

ChargeSmart 3 Application Form

Form Preview

ChargeSmart 3 Electric Vehicle Charger Grant Program 2025

* indicates a required field

General Information

The Tasmanian Government is allocating \$550,000 in grants to expand Tasmania's public electric vehicle (EV) charging network as part of the *Transport Emissions Reduction and Resilience Plan 2024-2029*. This is the third round of the ChargeSmart grant program. The previous rounds were offered in 2018 and 2021.

Tasmania's EV charging network:

- A map of government-funded fast chargers in Tasmania can be found at recfit.tas.gov.au/chargesmart_map
- Visit the [PlugShare website](#) to find a community-sourced map of all Tasmanian electric vehicle charging locations

The objectives of the third iteration of ChargeSmart are to address:

- gaps in the network
- increasing capacity (such as size or additional locations) in key areas, such as cities and arterial routes (for example Midlands and Bass Highways)
- increasing the capacity of existing stations
- applying the Australian Government's [Minimum Operating Standards for Government-supported Public Electric Vehicle Charging Infrastructure](#) (the national minimum operating standards) for new installations.

Additional aims include:

- layouts that allow larger vehicles or towing vehicles
- accessible and all-weather access (awnings or roofing, lighting and surveillance).

ChargeSmart 3 is managed by the Climate Change Office within Renewables, Climate and Future Industries Tasmania (ReCFIT), Department of State Growth.

Please read the program guidelines on the ReCFIT website (recfit.tas.gov.au/chargesmart) before completing this form. Please complete all sections of the form and address all selection criteria.

Applications must be received by **2pm on Monday 24 March 2025**. Late applications will not be accepted.

Eligibility declaration

If you are unsure about your eligibility, please get in touch with the Climate Change Office at (03) 6166 4466 or climatechange@recfit.tas.gov.au

Applicants may be asked to supply documentation to support their eligibility claims as part of the application process or an audit.

All applications will be reviewed to ensure they meet eligibility requirements before they progress to the assessment phase.

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To be eligible for a grant, you must be one of the following: *

- ☐ a local government agency or body
- ☐ a not-for-profit incorporated organisation
- ☐ a not-for-profit or community group that is not incorporated, but is sponsored by an incorporated organisation
- ☐ a for-profit incorporated organisation
- ☐ a business holding an active Australian Business Number continuously since, on or before 1 January 2025 and be registered for GST (if applicable)

Eligibility Declaration *

- ☐ I agree that I have read and understood the program guidelines and my organisation/business is eligible to apply for this grant.

Joint applications from a group of organisations are welcome. An eligible lead organisation must lodge this grant application on behalf of the group, enter into the grant agreement, and be responsible for the grant.

Is this a joint application involving multiple organisations? *

- ☐ Yes
- ☐ No

Joint Application Details

Please identify all other member organisations, their representative and the proposed governance or decision-making structure of the group.

This application must be completed by the lead organisation.

*

Word count:
Max 250 words.

Please provide a signed statement from all parties agreeing to the collaboration.

*

Attach a file:

Max 25MB

Pre-Application Requirements

* indicates a required field

Early engagement meeting with TasNetworks

A pre-application requirement of this program is that you have an early engagement meeting with TasNetworks to discuss the suitability of the intended charging site or upgrade.

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This is a mandatory step before you can submit your application. Applications will not be considered until this step is completed.

You can arrange a meeting with TasNetworks by visiting the [book a meeting](#) page, calling (03) 6324 7583, or emailing early.engagement@tasnetworks.com.au

You must provide evidence in this application that an early engagement meeting has occurred and that TasNetworks has not identified any major impediments regarding the electricity supply network at your chosen location (for example, an email or report).

TasNetworks early engagement meeting *

☐ I have completed a meeting and TasNetworks has not identified any major impediments regarding the electricity supply network at my chosen location

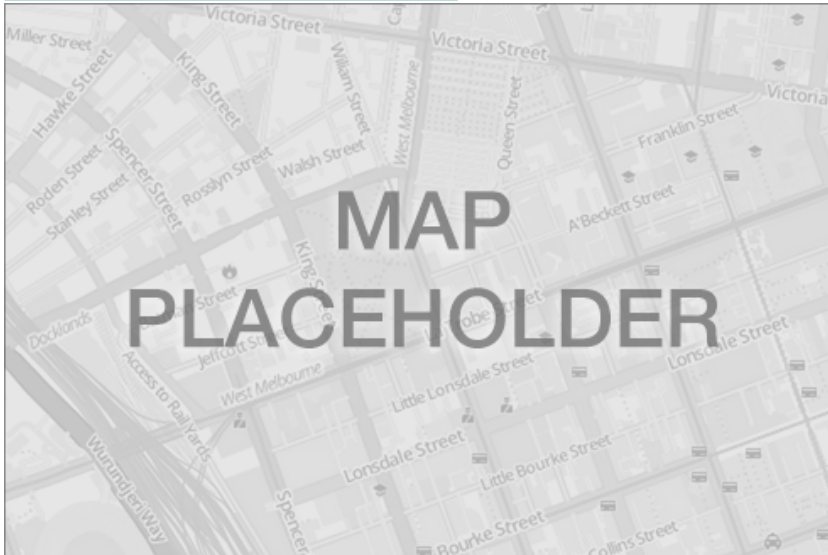
Evidence of early engagement meeting *

Attach a file:

Max 25MB. Upload evidence of your meeting with TasNetworks, for example, an email, report or screenshot

Project location *

Address



You can adjust pin to exact location

Add location details if required

Are you the owner of this site? *

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- ☐ Yes
- ☐ No

Have you received, or in the process of receiving, appropriate approvals to undertake works at this site? *

- ☐ Yes
- ☐ No

Include these in your project plan if you have them.

Do you have permission from the owner of this site? *

- ☐ Yes
- ☐ No

Please provide evidence of owner permission *

Attach a file:

Max 25MB. This could be an email from an appropriate authority, or a lease or use agreement

Applicant details

*** indicates a required field**

Do you plan to submit applications for multiple locations? *

- ☐ Yes
- ☐ No

Funding prioritisation

Please nominate the priority ranking for this application *

Must be a number.

Organisation details

Organisation name *

Organisation Name

Organisation address *

Address

This must be a street address for contractual purposes.

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Organisation postal address

Address

If different from above.

Contact Officer

The contact details of the person who will be the primary contact for the grant application.

Name *

First Name

Last Name

Contact number *

Email *

Position Title

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	More information
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.

Sponsorship contact details

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As a not-for-profit or community group that is not incorporated, you are required to be sponsored by an incorporated organisation. Please provide their details below.

Sponsoring organisation *

Organisation Name

Contact person *

First Name

Last Name

Primary Address *

Address

Must be a street address

Contact Number *

Must be an Australian phone number.

Email *

Must be an email address.

Do you have an ABN? *

☐ Yes

☐ No

Do you have an Incorporated Association Registration Number? *

☐ Yes

☐ No

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

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ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Incorporated Association Registration Number *

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.

Authorised Officer

The grant agreement must be signed by an authorised officer. The authorised officer is the director, public officer, office bearer, partner, trustee, or for local government the general manager, who has your organisation's explicit authority to submit the application and to enter into funding arrangements on behalf of the organisation. This person will receive all formal correspondence for this application.

Authorised Officer *

First Name

Last Name

Position Title *

Contact Number *

Email *

Project details

* indicates a required field

Project Type

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Please select the appropriate project type for this application.

I'm applying to: *

- ☐ install a new charging station at a new site
- ☐ upgrade an existing charging station

Proposed EVSE purchase

Grant funds must be used to purchase and install a minimum 50kW Direct Current (DC) electric vehicle fast charger.

As part of my project, I intend to purchase the following Electric Vehicle Supply Equipment (EVSE):

Brand/model	Charge rate	Units	Connectors	Plug type
eg. Tritium RT50	Select from list	Number	Number	Select from list

Project dates

Grant funding cannot be used to reimburse retrospective project expenditure.

Projects must be substantially begun in the six months following execution of the grant deed and be completed within 18 months of the project start date.

Estimated start date *

Estimated end date *

Extensions beyond 18 months will only be considered with evidence of events outside the control of the recipient, that arise after the execution of the grant deed.

Assessment criteria

* indicates a required field

Applications will be competitively assessed based on the quality of information provided.

Ensure you answer all the questions in the spaces provided to the best of your ability.

Dot point answers are acceptable.

Criterion 1: Location - 25 per cent weighting

This criterion will assess the proposed project's location, including:

- how well it meets the program objectives,

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- proximity to amenities
- visibility and access

1.1 This location of this project will: *

1.1 Additional details

Word count:

Max 250 words. Eg. there are no other chargers for X kilometers, or it will add X new chargers to a highly used station/town. 'Highly used' as per PlugShare.com check-ins.

1.2 Nearby amenities

Distance

List all that apply.	In metres. Use Google Maps to measure between two points.
<input type="text"/>	<input type="text"/>

1.3 Describe how accessible and visible the chosen site is from the street. *

Word count:

Max 250 words. Eg. it is in a shopping centre carpark, therefore it is well signed and has a slip lane off the highway.

Criterion 2: Design - 25 per cent weighting

This criterion will assess the proposed project's design, including:

- whether it meets the [national minimum operating standards](#)
- how well it provides for safety, security, and universal operability
- operating hours
- consideration of futureproofing.

Will the station meet, or plan to meet, the national minimum standards? *

- ☐ Yes
- ☐ No
- ☐ Plan to meet (provide detail)
- ☐ Not appropriate for this location (provide detail)

2.1 Additional details

Word count:

Max 250 words.

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2.2 Station safety, security and on-site amenities Additional details

List all that apply	

2.3 Will the proposed charging infrastructure restrict operation to certain EV brands? *

- ☐ Yes
☐ No

2.3.1 Explain the rationale for restricting access to certain EV brands *

--

Max 250 words.

2.4 Station operating hours

Day	Open	Close
	eg. 8.00	eg. 17.30

2.5 Describe any provisions that have been made to future-proof the charging station. *

--

Word count:

Max 250 words. Eg. the layout is designed in such a way that additional charging infrastructure can be installed at a later date if required.

Criterion 3: Experience and capacity to deliver - 20 per cent weighting

This criterion will assess your organisation's ability to meet the requirements of planning and completing the proposed project.

- Describe your experience in planning and completing similar projects.
- Provide a short summary of the content of your project plan, including timeline, milestones, and personnel.
- If you plan to include any in-kind support as part of your co-contribution (up to 20 per cent of your project), it should be costed and itemised in your attached project plan budget.

Supporting information is required for this criterion.

Describe your organisation's capacity to deliver the project within budget and the 18-month timeframe. *

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Word count:
Max 500 words.

3.1 Attach project plan *

Attach a file:

Max 25MB

3.2 Demonstrated financial viability

Please provide evidence of your financial performance and position and your capacity to fund the project co-contribution and successfully deliver the project, such as:

- a bank statement showing available cash, equity or loan
- previous annual business financial statements
- year-to-date profit and loss and balance sheets.

If financial statements are unavailable, ensure you supply suitable other information and evidence that enables an assessment of your organisation's financial viability to successfully deliver the project.

Attach financial evidence *

Attach a file:

Max 25MB

Criterion 4: Ongoing operation - 20 per cent weighting

This criterion will assess your organisation's ability to meet the requirements of managing the ongoing operation and maintenance of the charging station.

- Describe your experience managing similar operations.
- Provide a short summary of the content of your operation and maintenance plan, including insurance cover, customer service, maintenance arrangements and operational resourcing.

Supporting information is required for this criterion.

4.1 Describe your organisation's ability to manage the ongoing operation of the charging station. *

Word count:
Max 500 words.

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4.1 Attach operation and maintenance plan *

Attach a file:

Max 25MB

Criterion 5: Value for money - 10 per cent weighting

ChargeSmart 3 requires recipients to match the government funding amount.

- Applicants can apply for a grant of any amount up to \$50,000, but must also co-contribute an amount at least the same as the approved grant funding.
- Applicants are welcome to contribute more than the minimum requirement, representing greater value for money.
- The maximum grant amount is \$50,000, which would result in a minimum total project value of \$100,000.

Requested grant amount (\$) *

Any amount up to \$50,000.

Minimum co-contribution (\$)

This figure is calculated. Co-contribution must be at least the same amount as grant funding.

Would you like to contribute more than the minimum co-contribution? *

- ☐ Yes
☐ No

Does your minimum co-contribution include an in-kind amount? *

- ☐ Yes
☐ No

Please enter your contribution beyond the minimum requirement (\$) *

This is the amount you would like to invest in addition to your minimum co-contribution.

Please enter your in-kind co-contribution amount (\$) *

In-kind contributions counted toward your minimum co-contribution should be costed and itemised in your project budget.

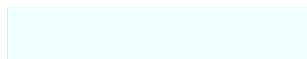
Total budget in-kind component (%)

This figure is calculated. In-kind contributions can only make up a maximum of 20 per cent of the total project budget.

Total project value (\$)

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This figure is calculated.

Declaration

* indicates a required field

Refer to the program guidelines on the ReCFIT website (recfit.tas.gov.au/chargesmart) for the full conditions to this grant.

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.

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- 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.
- 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 must enter into a legal agreement with the department in order to receive the grant. This agreement will be on such terms and conditions as the department determines and, together with this application form and any applicable program guidelines, will form the whole agreement.
- 13.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 *