

National Solar Schools Program Guidelines



JULY 2010

Contents

Part 1: National Solar Schools Program overview	3
Objectives	3
Funding available	3
The applicant	4
The project	4
Program duration	5
How it works	5
Part 2: How to register	5
Part 3: How we determine your eligibility and funding	6
School eligibility	6
How we determine your funding	7
Part 4: Planning your project	9
Renewable Energy Certificates (RECs)	9
Part 5: Eligible items and activities	10
Part 6: Applying for Funding	13
Annual application rounds	13
Annual funding quotas for each state and territory	13
Assessment of schools' applications	14
Approval of applications	15
How you receive your funding	15
Lodging your application	15
GST	16
Funding limitations	16
Part 7: Solar power system requirements	17
Competent designer and installer	17
System design and installation	17
Warranty	18
Data Collection, Storage and Visualisation Systems	18
Part 8: Other requirements	19
Use of harvested rainwater	19
Permissions and approvals	19
Insurance	19
Tax implications	19
Disclosure of information	19
Acknowledgement	20
Reporting and acquittal	20
Compliance and safety	20
Part 9: National Solar Schools Program contact details	21
Part 10: Useful contacts	22

PART 1

National Solar Schools Program overview

The National Solar Schools Program is helping Australian schools take practical action to tackle climate change by offering grants of up to \$50,000 for single campus schools and up to \$100,000 for eligible multi-campus schools to install solar power systems, rainwater tanks and a range of renewable energy and energy efficiency measures. Schools are able to improve their energy and water efficiency as well as reduce their ongoing energy costs. In particular, for schools with a mains power supply, surplus electricity generated by solar power systems on weekends and during school holidays may be able to be sold back to the electricity grid for extra electricity and greenhouse savings.

From 1 July 2010, new arrangements apply to schools applying for a grant under the National Solar Schools Program.

Schools applying for a grant from 1 July 2010 must follow these Guidelines. Schools that had a grant approved and had entered into a funding agreement under this program prior to 1 July 2010 October 2009 must refer to the Guidelines dated July 2008 that are available on the National Solar schools Program website (see Part 9 'Contact details').

1.1 Objectives

The objectives of the National Solar Schools Program are to:

- allow schools to:
 - generate their own electricity from renewable sources
 - improve their energy efficiency and reduce their energy consumption
 - adapt to climate change by making use of rainwater collected from school roofs
 - provide educational benefits for school students and their communities
- support the growth of the renewable energy industry.

1.2 Funding available

Schools installing a minimum 2 kilowatt (kW) solar power system are eligible for a grant of up to \$50,000 (GST exclusive) for the installation of eligible items.

If no solar power system, or a system of less than 2kW, is installed a grant of up to \$30,000 (GST exclusive) is available to be spent on eligible items.

Schools applying for funding from 1 July 2010 that have been approved to receive funding for solar power systems under any other Australian Government program since the National Solar Schools Program commenced on 1 July 2008 and that cannot provide evidence that they have re-scoped their project to remove the installation of solar power systems prior to 15 July (date of announcement of the new arrangements for the NSSP) are eligible for a grant of up to \$15,000 for the installation of eligible items.

A multi-campus school that has a combined campus population of 1,000 or more full time enrolled students may be eligible for an additional National Solar Schools Program grant (see Part 3 'How we determine your funding').

The total grant funding available to a multi-campus school may be up to either \$100,000 or \$15,000 depending on whether it has been approved to receive funding for solar power systems under any other Australian Government program since the National Solar Schools Program commenced on 1 July 2008.

Schools that have received Green Vouchers for Schools funding will have this amount deducted from their National Solar Schools Program grant.

1.3 The applicant

Non-government schools are eligible for a grant under the National Solar Schools Program if they are in receipt of Australian Government Grants for Recurrent Expenditure under the *Schools Assistance Act 2008*.

Government schools are eligible for a grant under the National Solar Schools Program if they are officially recognised by their state or territory government education agency as a school providing primary and/or secondary education.

Educational institutions that are not eligible for a grant include kindergartens, early childhood centres, preschools, TAFE colleges and universities.

1.4 The project

National Solar Schools Program grants are available for the installation of a range of renewable energy generation, water and energy efficiency measures, including:

- solar power systems
- rainwater tanks
- small wind turbines
- small hydro power generators
- solar hot water systems
- energy efficient lighting
- ceiling fans
- door and window draught seals
- sensors, timers and thermostats
- automatic door closers and automatic sliding doors
- external window fittings
- skylights
- shade awnings

Part 5 'Eligible items and activities' provides a comprehensive table of the items that are eligible for funding.

1.5 Program duration

The program commenced on 1 July 2008 and continues until 30 June 2015. Schools lodging an application in the last financial year of the program (2014-15) must finalise their works and reporting requirements by 30 June 2015.

These Guidelines apply to the program from 1 July 2010.

1.6 How it works

There are three steps required to apply for your National Solar Schools Program grant.

1. Registration (Part 2)
2. Planning your project (Part 4)
3. Lodging your application (Part 6)

PART 2

How to register

To register you need to complete the online registration request on the National Solar Schools Program website (see Part 9). Registrations requests are to be made only by employees of the school. You will be asked to provide:

- a contact person's details, including phone number and email address – the contact person must be an employee of your school and authorised to submit the school's registration. Noting the scope for changes in personnel, we recommend that you provide a general school email address in your registration rather than an address specific to a particular employee
- the correct legal name of your school
- your school's Department of Education, Employment and Workplace Relations (DEEWR) identifying number – this number identifies your school to the Australian Government (see Part 9 'Contact details' for assistance with this number)
- your school's ABN (see Part 10 'Useful contacts' for details of how to find your ABN)
- your school's street address (not a Post Office box).

You will receive an email to acknowledge your registration request. We will provide you with a Project ID – please keep this safe as you will need to quote it if you contact us. Please do not give your Project ID to anyone else, for example, a commercial operator, as your school retains responsibility for management of the grant process.

Schools need only register for National Solar Schools once.

PART 3

How we determine your eligibility and funding

When you submit your National Solar Schools Program registration request we will determine your school's eligibility to apply for a grant and the maximum amount of funding available for your school. The department will advise the school's nominated contact by email of the outcome of this eligibility assessment within 5 working days of receipt of your registration request.

3.1 School eligibility

Non-government schools are eligible for a grant under the National Solar Schools Program if they are in receipt of Australian Government Grants for Recurrent Expenditure under the *Schools Assistance Act 2008*.

Government schools are eligible for a grant under the National Solar Schools Program if they are officially recognised by their state or territory government education agency as a school providing primary and/or secondary education.

Environmental education centres are also eligible to apply for a National Solar Schools Program grant if they are a registered state or territory government school, and are owned by a state or territory government education agency. Such centres have to demonstrate that they have a significant education focus on environmental sustainability. Their claims for eligibility must be supported by their state or territory government education agency.

Educational institutions that are not eligible for a grant include kindergartens, early childhood centres, preschools, TAFE colleges and universities.

Schools listed for closure within twelve months of lodging an application are not eligible for a grant.

We will determine your eligibility as a school from data provided by the Australian Government Department of Education, Employment and Workplace Relations (DEEWR) and state and territory government education authorities.

3.2 How we determine your funding

Schools installing a minimum 2kW new solar power system, or a minimum 2kW extension to an existing system, will be eligible for a grant of up to \$50,000 (GST exclusive).

If no solar power system or a system of less than 2kW is installed, a grant of up to \$30,000 (GST exclusive) is available to be spent on any eligible items.

Schools applying for funding from 1 July 2010 that have been approved to receive funding for solar power systems under any other Australian Government program since the National Solar Schools Program commenced on 1 July 2008 and that cannot provide evidence that they have re-scoped their project to remove the installation of solar power systems prior to 15 July (date of announcement of the new arrangements for the NSSP), are eligible for a grant of up to \$15,000 for the installation of eligible items.

A multi-campus school that has a combined campus population of 1,000 or more full time enrolled students is eligible for an additional National Solar Schools Program grant. Combined primary and secondary schools are deemed to have multiple campuses even if they are co-located.

The total grant funding available to a multi-campus school may be up to either \$100,000 or \$15,000 depending on whether it has been approved to receive funding for solar power systems under any other Australian Government program since the National Solar Schools Program commenced on 1 July 2008.

With the exception of schools that been approved for funding for a solar power system under any other Australian Government program since 1 July 2008, the level of funding is determined by the installation of a 2kW solar power system. For example, if a multi-campus school with 1,000 or more students installs:

- two solar power systems of at least 2kW each, it is eligible for up to \$100,000 (GST exclusive)
- one solar power system of at least 2kW, it is eligible for up to \$80,000 (GST exclusive)
- no solar power system or a system of less than 2kW, it is eligible for up to \$60,000 (GST exclusive).

For schools that have claimed a grant under the Green Vouchers for Schools Guidelines, a National Solar Schools Program grant is up to \$50,000 (GST exclusive) less the amount of Green Vouchers funding received. The remaining National Solar Schools Program grant can be spent on any eligible items.

PART 4

Planning your project

When you have registered and received confirmation that your school is eligible for a National Solar Schools Program grant and you know the maximum amount of funding that your school is eligible to apply for, you can begin researching and planning your project. Even if your school has not yet registered, you are encouraged to start planning your project and to obtain quotes in anticipation of each year's funding round.

You will need to:

- think about the best solution for your school
- investigate the costs involved for different options
- check your proposal meets your school's governance requirements (e.g. any requirements stipulated by state or territory education department)
- contact your school's assets management unit, if applicable
- seek advice from appropriately qualified people
- investigate any necessary permits
- seek itemised quotes for the various aspects of the project.

A National Solar Schools Program grant is a one-off payment. If you do not use your full entitlement when you make your application you will not be able to apply for the remainder at a later date.

It is in your school's best interests that you research project options so that your school gets the best value from its grant. Schools are encouraged to conduct energy and water use efficiency audits to assist them with planning their projects. These audits are not eligible for funding by your National Solar Schools Program grant. State and territory education departments may be able to assist or schools may choose to conduct a self-audit. The Australian Sustainable Schools Initiative (AuSSI) provides resources for schools to plan their projects (see Part 10 'Useful contacts' for AuSSI's website address).

One of the criteria for assessment of grant applications will be value for money. To demonstrate value for money, we recommend that you contact at least three suppliers for the major components of your project. Your school can submit an application with as little as one quote, but you should be aware that this may mean your application is not as competitive as others that demonstrate they have thoroughly tested the market to obtain the best price for the supply and installation of components of their project.

Schools must not enter into any commitments with a supplier until they have obtained a range of quotes. The preferred quote should be itemised in line with the relevant budget components of the application form. A detailed description of the application form is available on the National Solar Schools Program website. We may ask for copies of quotes. Quotes sought for solar power systems must be from designer/installers accredited by the Clean Energy Council.

We advise that you do not give your school's National Solar Schools Program registration details to any commercial operator. Registrations and applications are made only through the official National Solar Schools Program website (see Part 9 Contact details'). This site displays the Australian Government logo.

National Solar Schools Program grants are not retrospective. Funding will not be provided for commitments made, items purchased or installed, or any work undertaken before you have been approved for funding under the Australian Government National Solar Schools Program either through an individual funding

agreement or as part of arrangements with your state or territory education agency or Block Grant Authority (see Part 6 'Applying for Funding').

Projects funded under the National Solar Schools Program must meet certain requirements:

- The funding claimed must be related only to the supply and installation of eligible items.
- Works must only be carried out at the school site for which funding has been approved.
- All installed items must be new and meet relevant Australian Standards.
- A solar power system must be installed by a designer/installer accredited by the Clean Energy Council.
- All other work (for example, electrical or plumbing) must be completed by suitably licensed people.
- All work must meet Australian, state and local government regulations.
- All necessary approvals and permits must be obtained.

You are encouraged to use your National Solar Schools Program project as a resource to improve awareness and understanding of energy and water use in your school and in the wider school community. To advance learning goals, a Data Collection, Storage and Visualisation System (see Part 7.4 of these Guidelines) is a compulsory item when installing a solar power or other renewable energy system. Your state or territory education department may also be able to assist your school include energy and water efficiency learning goals in your curriculum. The AuSSI program provides useful resources for improving your school's sustainability (see Part 10 'Useful contacts' for AuSSI's website address).

All applications for National Solar Schools Program funding will now be assessed against three criteria relating to value for money, environmental benefits, and educational benefits. You should take these criteria into account when preparing your application. More information on these criteria, and how to address them, is set out in Part 6.3 'Assessment of applications'.

4.1 Renewable Energy Certificates (RECs)

In August 2009, the Government implemented the **Renewable Energy Target (RET) Scheme**, which is designed to deliver on the Government's commitment to ensure that 20 per cent of Australia's electricity supply will come from renewable sources by 2020. In ten years time the amount of electricity coming from sources like solar, wind and geothermal will be around the same as all of Australia's current household electricity use. The RET expands on the previous Mandatory Renewable Energy Target.

The RET provides renewable energy power stations and owners of solar hot water heater and Small Generation Units (SGUs) with a financial incentive through the creation and trade of RECs.

The following National Solar Schools Program eligible items may create RECs:

- solar power systems
- small wind turbines
- small hydro power systems
- solar hot water systems
- heat pump hot water systems.

Owners of solar hot water systems, heat pump hot water systems and SGUs may be able to create and sell RECs to help offset the cost of installing renewable energy technology. Your school may assign the right to create RECs to a registered agent in exchange for an upfront discount on the purchase price of the system.

For more information about RECs, please refer to the Office of the Renewable Energy Regulator (ORER) website (see Part 10 'Useful contacts').

PART 5

Eligible items and activities

The National Solar Schools Program funds on-ground works. We will only fund items and activities listed in the table below. In particular, we will not fund project administration and coordination, planning, research, energy or water use efficiency audits, design, educational activities, promotional activities, reporting, auditing or any costs you incur in obtaining quotes or preparing and submitting a registration or application.

Please note that contingency costs are not included in the list below, and are not eligible for National Solar Schools Program funding.

On-Ground Works	Eligible items and activities	Conditions
Solar power system	Purchase and reasonable installation costs including: Photovoltaic (PV) panels Frames and supporting equipment Inverter Balance of system requirements Delivery Installation Data Collection, Storage and Visualisation System (DCSVS)	For installation on new and existing buildings. Includes extensions to existing solar power systems. System must be installed by a Clean Energy Council accredited designer/installer (see Part 10 'Useful contacts'). Must be connected to a power grid, if available. Where a grid is not available additional enabling equipment may be required and is eligible to be claimed. A grid is deemed to be unavailable if it is located more than one kilometre from the school, or would cost more than \$30,000 to connect. A DCSVS is a compulsory requirement of the installation (see Part 7.4 'DCSVS Systems'). It does not include the costs of a computer, monitor or display screen.
Solar or heat pump hot water system	Purchase and reasonable installation costs including: Solar hot water system Solar heat pump hot water system Delivery Installation	For installation on new and existing buildings. The hot water system must be a complete model as listed on the Office of the Renewable Energy Regulator (ORER) website (see Part 10 'Useful contacts'). The system must be eligible for 20 or more Renewable Energy Certificates (RECs) under the Renewable Energy Target (RET) at the time of installation. To ensure consistency with the Program's energy efficiency objective, the new hot water system/s must replace an existing electric storage hot water system. It must have at least a five year warranty and can be connected to showers, kitchen and laundry facilities. The system may comprise more than one unit.

On-Ground Works	Eligible items and activities	Conditions
Other renewable energy generation	<p>Small wind turbines and associated towers, control equipment, dump loads, cable and circuit protection, delivery and installation.</p> <p>Small hydro power generators and associated penstock, piping, control equipment, dump loads and circuit protection, delivery and installation</p> <p>Safety items – if necessary: Safety fencing</p>	<p>Installation to provide electricity to new and existing buildings.</p> <p>Must be connected to a power grid, if available. Where a grid is not available additional enabling equipment may be required and is eligible to be claimed. A grid is deemed to be unavailable if it is located more than one kilometre from the school, or would cost more than \$30,000 to connect</p> <p>A DCSVS is a compulsory requirement of the installation (see Part 7.4 'DCSVS Systems'). It does not include the costs of a computer, monitor or display screen.</p> <p>Safety items must be directly related to the eligible items</p>
Energy efficiency items	<p>Installed items must improve the energy efficiency rating of an existing school building. To ensure consistency with the Program's energy efficiency objective, they must replace or reduce reliance on existing power-consuming systems and measures, such as electric lighting, air conditioning or heating, rather than creating a new source of power consumption. For example, new lights to be installed where none had existed before would be ineligible; replacing existing lighting with more energy efficient lighting would be eligible.</p>	
	Automatic door closers; automatic sliding doors	On external doors or doors to unheated or vented areas.
	Ceiling fans	Energy efficient models; must be spaced and sized appropriately. Only to be installed in buildings with existing air conditioning.
	Draught seals on doors and windows	Standard commercial products.
	Energy efficient lighting	Replacing incandescent with compact fluorescent lamps or LEDs; upgrading existing fluorescent lighting to current standard. Lighting is only eligible if it is replacing existing and less efficient lighting.
	External fittings on windows	Double glazing, shutters.
	Sensors, timers and thermostats	<p>Movement sensors for interior lights; daylight sensors for exterior lights; thermostats and timers for cooling and heating systems</p> <p>Timers must be programmable to a minimum 7 day cycle. No item is to be installed if it creates a safety issue.</p>
	Shade awnings	The program does not fund the installation of shade sails or shade structures for play areas. In order to be eligible, a shade awning's primary purpose must be to provide shade to the windows of a school building, reducing reliance on an existing air-conditioning system.

On-Ground Works	Eligible items and activities	Conditions
		<p>An awning must be retractable and attached to the school building.</p> <p>Skylights Must not be permanently vented; must include shaft insulation to reduce unwanted heat transfer.</p> <p>The purpose of the skylight/s must be to provide natural light and reduce reliance on existing electric lighting. The program does not fund skylights that incorporate ventilation fans/units.</p> <p>Solar thermal space heating system Must supplement existing space heating systems in school buildings and reduce consumption of energy from other sources. As all energy efficiency measures are required to improve the energy efficiency rating of an existing school building, systems that heat water for swimming pools are not eligible for funding.</p>
<p>Rainwater tanks</p>	<p>Purchase and reasonable installation costs of new items including:</p> <p>Rainwater tank Pipes Pump Delivery Installation</p> <p>Safety items – if necessary:</p> <p>First flush filter Mosquito guard Pump cage Safety fencing</p>	<p>For installation on new and existing buildings.</p> <p>Tank to store water harvested from a roof only (not surface or ground water).</p> <p>Harvested rainwater must not be for potable use. An exemption is available where mains water is not available. (See Part 8 'Other requirements').</p> <p>We will only fund pipes to connect roof catchment to tanks and from tanks to non-potable applications such as toilets, small-scale irrigation systems and washing machines.</p> <p>We will not fund the installation, repair or upgrade of roofs, guttering, irrigation systems, toilets or other fixtures (e.g. taps). The program does not fund the cost of installing any tank which is not being purchased with the NSSP grant.</p> <p>The water collected in a rainwater tank is not for potable use and therefore cannot be plumbed to a hot water system.</p> <p>Safety items must be directly related to the eligible items</p>
<p>Required fees and permits</p>	<p>Required fees and permits, for example:</p> <p>Local council development application (DA) Fees payable for inspection of grid connection</p>	<p>We will only fund approvals or permits necessary for the project funded by the National Solar Schools Program.</p>

PART 6

Applying for funding

From 1 July 2010, new arrangements will apply to schools applying for a grant under the National Solar Schools Program.

6.1 Annual application rounds

The program will receive schools' funding applications during an annual application round. Each application round will be open for approximately four weeks, and will usually commence around the beginning of each financial year. The exact dates for each financial year's application period will be published in advance on the National Solar Schools Program website (see Part 9 'Contact details'). We will also contact schools well in advance of each year's application round to advise them of the relevant dates.

Applications for funding received outside each annual application round will not be accepted for consideration.

Any schools that are not selected for funding in an application round are eligible to re-apply in subsequent application rounds.

The total funding provided to schools in any application round will be limited to the maximum funding available for the program in that financial year. These details will be published on the National Solar Schools website and advised to schools when that year's application round is announced.

6.2 Annual funding allocations for each state and territory

Within each year's total funding budget, a specified allocation will be set aside for each state and territory. The amount of each allocation will be consistent with each jurisdiction's share of the total national number of schools eligible for a National Solar Schools Program grant that have not already received a grant.

In addition, each state's and territory's annual funding allocation will be divided into two separate components, one for the government school sector and one for the non-government school sector. Similarly, the annual funding allocation to each of these sectors will be based on each sector's remaining share of the total national number of eligible schools that have not already received a grant under the National Solar Schools Program.

A separate annual funding allocation will be set aside for schools that have been approved for funding for a solar power system under any other Australian Government program since 1 July 2008.

The amounts of the annual state and territory funding allocations, including their government and non-government components, will be published on the National Solar Schools Program website (see Part 9 'Contact details') when each annual application round is announced.

6.3 Assessment of applications

Eligible schools' applications will be assessed against three criteria: value for money; environmental benefits; and educational benefits.

A merit-based, competitive, assessment process will be used to determine which schools' applications best meet these criteria and should receive funding in an application round. The merit-based, competitive, assessment process will be applied separately to eligible schools that have been approved for funding for a solar power system under any other Australian Government program since 1 July 2008.

However, any school not successful in one round is eligible to apply in subsequent years' application rounds. This means that over the life of the program, every eligible school has the potential to receive a National Solar Schools Program grant. Schools with the most competitive applications will receive their funding earlier.

Schools will need to provide information in their application that demonstrates how they meet each of the three assessment criteria.

- **For value for money**, schools will need to have obtained competitive pricing for the measures they propose to install with their National Solar Schools Program grant. One way to ensure that your school gets value for money for its project is to obtain several quotes. In assessing this criterion, the National Solar Schools Team will give greater flexibility to schools from non-metropolitan areas, acknowledging that it is often more difficult to obtain competitive pricing in these areas.
- **For environmental benefit**, the assessment process will consider the size of the solar power system proposed to be installed with the grant funding, and the level of solar radiation available in the school's geographic area. The assessment will also take into account whether a school has had an energy efficiency audit undertaken. A school's application will be more competitive if it can show a link between the items proposed to be purchased with the National Solar Schools Program grant, and the outcomes of a professional energy efficiency audit.
- **For educational benefit**, applications will be more competitive where they strongly demonstrate how the proposed measures will assist students improve their understanding of climate change and renewable energy. This would include linkages with relevant elements of the school curriculum. Schools that are registered under the Australian Sustainable Schools Initiative (AUSSI) would be well placed to meet this criterion, although this is not essential.

All eligible applications submitted in an application round will be assessed against these criteria.

Further information on the assessment process will be communicated to Block Grant Authorities and state and territory government education agencies. Administrative arrangements associated with the assessment process will be documented in the 'National Solar Schools Program Administrative Arrangements' document. This document will be made available on the National Solar Schools Program website (see Part 9 'Contact details').

6.4 Approval of applications

The Minister for Climate Change, Energy Efficiency and Water, has the final approval following consideration of each application round's assessments. All schools that submitted applications in that year's round will then be advised whether they have been selected for funding in that year.

It is possible that in any application round, the number of applications submitted from one state or territory might not be sufficient to absorb that jurisdiction's total funding allocation. Where this occurs, the surplus of funding from that jurisdiction may be re-allocated to another state or territory, within that financial year's total Program budget, at the discretion of the Minister.

Similar surpluses might also arise within the government or non-government sector in any state or territory. Where this occurs, the Minister may elect to re-allocate surpluses between the government and non-government sectors, within that state's or territory's annual budget allocation.

Where a surplus arises in relation to an annual funding allocation for schools that have been approved for funding for a solar power system under any other Australian Government program since 1 July 2008, the surplus may be re-phased to one or more of the program's out-years. Where such adjustments occur, the relevant states' or territories' allocations, and the relevant government and non-government sectors' funding amounts, will be adjusted in subsequent financial years to ensure that their total share of funding over the life of the Program remains the same.

6.5 How you receive your funding

Your funding may be paid directly to your school, from the Australian Government. Alternatively, it may be paid through a Block Grant Authority, or through your state or territory government education agency.

The details of payment processes will be published on the National Solar Schools Program website, and advised to schools, when each annual application round is announced.

6.6 Other details: lodging your application

A National Solar Schools Program grant is a one-off payment. You will lodge your application on the National Solar Schools Program website. You must acknowledge you have read these Guidelines to proceed to lodge your application. Applications are to be made only by employees of the school. To make your application you will need to provide:

- details of your preferred itemised quote or quotes that cover all the relevant items and activities – this will be the amount of requested funding (do not send quotes to us)
- details of items and activities for which you are requesting funding – the eligible items and activities listed in Part 5 are the only items and activities we will fund
- delivery timeline – the expected start date should be within four months of lodging your application and the project should be finished within six months of receiving funding to avoid cost overruns
- authorised person's details – the person who can sign a funding agreement on behalf of your school
- a declaration that, to the best of your knowledge, your school is not listed for closure in the following twelve months
- details of other financial contributions
- information addressing the assessment criteria.

6.7 GST

National Solar Schools Program grant payments for schools in the government sector are **GST Exclusive**, consistent with broader Australian Government financial arrangements for payments to the states and territories. Any GST schools incur can be claimed through their quarterly BAS Statement.

Non-government schools are paid the **GST Inclusive** amount of their application.

Your application for funding must be based on quotes that are inclusive of GST and identify the GST amount payable.

When completing your application form you will need to provide:

- the GST inclusive amount, and
- the amount of GST.

It is your school's responsibility to ensure that tax obligations with regard to GST are fulfilled. For more information contact the Australian Taxation Office (see Part 10 'Useful contacts').

6.8 Funding limitations

National Solar Schools Program grants are not retrospective. We will not reimburse you for items you have purchased or installed, or any work you have undertaken, prior to the start of a funding agreement with us.

We will not fund items and activities that have already been paid for by someone else, for example, any other government program or any organisation or individual.

We will not fund items and activities that you are obliged to install or undertake to meet any Australian, state or local government regulations, for example, to meet the minimum energy efficiency rating on new school buildings.

Variations to the project scope will not be funded. The eligible items you list for funding when you lodge your application will be the items funded.

If, due to exceptional circumstances, for example a natural disaster, the cost of the work increases by the time you complete the project, approval to fund the additional cost can be requested. You must not assume that approval to vary the project to meet any additional costs will be automatically given. The total cost of the project, including the variation must not exceed the maximum funding amount available to the school.

Approval will only be granted if:

- the school provides a written explanation for the additional cost and documentation to substantiate the variation from the approved project application; and
- the department considers it appropriate in the circumstances to vary the project to meet the additional cost.

PART 7

Solar power system requirements

7.1 Competent designer and installer

To be eligible for funding, the solar power system must be installed by a person accredited for design and installation of photovoltaic systems by the Clean Energy Council. See Part 10 'Useful contacts' for where to find the list of accredited designers and installers.

A licensed electrical contractor must carry out the electrical work associated with the wiring in the building and in the power system, in compliance with regulations in the state or territory in which the installation is undertaken.

7.2 System design and installation

The solar power system must be permanently mounted in a robust manner and 'hard-wired' into the building's electrical circuitry.

All the equipment in the installed system must be new and meet the relevant Australian Standards.

All systems, components and equipment must comply with, and be designed and installed in accordance with all relevant Australian Standards or, where these do not exist, with the relevant international standard.

Australian Standards include but are not limited to:

- AS/NZS 3000 – Electrical installations
- AS 4509 – Stand-alone power systems
- AS4086 – Secondary batteries for use with stand-alone power systems
- AS 4777 – Grid connection of energy systems via inverters
- AS/NZS 5033 – Installation of photovoltaic (PV) arrays
- AS/NZS 1170 – Structural design actions
- any other standard called upon by the above or other relevant standards.

Photovoltaic modules and inverters must comply with IEC61730 and either IEC61215 or IEC61646, as detailed in AS/NZS 5033. Compliant modules and inverters are listed on the Clean Energy Council website (Refer to Part 10 of these Guidelines).

System installation must also meet all relevant codes of practice, building codes, local government and legislative requirements.

For upgrades to existing systems, the entire system must comply with all current safety and installation requirements.

On completion of installation the school must obtain an installation report from the installer. A final payment to the installer should not be made until a satisfactory installation report has been provided. A report template is available from the National Solar Schools Program website.

7.3 Warranty

The supplier must provide a performance statement setting out agreed load and other system parameters from the supplier. A minimum ten-year performance warranty must be offered on solar panels installed as part of the system. The onus is on the school to obtain a warranty from the supplier.

It is essential for stand alone systems that a detailed load assessment is undertaken and the appliances to be connected are agreed in writing. Where a generator is part of the system design, the expected run time must be stated.

7.4 Data Collection, Storage and Visualisation Systems

A Data Collection, Storage and Visualisation System (DCSVS) is a compulsory requirement for any solar power and other renewable energy system installations (such as small-scale wind turbines and micro-hydro generators) funded by the National Solar Schools Program.

The DCSVS requirements are documented in the *Data Collection, Storage and Visualisation System Requirements and Specifications*.

For DCSVS components to be eligible for National Solar Schools Program funding, they must be sourced from the *Data Collection, Storage and Visualisation System Approved Components List*. The list contains components assessed as meeting *the DCSVS Specifications*.

Components manufacturers and suppliers are invited to apply to have components assessed for inclusion on the list.

The *DCSVS Specifications, Approved Components List* and *Component Approval Application* forms are available on the National Solar Schools Program website (see Part 9 'Contact details').

PART 8

Other requirements

8.1 Use of harvested rainwater

Harvested rainwater must not be for potable use. This condition may be waived in special circumstances for schools in rural or remote areas where mains water is not available. Schools should not assume they will be exempt from this condition and should contact the National Solar Schools Team to request an exemption.

8.2 Permissions and approvals

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

- have approval from the National Solar Schools Program for your project and have a signed funding agreement with the Australian Government or through delivery arrangements with Block Grant Authorities or through your state and territory government education agency
- have the written permission of any land/property/building/asset owners, land managers, and others directly affected by your project
- meet any procurement and assets management requirements set out by your state or territory education department (if applicable)
- meet environmental, heritage, legal, health, insurance, building and planning requirements under Australian, state, territory and local government laws.

8.3 Insurance

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

8.4 Tax implications

You should consider the tax implications of a government grant as most government grants are taxable. We recommend you seek advice from a financial or tax adviser. You could also contact the Australian Taxation ([see](#) Part 10 'Useful contacts').

8.5 Disclosure of information

We collect information from you to assess and manage your project. We may give some or all of this information to other Australian, state or territory government departments or agencies, Block Grant Authorities or use it to promote the National Solar Schools Program. The name of the grant recipient and the project details may be disclosed in documentation, such as media releases, and will be made publicly available on the Department's website. The name of the contact person may be made available to government and Ministerial staff or agents. By submitting your registration and application, you are acknowledging and agreeing to these disclosure requirements.

8.6 Acknowledgement

You are required to acknowledge the grant provided by the Australian Government through the National Solar Schools Program at any media event related to the project and in any publication (including online) produced as part of the project. Details of how you should acknowledge the grant are set out on the National Solar Schools Program website (see Part 9 'Contact details').

8.7 Reporting and acquittal

You will need to keep records of your activities and take photographs of your completed project. You must account for your grant expenditure and keep proper accounting records for all project expenditure.

Details of schools' acquittal obligations are set out on the National Solar Schools Program website (see Part 9 'Contact details').

8.8 Compliance and safety

As part of program compliance and safety, your school may be selected for inspection to ensure installations funded under National Solar Schools comply with these Guidelines and meet relevant safety requirements.

Details about compliance and safety inspections are set out on the National Solar Schools Program website (see Part 9 'Contact details').

PART 9

Contact details

National Solar Schools Team
Department of Climate Change and Energy Efficiency

GPO Box 854
Canberra ACT 2601

Hotline: 1800 703 831
Email: nationalsolarschools@environment.gov.au
Website: www.climatechange.gov.au/nationalsolarschools

Detailed information and resources to assist schools to meet the administrative requirements of the program are available on the National Solar Schools Program website. Alternatively, schools can contact the Hotline for advice.

PART 10

Useful contacts

Association of Building Sustainability Assessors

www.absa.net.au

Clean Energy Council - for accredited solar power system designers/installers and compliant solar power system components

www.cleanenergycouncil.org.au

Australian Business Register (ABR) – to find your school's ABN

www.abr.business.gov.au

Australian Sustainable Schools Initiative (AuSSI) – for energy and water efficiency resources

www.environment.gov.au/education/aussi

Australian Taxation Office Business Call Centre

13 28 66

www.ato.gov.au

Office of the Renewable Energy Regulator (ORER) – for information on RECs created by solar hot water systems and SGUs

www.orer.gov.au