

# PSSB Application Form

## Form Preview

### Eligibility

\* indicates a required field

#### Eligibility check

Before proceeding with the application, please ensure that you meet all eligibility criteria in the program guidelines: [https://recfit.tas.gov.au/grants\\_programs/powersmart\\_for\\_small\\_business](https://recfit.tas.gov.au/grants_programs/powersmart_for_small_business)

If you are unsure about your eligibility, please contact Mr Matt Fenton, Specialist Policy Analyst, on (03) 6165 4044 or 1800 062 864, or email [powersmart@recfit.tas.gov.au](mailto:powersmart@recfit.tas.gov.au)

You must:

1. have an active Australian Business Number (ABN) continuously since on or before 1 March 2024\*
2. have employed between 1 and 19 full time equivalent (FTE) employees\*\*
3. be a business primarily operating in Tasmania
4. have paid for and received an independent energy efficiency audit in line with the program guidelines after 11 April 2024\*\*\*

\*Only one application per ABN and/or business operation is allowed under this program.

\*\*A full-time equivalent employee (FTE) is one or more employees who work 38 hours each week. For example, if one employee works 18 hours per week and another employee works 20 hours per week, the total FTE = 1. The nominated FTE number should exclude the business owner/s.

\*\*\*You may complete this application without having already received your energy efficiency audit in order to confirm the scope of works meets the minimum requirements. The grant will only be paid as a reimbursement after you have incurred the cost of the audit and so long as the available funding pool is not exhausted.

Supporting documentation to demonstrate the above eligibility must be provided if requested.

**I confirm I meet the above eligibility criteria \***

Yes

### Applicant details

\* indicates a required field

#### Applicant details

**Business/trading name \***

Organisation Name

**Street address \***

Address

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This must be a street address for contractual purposes.

### Postal address \*

Address

  

### Website

### Is your business registered for GST? \*

- Yes  
 No

## Australian Business Number (ABN)

### Australian Business Number (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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN. You can use the [ABN Lookup website](#) to search for your ABN and related information.

## Tax requirements

Grants paid by the Department of State Growth may be considered part of your income in a financial year and may be subject to tax. You must determine your own taxation liabilities. We suggest you consult your financial adviser or contact the Australian Taxation Office on 13 28 66.

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### Contact person

This person will receive correspondence relating to this application.

#### Contact person \*

First Name

Last Name

#### Position \*

#### Phone Number \*

Must be an Australian phone number.

#### Email \*

Must be an email address.

### Third party submissions

#### Are you submitting this application on behalf of a third party? \*

- Yes  
 No

#### Please upload written permission by the applicant that you are acting on their behalf \*

Attach a file:

Eligibility Note: Third party submissions will be assessed as ineligible unless the applicant has provided the third party with written permission to do so on their behalf, and this permission is submitted as evidence with the application.

### Business details

\* indicates a required field

#### Where do you operate your business

##### Our business is: \*

- Tasmanian-based, primarily operating in Tasmania.  
 Not Tasmanian-based, but primarily operating in Tasmania.

#### Please explain how you primarily operate in Tasmania. \*

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Number of employees

**How many Full-Time Equivalent (FTE) employees do you employ (excluding the business owner/s)?**

**What is an FTE employee?** A Full-Time Equivalent employee is one or more employees who work the equivalent of 38 hours each week. The FTE count includes full-time, part-time and casual employees.

For example, if one employee works 18 hours per week and another employee works 20 hours per week, then the total FTE = 1. In another example, if one employee works 30 hours a week and another employee works 38 hours per week, then the total FTE = 1.8.

**Number of FTEs \***

Must be a number.

This figure must be FTE as defined above. Decimal points accepted.

## Energy efficiency audit details

\* indicates a required field

An eligible energy efficiency audit will be consistent with the minimum requirements set out in **Section 3.3 Scope of works** of the program guidelines.

**Have you already received an energy efficiency audit? \***

- Yes  
 No

Please complete the below. If your application is successful you will have to provide a valid tax invoice to receive your grant.

The invoice and payment details will be submitted through SmartyGrants. You will receive an email with a link to complete a form if your application is successful.

Please complete the below. If your application meets the minimum requirements you will have to undertake the audit and provide evidence before receiving your grant.

If your application does not meet minimum requirements, you will be allowed to resubmit an updated application for assessment.

Audit evidence will be submitted through SmartyGrants. You will receive an email with a link to complete a form if your application is successful.

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### Audit provider

Please provide information about the audit provider and their service.

**Audit provider name \***

**Please upload the audit provider's scope of works (including a statement of competency) and quote here: \***

Attach a file:

These may be combined in a single upload, or uploaded as separate files. See the program guidelines ([https://recfit.tas.gov.au/grants\\_programs/powersmart\\_for\\_small\\_business](https://recfit.tas.gov.au/grants_programs/powersmart_for_small_business)) Section 3.3 Scope of works for the minimum acceptable scope of works for eligible energy efficiency audits for this program.

**Audit date \***

Must be a date and no earlier than 11/4/2024.

**Please upload a copy of the completed energy audit report and any supporting documentation here: \***

Attach a file:

**Please upload a copy of the audit provider's invoice here: \***

Attach a file:

### Your grant request

You can apply for a grant up to \$1,000. If your energy audit costs less than \$1,000, you will only be reimbursed for the actual cost incurred.

**Total grant request \***

\$

Must be a dollar amount and no more than 1000.

## Declaration

\* indicates a required field

Refer to the program guidelines ([https://recfit.tas.gov.au/grants\\_programs/powersmart\\_for\\_small\\_business](https://recfit.tas.gov.au/grants_programs/powersmart_for_small_business)) for the full conditions to this grant.

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### Right to information

Information you provide to the Department of State Growth and details of assistance may be subject to requests for public disclosure under the [Right to Information Act 2009 \(Tasmania\)](#).

### Personal information collection

You are providing personal information to the Department of State Growth, which will manage that information in accordance with the [Personal Information Protection Act 2004](#). The personal information collected here will be used by the Department for the purpose of assessing your application and related activities. Failure to provide this information may result in your application not being assessed or records not being properly maintained. The Department may also use the information for related purposes, or disclose it to third parties in circumstances allowed for by law. You have the right to access your personal information by request to the Department and you may be charged a fee for this service.

### Declaration

The term 'Application' means this on-line form and all attached documents.

For and on behalf of the applicant detailed in this application, I, the undersigned, acknowledge and warrant (as the case may be) that:

- 1.I have authority to provide the information contained in this application and to execute (by completion of details below) this application for and on behalf of the applicant.
- 2.the department can rely upon the information and representations contained in this application (including these acknowledgements).
- 3.I have read, understood and I am able to comply with all criteria, terms and conditions contained in the guidelines and application form.
- 4.I have read and understood the eligibility requirements and assessment criteria for this program and declare to the best of my information, knowledge and belief, the applicant is eligible under those criteria and the information provided is true and correct.
- 5.the department may undertake all necessary credit checks, organisational searches and any other checks and enquiries on the applicant as the department determines and is hereby authorised to do so.
- 6.the application is made at the applicant's own cost and risk, the selection of the applicant for program funds is at the absolute discretion of the department and this application remains the property of the department.
- 7.the applicant will be responsible for notifying the department in writing of any changes relating to information provided in this application. Until receipt of such notification, the department shall process the application in accordance with the information provided.
- 8.grant payments will be made via Electronic Funds Transfer (EFT) to a nominated bank account and the department is hereby authorised to make such payments.
- 9.the department is under no obligation to verify the authority of the undersigned on the bank account details.
- 10.the department will not be held responsible for delays of payment, or errors due to factors outside their reasonable control. The department reserves the right to terminate or suspend an EFT and to pay by cheque or any other manner which the department may determine.

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- 11 The applicant agrees to indemnify the Crown in Right of Tasmania, against all present and future legal liability, claims or proceedings for financial loss arising from, or attributable to the provision and use of the information contained in this application and/or receipt and use of grants.
- 12 If a grant is awarded, the applicant acknowledges that the guidelines for this program and the information provided within this application will form an agreement between the applicant and the Crown in Right of Tasmania.
- 13 I am providing personal information to the Department of State Growth, which will manage that information in accordance with the *Personal Information Protection Act 2004*. The personal information collected here will be used by the department for the purpose of the grant approvals process and administering grants. Failure to provide this information may result in my grant application being unsuccessful or records not being properly maintained. The department may also use the information for related purposes, or disclose it to third parties in circumstances allowed for by law. I have the right to access my personal information by request to the department and may be charged a fee for this service.
- 14 Information you provide to the Department of State Growth and details of assistance may be subject to requests for public disclosure under the *Right to Information Act 2009*.

**I agree \***

Yes

Authorised person completing this application

**Electronic signature \***

First Name

Last Name

**Position \***