Infrastructure Fund Guidelines

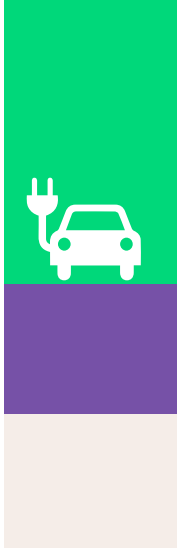


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Acknowledgement of Country

We acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

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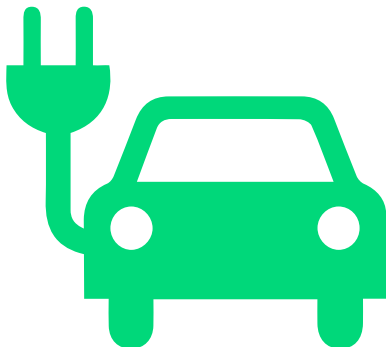
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1. About the Program

1.1. Intention of the program

The Public EV Charging Infrastructure Fund (the Program) provides funding to eligible organisations for projects that deliver public electric vehicle (EV) chargers in the ACT.

The Program will support the establishment of an EV charging industry in the ACT and deliver publicly accessible EV chargers across the Territory. The availability of chargers will help reduce range and charger anxiety, one of the key barriers to EV uptake, thereby encouraging the ACT community to transition to electric vehicles.

1.2. Policy background

The ACT Government's *Climate Change Strategy 2019-25* is a commitment to addressing climate change and sets an ambitious target of net zero emissions by 2045. In 2020, the ACT became Australia's first jurisdiction to be powered by 100% renewable electricity.

At 64% of our total emissions, transport is now the ACT's largest source of greenhouse gas emissions and a priority for emissions reduction action. Passenger vehicles make up 73% of transport emissions and are therefore critical to helping the ACT to achieve its emissions reduction targets.

On 30 June 2023, zero emissions vehicles (ZEVs) accounted for 4,931 (1.5%) of total registrations in the ACT. While this is more than double the number recorded in June 2022 (2070) the uptake of ZEVs in the ACT needs to accelerate rapidly to remain on the path to net zero emissions by 2045.

To support the transition to ZEVs the ACT Government released its *Zero Emissions Vehicles Strategy 2022-30* in July 2022. With research indicating that the main barriers to ZEV uptake are upfront cost, access to charging infrastructure, and range anxiety¹, one of the key priority actions is expanding the electric vehicle charging network across the ACT.

To contribute to the goal of 180 public chargers by 2025, the ACT Government has committed at least \$1.5 million under the Program to deliver publicly accessible EV chargers across the Territory.

1.3. Program objectives

The Program aims to increase the total number of public EV chargers in the ACT, through supporting the establishment of an EV charging industry. The objectives of the initial funding opportunity under the Program are to:

- install publicly accessible EV chargers
- support a self-sustaining EV charging industry
- increase competition in the EV charging market
- encourage the use of innovative technologies, services and business models to improve the customer experience.

1 Electric Vehicle Council, State of Electric Vehicles August 2020 (Electric Vehicle Council, 2020), <https://electricvehiclecouncil.com.au/wp-content/uploads/2020/08/EVC-State-of-EVs-2020-report.pdf>

The initial funding opportunity will prioritise the installation of EV chargers:

- in locations of importance to the ACT community such as tourist destinations, shopping centres and community facilities
- that will be accessible for people with disability
- in areas with limited existing chargers
- in urban areas with medium to high density housing
- that can be delivered within 12 months of project commencement.

We may publish new Program objectives for any future funding opportunities.

1.4. Funding available

The Program has at least \$1.5 million to support charging operators to install EV chargers in the ACT and maintain them for at least five years after installation. We will provide an initial funding opportunity, and subject to the availability of funds, may provide further funding opportunities.

We will fund up to 30% of eligible costs for each site you are approved funding for. You may not receive funding for all your chosen sites. We may fund a higher proportion of eligible costs for well-considered accessible charging solutions proposed at specific sites.

To meet our objective of increasing competition in the EV charging market, subject to the quality of applications, we intend to fund more than one applicant.

1.5. Overview of application process

The application process will be in two competitive stages.

1.5.1 Stage 1: Expression of Interest

Applicants will provide an overview of their proposed project, identify which sites they may wish to install chargers at, and demonstrate their capability and capacity to install and operate public EV charging infrastructure.

You will be asked to outline your business model and EV charging strategy for the ACT and Australia.

1.5.2 Stage 2: Project proposal

Applicants that are shortlisted in Stage 1 will be invited to participate in Stage 2. In Stage 2, applicants will submit a project proposal that includes a detailed site plan and budget for each charger location you apply for. Applicants will need to outline the customer experience they offer, their ability to manage risk and demonstrate their project's value for money.

You will be asked to nominate your sites in order of priority, and the total minimum number of chargers you would be willing to install. Only one applicant will be offered funding for each site.

We may invite the shortlisted Stage 1 applicants to participate in Stage 2 application processes to install chargers at additional sites in future funding opportunities.

1.6. Charger locations

To support shorter project delivery timeframes, we have a preliminary list of priority sites, as shown in *Appendix A: Charging station locations*. The electrical capacity to support EV chargers at these sites is currently being assessed.

These assessments may result in some sites not being viable. Applicants shortlisted in Stage 1 will be supplied with the final list of priority sites and the corresponding capacity reports at the start of Stage 2. Applicants may also nominate alternative sites on ACT Government and private land that align with the Program's objectives.

The sites listed in Appendix A are located on land owned by the ACT Government or on National Capital Authority (NCA) designated areas. It will be the responsibility of successful applicants to seek approval from the relevant authority to install chargers at their sites.

Further funding opportunities may include a new list of priority sites.

1.6.1 Accessible charging bays

Once the capacity to support EV chargers is known, we will identify the sites listed in Appendix A that require some charging bays to be prioritised for people with disability or mobility issues. If you apply to install chargers at these locations, your application will need to demonstrate that you have included design solutions that show how, and which chargers will be accessible. The list of sites requiring accessible charging bays, and further guidance on the requirements, will be made available in Stage 2.

To meet our objective of installing chargers that will be accessible to people with disability, applications that include accessible charging bays will be considered favourably against the relevant assessment criteria.

1.7. Enquiries

For more information about the Program please contact:

Zero Emissions Vehicles (ZEV) Strategy Implementation

Environment, Planning and Sustainable Development Directorate

ACT Government

Phone: (02) 6205 3926

Email: ZEVstrategy@act.gov.au

2. Eligibility criteria

2.1. Who is eligible to apply?

To be eligible an applicant must:

- have an ABN and ACN
- be registered for GST
- have a minimum of \$20 million public liability insurance
- have previous experience installing and operating public EV charging infrastructure in Australia
- provide evidence from your board (or chief executive officer or equivalent) that the project is supported, and that you can complete the project and meet the costs of the project not covered by grant funding
- agree to own, operate and maintain chargers, with a minimum of 97% uptime, for at least five years
- be prepared to enter into a Deed of Grant with the Territory.

We may agree to allow other entity types to apply.
Applicants may only submit one application.

2.2. Who is not eligible to apply?

The following entities are not eligible to apply:

- Individuals and unincorporated organisations
- Commonwealth, state and territory government bodies and agencies

2.3. What projects are eligible?

To be eligible your project must install eligible EV chargers in the ACT at one or more:

- sites listed in *Appendix A: Charging Station Locations* and/or
- alternate sites on either public or private land that meet the Program's objectives.

We recommend that you discuss any alternate sites with us early in the application process.

2.3.1 Site requirements

Each charging site must:

- provide a minimum of two eligible EV chargers to service a minimum of four bays concurrently (i.e. four charging plugs or sockets)
- have a minimum of four designated car parks for EVs, with lane markings and signage as required by the *ACT Government Electric Vehicle Charging Infrastructure Operational Policy* or authority relevant to the site
- adhere to any site-specific requirements stipulated in Stage 2.

For each alternate site proposed you must provide evidence that:

- there is sufficient electrical capacity
- a written agreement is in place with the site host (where the site is on private land).

2.3.2 Eligible chargers

An eligible EV charger is one that:

- can charge at least two battery electric vehicles simultaneously
- is either a Level 2 or Level 3 charger
- uses plug or socket types in accordance with the Federal Chamber of Automotive Industries (FCAI) Technical Statement on EV Charging Standards for Public Recharging Infrastructure
- can record usage data such as charging duration and times, speeds and downtime
- provides access to all users through a range of payment options, without requiring a subscription or membership
- complies with all relevant laws, regulations and standards
- does not incorporate any form of advertising other than branding.

Chargers being installed on ACT Government land must also:

- comply with the requirements of the ACT Government Electric Vehicle Charging Infrastructure Operational Policy.

Chargers being installed on NCA land must also:

- comply with the requirements of the NCA's Works Approval.

2.3.3 Accessible charging bays

The design of a charging bay that is prioritised for those with disability or mobility issues must consider the:

- width and length of the parking bay to:
 - enable a continuous path of travel between the car, the charger, and an exit
 - enable use by cars with front, side, and rear charging points
- careful placement of bollards and wheel stops
- use of a No Parking aisle to allow access to the charging unit
- ability to reach screens, payment hardware, plugs and sockets on the charging unit
- placement of signage and lane markings to indicate that it is a prioritised parking bay.

2.4. What expenses are eligible?

To be eligible, expenses must be:

- a direct cost of the project
- incurred between the project start and end dates.

Eligible expenses include:

- purchase of electric vehicle supply equipment (EVSE) such as chargers, cables and electrical equipment
- civil works related to installing charging infrastructure, including connection to the power grid
- site analysis and electrical capacity analysis such as datalogging
- signage and lane marking
- bollards and wheel stops
- contractor fees related to the project
- salaries for project management and those working directly on core elements of the project (up to 10% of total project costs)
- project audit fees (up to \$500 excluding GST) related to obtaining a financial report on the project costs and expenditure of the grant.

You may choose to commence your project from the date we provide you with a written grant offer. We will not be liable for any activities, or expenditure you incur, before the Deed of Grant is executed.

2.5. What will not be funded?

2.5.1 Ineligible sites

Sites that are not eligible as part of any project include those that:

- are located outside of the ACT
- do not align with the Program objectives and priorities
- upgrade or replace any existing chargers
- were funded under previous ACT Government Electric Vehicle Charging Infrastructure Funding Grant, the '50 EV chargers' Program
- are already under construction at the time of submitting your application
- are receiving funding from any other Commonwealth, state or territory government entity.

2.5.2 Ineligible expenses

The following expenses are not eligible, and cannot be included in your project costs:

- costs related to preparing the application forms
- costs related to administration of the grant, including any project variation requests
- travel costs
- any project expenses incurred outside the project start and end dates, including ongoing operational and maintenance costs for the chargers
- substation or distribution network upgrades
- licence fees payable to ACT Government for the parking bays
- general administration costs (phone, stationery etc) or recurrent operational expenses (electricity, office rent, vehicle registration etc)
- debt financing and financing costs, including interest
- legal advice or fees
- insurances
- entertainment, conference, training or event expenses
- gifts, sponsorship or advertising
- membership fees
- purchase of vehicles
- staff training and development costs.

3. The assessment criteria

Each application stage has assessment criteria to be addressed.

- Your Stage 1 application must score highly against the Stage 1 assessment criteria to be shortlisted for Stage 2.
- To be recommended for funding you must score highly against each assessment criterion from both Stage 1 and Stage 2.
- The Stage 1 criteria make up 40% of your total score, and the Stage 2 criteria will make up 60% of your total score.

You must address all assessment criteria in your application. We will assess your application based on the weighting given to each criterion. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays word limits for answers.

3.1. Stage 1 assessment criteria

CRITERION 1: Capability to install and operate EV charging infrastructure (20%)

In assessing this criterion we will consider your:

- Skills and experience in installing and operating EV charging infrastructure in Australia.
- Reputation as an EV charging operator and commitment to corporate, social and environmental responsibility.
- Track record in delivering and maintaining EV charging infrastructure projects of a similar nature, in Australia or internationally.

CRITERION 2: Capacity to undertake the project and ongoing operation of the chargers (20%)

In assessing this criterion we will consider:

- The resources available for the project to ensure it is delivered on time and budget.
- How you intend to support the ongoing operation of the chargers over the long term.
- How this project will contribute to building a sustainable EV charging industry in the ACT.

3.2. Stage 2 assessment criteria

CRITERION 3: The customer experience you will provide to reduce charger and range anxiety, and support the uptake of EVs in the ACT (25%)

In assessing this criterion we will consider:

- How your project will enhance the customer experience, including safety, availability of chargers, payment methods and innovative charging solutions.
- The intended operational uptime per year and plans to achieve this for at least five years.
- How the design aspects in your project or site plans consider the use of chargers by people with disability or mobility issues.

CRITERION 4: Risk management (10%)

In assessing this criterion we will consider:

- The extent to which you identify the risks affecting the successful delivery of the project within 12 months and within budget.
- Your strategy for effectively mitigating those risks.

CRITERION 5: How your project provides value for money (25%)

In assessing this criterion we will consider:

- The cost of your project, the amount of funding you are seeking, and why.
- The level of detail and credibility in your budget cost estimates and timeframe.
- The extent to which your project meets the Program's objectives and delivers chargers in our priority areas.

4. How to apply

Before applying, please read and understand these guidelines.

Both stages of the application process will use the online 'SmartyGrants' platform. Please visit this link to set up a free SmartyGrants account: <https://actgovt.smartygrants.com.au/applicant/register>. Previous SmartyGrants users can use their existing account.

You must submit your applications online by the relevant closing dates. No late applications will be accepted.

In the interests of a fair and equitable application process, any responses to questions from applicants about these guidelines will be provided in writing to all applicants.

4.1. Stage 1: expression of interest

To apply you must:

- complete the online application form
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

A preview of the application form can be downloaded from SmartyGrants to assist in preparing your application.

4.1.1 Mandatory attachments

The following attachment must be provided with your application:

- A copy of your certificate of insurance.

You may provide additional attachments that directly support your application.

4.2. Stage 2: project proposals

Shortlisted applicants from Stage 1 will be invited to submit a Stage 2 application. If selected, we will email you a link to the Stage 2 online form.

To ensure we meet our Program objectives and achieve a spread of chargers across the ACT, we may provide feedback on your Stage 1 project overview to inform your Stage 2 application.

To apply you must:

- complete the online application form
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

4.2.1 Project proposal and project plan

Your project proposal should provide an updated overview of your project, with an explanation of how it will meet the Program objectives listed in section 1.3.

You must also attach a project plan in the form of a Gantt chart or similar, showing your project milestones and delivery dates.

4.2.2 Site plans and budgets

You will be required to submit a separate site plan for **each** location you are applying for. This should include:

- a description or plan of your charging solution, meeting the eligibility requirements listed in section 2.3
- the layout of the parking bays and chargers
- the charger types, plug/socket types and intended charging speeds
- civil works required
- solutions to any site-specific requirements stipulated in Stage 2.

You will also be required to submit a site budget for **each** location you are applying for. You will be provided with a budget template in Stage 2.

4.2.3 Mandatory attachments

The following attachments must be provided with your application:

- A project plan in the form of a Gantt chart or similar.
- A site plan and budget for **each** location you are applying for.
- A letter of project support and confirming an ability to fund the project costs not covered by the grant from a company board member (or CEO or equivalent).

You may provide additional attachments that directly support your application.

5. Selection process

5.1. What is the selection process?

Stage 1 and Stage 2 applications will both be reviewed against the relevant eligibility criteria. Eligible applications will then be evaluated against the assessment criteria.

We will consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- how well it meets the Program objectives.

We will establish a selection committee comprised of ACT Government employees to assess applications. The committee may also seek additional advice from independent technical experts.

The committee will assess your application against the assessment criteria and compare it to other eligible applications before recommending which projects to fund. When making decisions about which applicant will be offered each site, the committee will consider your responses to the selection criteria in addition to your relevant site plan and budget.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

5.2. Who will approve grants?

The Financial Delegate will decide which applications to approve having considered the recommendations of the committee and the availability of grant funds.

To ensure a spread of chargers across the Territory and limit operators at each site, successful applicants may not be approved grant funding for all their nominated sites. Each site will have only one successful applicant.

The Delegate's decision will be final in all matters, including:

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding.

We cannot review decisions about the merits of your application.

5.3. Notification of application outcomes

We will advise you of the outcome of your application in writing via email. If you are successful, we will advise you the amount of funding and which sites you are receiving funding for, and any other specific conditions attached to the grant.

If you are unsuccessful in either Stage, we will give you an opportunity to discuss the outcome with us.

6. Successful grant applications

6.1. Deed of Grant

If you are successful, you must enter into a Deed of Grant with the Territory to receive funding. The Deed of Grant identifies certain legal obligations associated with the grant, including your project proposal and allocated sites, the use of grant funds, and project and financial reporting. You will have 12 months from the date of your written offer to complete your project.

The Deed of Grant will include requirements to:

- publish the location of each charger site on FuelCheck and Plugshare, including information about the number of chargers, charging rates and availability
- own, operate and maintain the chargers, and keep them in good working order with a minimum of 97% uptime, for at least five years from project completion
- include the logo and an acknowledgement of ACT Government funding on each charger.

6.2. How we pay the grant

We will make an initial payment once the Deed of Grant has been signed by both parties. We will make subsequent payments as you achieve agreed milestones, or as per the agreed schedule in the Deed of Grant. Payments are subject to satisfactory progress on the project.

We may agree to project specific payment structures in negotiation with the grant recipient.

6.3. Tax obligations

Where applicable GST should be added to the invoices for your grant payments. You are required to notify us if your GST registration status changes during the project period.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

6.4. Announcement of grants

We will publish non-sensitive details of successful applicants on the Everyday Climate Choices website.

The Minister for Water, Energy and Emissions Reduction may announce the successful applicants.

7. How we monitor your project

7.1. Keeping us informed

You should let us know if anything is likely to adversely affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts.

You must also inform us of any changes to your:

- name
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the Deed of Grant you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

7.2. Reporting

You must submit reports in line with the Deed of Grant. We will provide templates for these reports. We will expect you to report on:

- progress against project milestones
- project expenditure, including expenditure of grant funds.

The amount of detail you provide in your reports should be relative to the project size and grant amount.

We will monitor the progress of your project by assessing the reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information, or request an independent audit of claims and payments.

7.3. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the eligible expenditure incurred
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

7.4. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- identify the total eligible expenditure incurred for the project
- include a declaration that the grant money was spent in accordance with the Deed of Grant and to report on any underspends of the grant money
- be submitted by the report due date.

7.5. Post project reports

You will be required to submit a post project report once a year for five years after completion of your project, to report on the reliability and usage of each charger.

7.6. Ad-hoc report

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

7.7. Financial report

We may ask you to provide a financial report. A financial report will verify that you spent the grant in accordance with the Deed of Grant. The financial report requires you to prepare a statement of grant income and expenditure.

7.8. Deed of Grant variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your Deed of Grant, including:

- changing project activities including charger sites
- changing project milestones
- extending the timeframe for completing the project
- increasing grant funds.

If you want to propose changes to the Deed of Grant, you must put it in writing before the project end date in your Deed of Grant.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program objectives and program guidelines
- changes to the timing of grant payments
- availability of program funds.

7.9. Evaluation

We will evaluate the Program to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

7.10. Grant acknowledgement

If you make a public statement about a project funded under the Program, including in a brochure or publication, you must acknowledge the grant by using the following text:

“with assistance from the ACT Government under the Public EV Charging Infrastructure Fund”.

The ACT Government logo may also be used in conjunction with the above text to acknowledge the Government’s support of your project.

A funding acknowledgement must be affixed to each charger funded by this Program.

8. Probity

We will make sure that the Program processes:

- are fair
- are delivered according to these guidelines
- incorporate appropriate safeguards against fraud, unlawful activities and other inappropriate conduct.

8.1. Conflict of interest

It is important that applicants do not have private interests and/or relationships that will create a conflict of interest or be perceived to create a conflict of interest. Real or perceived conflicts of interest must be disclosed at the time of lodgement of an application or immediately after a potential, real or perceived conflict becomes apparent.

8.2. Privacy

Your personal information is protected by law under the *Information Privacy Act 2014* and is managed by the Environment, Planning and Sustainable Development Directorate as set out in the Directorate’s information privacy policy.

Appendix A:

Charging station locations

These locations are for the initial funding opportunity. New locations may be provided for future Program funding opportunities as we continue to investigate the viability of sites across the ACT.

ACT Government land

Civic/Braddon region

- Hobart Place carpark, Canberra
- Hillside Lane carpark, Canberra
- Riverside Lane carpark, Canberra
- Childers Street parking bays, Canberra
- Currong Street North parking bays, Canberra
- Nangari Street parallel parking, Canberra
- Batman Street parallel parking, Canberra

Local shopping centres

- Southlands Shopping Centre, Mawson
- Cooleman Court Shopping Centre, Weston Creek
- Ainslie Shops, Edgar Street, Ainslie
- Ginninderra Village carpark, O'Hanlon Place, Nicholls
- Kingston Shops, Jardine Street, Kingston
- Kingston Foreshore, Eastlake Parade, Barton
- Erindale Shopping Centre, Wanniasa
- Campbell Shops, Blamey Place, Campbell
- Downer Shops, Frencham Place, Downer

Community Facilities

- National Arboretum, Forest Drive, Molonglo Valley
- Southwell Park, Mouat Street, Lyneham
- Kambah District Playing Fields, Kett Street, Kambah
- Jamison Oval, Catchpole Street, Macquarie
- Holt District Playing Fields, Kippax Place, Holt
- Calwell District Playing Fields, Were Street, Calwell

- Manuka Tennis Club, Flinders Way, Griffith
- Lake Ginninderra Carpark, Beissel Street, Belconnen

National Capital Authority designated area

- Questacon, King Edward Terrace, Parkes
- Old Parliament House, King George Terrace, Parkes
- National Archives of Australia, Kings Avenue, Parkes
- National Portrait Gallery, King Edward Terrace, Parkes
- Canberra and Region Visitors Centre, Regatta Place, Parkes
- Blundells Cottage, Wendouree Drive, Parkes
- Constitution Avenue parallel parking, Canberra

Contact us

Phone: (02) 6205 3926

Email: ZEVstrategy@act.gov.au

July 2023



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