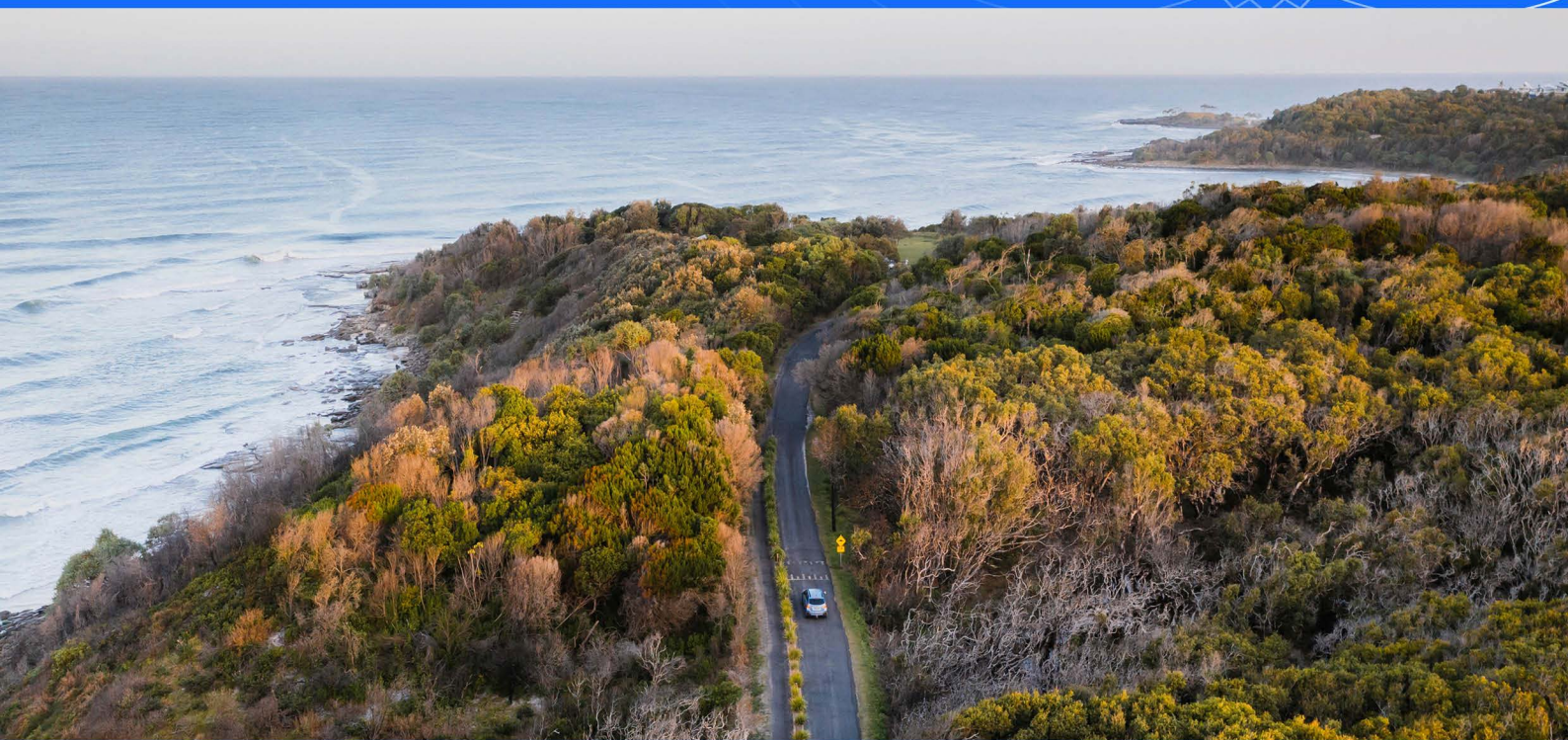


Office of Energy and Climate Change

# Drive electric NSW EV destination charging grants



Funding guidelines – round 2

October 2023





**Acknowledgment of Country** Office of Energy and Climate Change as part of the Treasury cluster acknowledges the Traditional Owners and Custodians of the land on which we live and work and pays respect to Elders past, present and future.

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# Introduction

The NSW Government is determined to take action on climate change while continuing to grow our economy. That is why the NSW Government has committed to reach net zero emissions by 2050 with a plan to achieve this by creating new jobs, reducing household costs, and attracting investment to NSW.

In 2021, the NSW Government launched the [\*\*NSW Electric Vehicle Strategy\*\*](#) to make NSW the easiest and most affordable place to buy and operate an electric vehicle (EV) in Australia.

The transport sector is currently the state's second largest source of CO<sub>2</sub> emissions and is predicted to become the state's leading source of emissions by 2035. It was responsible for 20% of all NSW emissions in 2020 and 89% of these emissions were from road transport. Half of the road transport emissions came from passenger vehicles. Reducing transport emissions is therefore crucial to meeting our net zero target.

The Electric Vehicle Council's (EVC) Consumer Attitudes Survey (2021) found one of the biggest barriers to consumers purchasing plug-in EVs is range anxiety (battery charge), with 69% of respondents saying destination charging would encourage them to purchase a battery electric vehicle (BEV). More than 2-thirds of respondents said the provision of public charging infrastructure was an important role for government.

Under the NSW Electric Vehicle Strategy, and in consultation with Transport for NSW, the Office of Energy and Climate Change (the office), has designed the Drive electric NSW EV destination charging grants. These grants will invest \$20 million to roll out widespread, public EV charging infrastructure at visitor destinations across regional NSW.

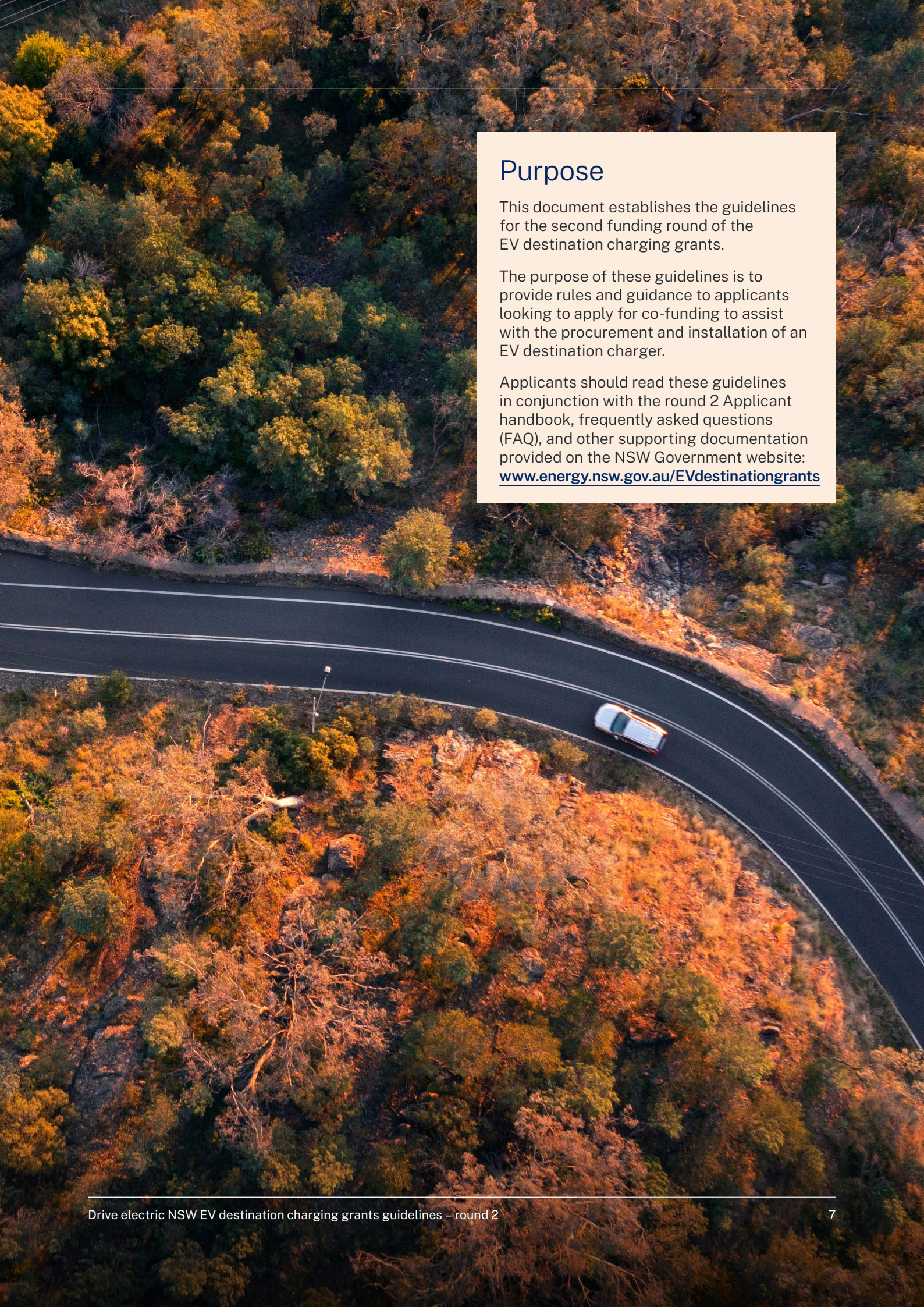
The NSW Government's objectives of the grants are to:

- overcome range anxiety and help to create a world-class EV charging network
- support destinations across regional NSW to be EV-ready
- support the growth of the NSW visitor economy and the ability to cater for an increasing number of EV drivers.

By growing the EV charging network across NSW, the grants will enable EV uptake which will reduce carbon emissions and help reach the NSW Government's Net Zero emissions target.

Under the grants, a destination charger refers to 7kW or 22kW AC electric vehicle chargers. These are to be installed at popular tourism businesses allowing EV drivers to charge while spending time at the tourist location. A destination is a location that supports the NSW visitor economy and can be publicly or privately owned.



An aerial photograph of a winding asphalt road cutting through a dense forest. The trees are in various shades of green and yellow, suggesting an autumn setting. A white car is visible on the road, moving away from the viewer. The road has white lane markings. The overall scene is peaceful and scenic.

## Purpose

This document establishes the guidelines for the second funding round of the EV destination charging grants.

The purpose of these guidelines is to provide rules and guidance to applicants looking to apply for co-funding to assist with the procurement and installation of an EV destination charger.

Applicants should read these guidelines in conjunction with the round 2 Applicant handbook, frequently asked questions (FAQ), and other supporting documentation provided on the NSW Government website: [www.energy.nsw.gov.au/EVdestinationgrants](http://www.energy.nsw.gov.au/EVdestinationgrants)

## Key changes from round 1

Each funding round of the EV destination charging grants is unique and there are some significant changes that differ from round 1. Please read the below section carefully.

Notable changes between rounds 1 and 2 are outlined below.

### NSW Government approved EV charger and software list

- There are now more eligible EV charger hardware and software manufacturers for applicants to select from the [NSW Government's approved EV charger and software list](#) (grant's eligible EV charger and software list).

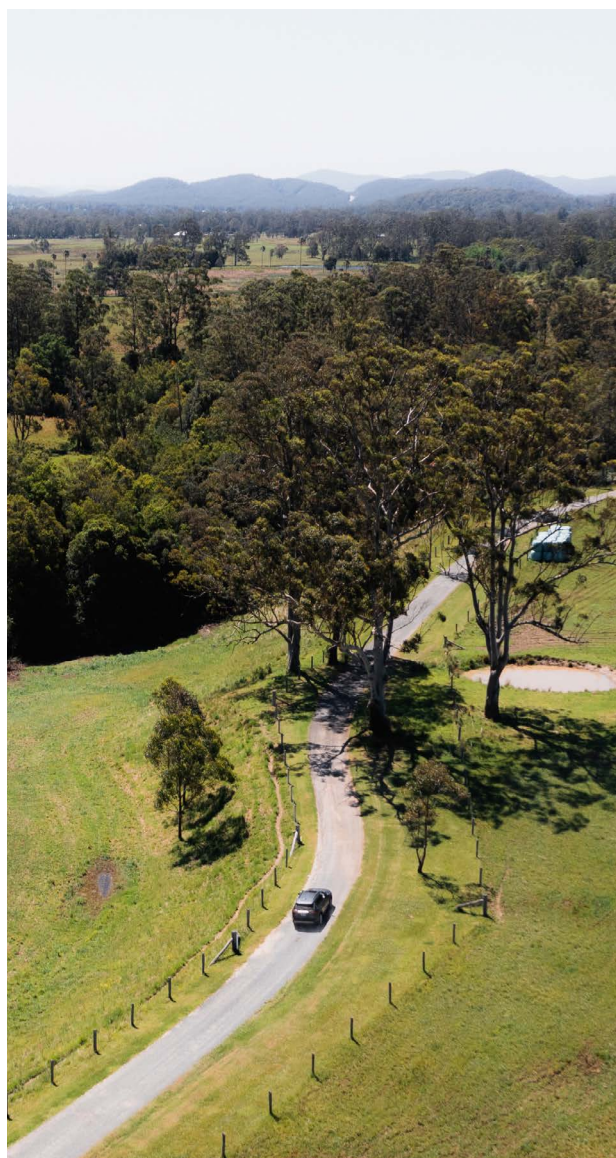
### Eligible Local Government Areas (LGAs) and destination types

- The list of eligible destination types has increased from 4 to 9 category types. These categories exist within the [Australian Tourism Data Warehouse \(ATDW\)](#). Applicants are required to have a live ATDW listing for their site to be eligible to apply for co-funding (see page 22 of these guidelines).
- Accommodation providers are no longer required to provide 10 or more bedrooms to be eligible for co-funding. In round 2, all types of commercial accommodation under the ATDW are eligible. Applicants will require a live ATDW listing for their accommodation site to be eligible to apply for co-funding.
- Newcastle and Wollongong have been included as eligible local government areas (LGAs), with businesses and councils within these LGAs eligible to apply in round 2 of co-funding.

### What is the Australian Tourism Data Warehouse (ATDW)?

ATDW is an online database that lists and promotes tourism businesses or events operating in Australia that provide a direct service or experience to the leisure tourist (some exclusions apply). It is used by state and national tourism agencies to document and promote locations and visitor experiences across Australia.

For more information on how to create or update an ATDW listing for your site, please see the [EV destination charging round 2 Applicant handbook](#).



## Funding changes

- In round 2, individual EV charging ports are recognised. A dual port charger will now be eligible for installation funding per charging port (2 in total), rather than per charger.
- The co-funding amount for EV charger installation costs has increased from a 75% contribution (capped at \$1,000 per EV charger) to a 75% contribution (capped at \$3,000 per charging port).
- The list of inclusions that installation co-funding can cover has expanded (see page 14 of these guidelines).
- The co-funding amount for software subscriptions has increased from 50% co-funding for a 2-year software subscription per EV charger, to 75% co-funding towards the first year of an annual software subscription (per charge port, where required).

All EV chargers funded under the grants are smart chargers with the capability to support cloud-based billing. Cloud-based billing is made possible through software platforms that connect the EV charger to the internet. The additional benefit of purchasing and installing software is that it can help manage and track energy usage, display any charger maintenance requirements, and help you better understand and manage your charger.

## Site eligibility changes

- Sites with more than one existing EV charger were ineligible in round 1. This requirement has been changed so that sites with more than 4 existing EV charge ports will be ineligible. Sites with up to 4 existing charge ports can therefore apply for co-funding in round 2.
- Sites that successfully installed or are installing co-funded EV charger(s) in round 1 are not eligible to apply for co-funding for that same site in round 2. Co-funding for EV charging at additional sites owned/operated by an applicant can be applied for in round 2.

- A clarification has been made on what constitutes a co-funded EV charger being, 'accessible to the public.' Any co-funded EV chargers in round 2 must be accessible to the visitors, guests, and customers of the site and not for private use by the applicant or their staff.
- Sites can apply for co-funding towards a maximum of 4 charge ports per site. This can be achieved through a mixture of single and dual port chargers as required by the site. A dual port EV charger is defined in this funding round as providing 2 ports.
- In round 1, sites were required to include EV charger software if they were purchasing 3 or more EV chargers and/or the site had more than 100 parking spaces. In round 2, this requirement has been removed. All sites now have the option to apply for EV charger software with co-funding available towards the first year of an EV charger software subscription per charge port, however this is not mandatory.
- In round 1, sites were required to install an EV charger between 2 parking spaces. While this configuration is preferred to maximise user access, in round 2, sites can work with their installer on the EV charger installation configuration that best suits their parking layout, it is no longer mandatory.

## Application process and installation window

- In round 1, applicants could submit a grant application that included multiple sites. In round 2, applicants must submit a separate grant application for each separate site.
- Once an applicant receives a successful grant letter, they will have 5-months to complete their EV charger installation compared to a 4-month window allocated in round 1.



# Grants snapshot

## EV destination charging grants snapshot

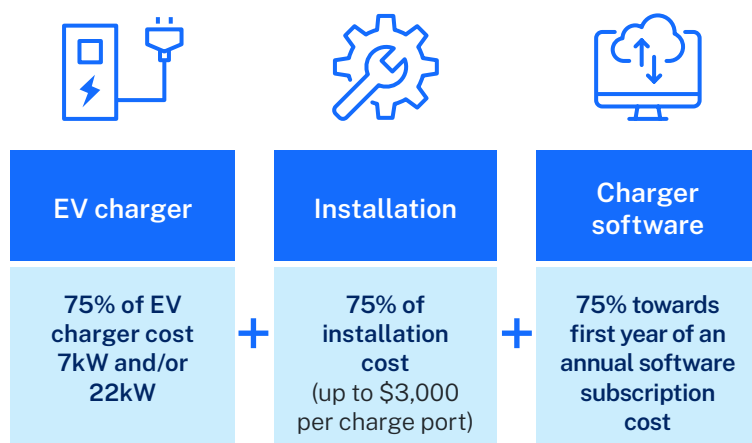
### The grants

Provide co-funding towards the purchase and installation of EV chargers at eligible destinations in regional NSW.



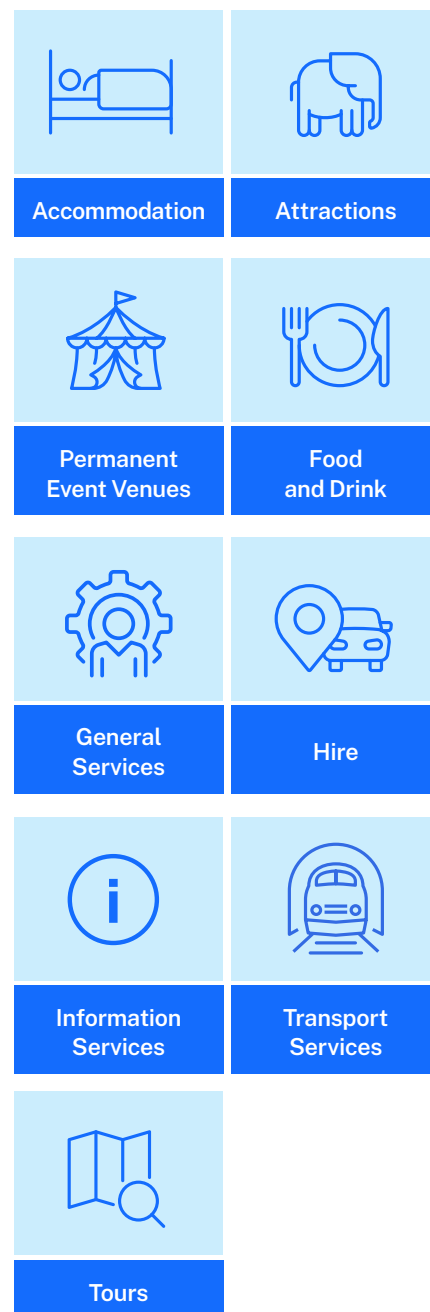
See page 13 for further information.

### What can be co-funded



See page 14 for further information.

### Eligible destination categories



See page 22 for further information.

## EV destination charging eligibility snapshot

### Eligible site requirements

|                                                                                   |                                            |                                                                                   |                                                 |                                                                                     |                                      |
|-----------------------------------------------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------|
|  | Located in eligible NSW LGA                |  | Eligible destination type                       |  | Live ATDW listing/profile            |
|  | Necessary parking to support EV charger(s) |  | No more than 4 existing EV charge ports on site |  | Not be an approved site from round 1 |

See page 17 for further information.

### Eligible payment requirements

|                                                                                     |                                                                                               |                                                                                     |                                                       |                                                                                       |                                             |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------|
|  | Tax invoice or receipt for EV chargers, installation, and software subscription (if selected) |  | Certificate of Compliance from a licensed electrician |  | NSW Government sticker placed on EV charger |
|  | Photos of final installation                                                                  |  | EV charger location published on a public online map  |                                                                                       |                                             |

See page 27 for further information.



# Round 2 funding details

## Overview and timeframes

The NSW Government will deliver the EV destination charging grants to regional NSW across separate funding rounds between 2022 and 2024, with \$20 million of grant funding available.

A total of \$10 million of funding is available in round 2.

Round 2 application open and close dates can be found on the [EV destination charging website](#).

The grants will provide co-funding towards the purchase and installation of select 7kW to 22kW AC EV chargers and the first year of an annual EV charger software subscription.

The total funding amount and timeframes for the grants may change at the discretion of the office.

## Funding breakdown

Round 2 of the EV destination charging grants will fund:

### EV charger hardware:

- **Up to 75% towards** the cost of eligible 7kW and 22kW EV chargers from the grant's eligible [EV charger and software list](#).
  - The maximum 75% funding is capped at the supplier's recommended retail price of each EV charger from the grant's eligible [EV charger and software list](#).
  - Sites can apply for funding towards a maximum of 4 charge ports per site.

### EV charger installation:

- **Up to 75% towards** the cost of EV charger installation.
  - The maximum 75% funding available is capped at \$3,000 per single port charger and \$6,000 per dual port charger (\$3,000 per charge port).

- Installation costs can include the following items:
  - installation of EV charger(s) and associated electrical infrastructure including dedicated EV charging distribution boards, electrical circuits and required modifications to existing infrastructure
  - installation of data and communications equipment including data cabling and 4G modems
  - installation of metering equipment and Energy Management Systems (EMS)
  - civil works required to install the EV chargers
  - spare charging cables, pedestals, bollards, wheel stops, bay painting and EV signage
  - reasonable freight and delivery of your approved EV charger(s).

The office may assess the installation costs submitted in an application and may request further information if costs are considered outside reasonable market prices.

### EV charger software subscription:

- **Up to 75% towards** the cost of the first year of an eligible annual software subscription, per charge port, from the grant's eligible [EV charger and software list](#).
  - The maximum 75% funding available is capped at the supplier's Base Pricing for the respective software platform on the grant's eligible EV charger and software list.
  - Please note: some suppliers charge usage fees or ongoing transaction costs (in the form per kWh or % revenue) and these additional fees, outlined in the [eligible EV charger and software list](#), are not covered by the grant.
  - The office has no obligation to fund subsequent software subscription years.

Please note that this is a co-funded grant. Successful applicants will be required to pay any project costs not covered by the grant for the EV charger, installation, and software.

## What the grants won't co-fund

- Grant application costs (including application project management fees with third party consultants).
- Destinations that do not meet the eligibility criteria and those that do not have a live ATDW listing.
- Feasibility studies, business case development or council approval costs (if required).
- EV chargers that have already been purchased and/or installed prior to submitting a grant application.
- EV charger hardware models and software subscriptions not listed on the eligible [EV charger and software list](#).
- Ongoing costs to operate or maintain charger(s) including electricity.
- Salaries or staffing expenses.
- Promotion or marketing costs.





# Eligibility

## Eligible site requirements

To be eligible to apply for funding, applicant site(s) must:

- be located within the grant's designated eligible NSW Local Government Areas (LGA)
- be on the list of eligible destination types and have a live Australian Tourism Data Warehouse (ATDW) listing
  - Accommodation destination types must be solely for commercial accommodation purposes and must not be partly or wholly used for residential accommodation purposes.
  - If sites do not have a live ATDW listing or need to re-activate a current listing, please see the [ATDW Operator Listings Guidelines](#) for further information or visit the [ATDW website](#).
- have physical permanent premises with the necessary off-street parking and infrastructure to support visitors, guests or customers with EV charger usage
  - Local councils have permission to pursue kerbside EV charging installations where off-street parking is not available on the condition that all requirements in the [State Environmental Planning Policy \(Transport and Infrastructure\) 2021 – NSW](#) legislation are met.
- have been unsuccessful or not applied in round 1 of the EV destination charging grants

Please note:

- sites(s) approved for funding under round 1 are not eligible to apply in round 2
- site(s) that were approved under round 1 but withdrew their application prior to round 2 applications opening are still eligible to apply.
- have no more than 4 existing EV charge ports.

### What is a site?

A site is considered to be a unique address with specific longitude/latitude coordinates. It can be owned or operated by private entities, NSW Government, local government, or community groups.

## Eligible applicant requirements

Under the grants, an applicant must:

- be an organisation with an Australian Business Number (ABN)
- have a live ATDW listing
- be an authorised representative from within the organisation applying for the grant and agree to the following declarations:
  1. If successful, the EV charger(s) installed under the grant will:
    - be appropriately installed by a licensed electrician, and operated and maintained under relevant Australian Standards
    - be accessible for use by the visitors, guests, and customers of the site and not for private use by the applicant
    - include the NSW Government branding decal (to be mailed upon confirmation of successful grant application).
  2. Have EV charger(s) location details published on at least one publicly available website or app (e.g. Plugshare or Google Maps). Note: details published on the EV charging provider specific platforms will not be accepted.
  3. If successful, software subscriptions co-funded under the grant must be installed and operational at the time of claiming the grant payment and will provide the NSW Government access to de-identified operational data from each co-funded EV charger for a one-year period following installation.
  4. Have received appropriate approvals to install an EV charger at the site from relevant authorities if necessary, such as local council or property owners and landlords, prior to submitting a grant application.
  5. Have no more than 4 existing EV charge ports at site.

## Eligible application requirements

- One grant application can be submitted per site.
- Multiple applications can be submitted by the one applicant (with the same ABN) for different sites throughout the funding round.
  - There is no limit to how many applications or sites an eligible applicant can submit under this funding round. However, there is no guarantee that all applications or sites will be successful.

The following important information is required at the point of application:

- an Australian Business Number (ABN)
- location name and street address of proposed EV charger installations
- destination type and category
- valid ATDW listing/profile number (e.g. AU#####)
- photo(s) of the off-street parking location where EV charger(s) intend to be installed (or on-street parking location for relevant local councils)
- commercial quotes for the EV charger, installation and software subscription (if selected)
- licensed electrician's name, ABN and license number of the proposed EV charger(s) installer, as reflected on the commercial quote for installation.

### Commercial quote requirements:

Applicants need to upload commercial quotes for their nominated site within their application form. An applicant's funding application must reflect the costs detailed in their quote.

Quotes submitted in an application must include itemised costs for:

- **EV charger hardware** that clearly states the cost, quantity, and model number of EV chargers selected from the grant's eligible [EV charger and software list](#). Please note:
  - a maximum of 4 charge ports can be applied for per site

### How many charging ports can I apply for?

Sites can apply for anywhere from one to 4 charging ports in their application. This can be achieved to a variety of configurations.

For example:

- 2 x single port chargers and 1 x dual port charger
- 4 x single port chargers
- 2 x dual port chargers.

- the 75% co-funding contribution towards EV charger hardware is capped at the respective supplier's recommended retail price for selected EV charger models. These prices are listed in the grant's eligible [EV charger and software list](#).

- **installation** for the selected EV charger(s), including the breakdown of specific installation costs (as outlined on page 14)
- **EV charger first year software subscription** from the eligible [EV charger and software list](#) that clearly states the annual costs per port, if selected by applicant.

### Can I get help with my application?

A third party (for example, a consultant or electrician) may assist an applicant to prepare their grant application documentation prior to its submission.

However, the final grant application submission must be made by an authorised representative from within the applicant's organisation. This representative must be able to accept all grant requirements, declarations and enters into a funding agreement with the NSW Government.

For details on how to complete an application as a team, or how to collaborate with externals on an application, please read the [Applicant handbook](#).

Please note, any grant applications submitted, and declarations made by third party contractors or suppliers, will not be eligible.

The office may contact an applicant to seek further clarification on any information included in their application. Applicants need to resolve the matter with the office before the funding round close date to ensure their application is assessed before the round closes, or within the timeframe stipulated by the office when requesting further information. Applicants that cannot provide requested information within the timeframe stipulated, risk their application being assessed as ineligible.

The more detail provided in the quote and application form will reduce the likelihood of receiving a request for further information during the grant assessment process.



## Eligible Local Government Areas (LGAs)

The NSW Government aims to co-fund destinations across regional NSW and align EV charger coverage with current visitation patterns.

Future rounds may be more targeted towards certain regions or destination types to ensure equitable EV charger coverage is achieved across the state and with consideration for future allocation of destination chargers.

The NSW LGAs eligible for round 2 are outlined below:

|                             |                                       |
|-----------------------------|---------------------------------------|
| Albury City Council         | Armidale Regional Council             |
| Ballina Shire Council       | Balranald Shire Council               |
| Bathurst Regional Council   | Bega Valley Shire Council             |
| Bellingen Shire Council     | Berrigan Shire Council                |
| Bland Shire Council         | Blayney Shire Council                 |
| Blue Mountains City Council | Bogan Shire Council                   |
| Bourke Shire Council        | Brewarrina Shire Council              |
| Broken Hill City Council    | Byron Shire Council                   |
| Cabonne Council             | Carrathool Shire Council              |
| Central Coast Council       | Central Darling Shire Council         |
| Cessnock City Council       | City of Newcastle                     |
| Clarence Valley Council     | Cobar Shire Council                   |
| Coffs Harbour City Council  | Coolamon Shire Council                |
| Coonamble Shire Council     | Cootamundra-Gundagai Regional Council |
| Cowra Shire Council         | Dubbo Regional Council                |
| Dungog Shire Council        | Edward River Council                  |
| Eurobodalla Shire Council   | Federation Council                    |
| Forbes Shire Council        | Gilgandra Shire Council               |
| Glen Innes Severn Council   | Goulburn Mulwaree Council             |
| Greater Hume Shire Council  | Griffith City Council                 |
| Gunnedah Shire Council      | Gwydir Shire Council                  |
| Hay Shire Council           | Hilltops Council                      |

**Table 1** Eligible NSW LGAs for round 2 of the EV destination charging grants

|                                        |                                      |
|----------------------------------------|--------------------------------------|
| Inverell Shire Council                 | Junee Shire Council                  |
| Kempsey Shire Council                  | Kiama Municipal Council              |
| Kyogle Council                         | Lachlan Shire Council                |
| Lake Macquarie City Council            | Leeton Shire Council                 |
| Lismore City Council                   | Lithgow City Council                 |
| Liverpool Plains Shire Council         | Lockhart Shire Council               |
| Lord Howe Island (Unincorporated Area) | Maitland City Council                |
| Mid-Coast Council                      | Mid-Western Regional Council         |
| Moree Plains Shire Council             | Murray River Council                 |
| Murrumbidgee Council                   | Muswellbrook Shire Council           |
| Nambucca Valley Council                | Narrabri Shire Council               |
| Narrandera Shire Council               | Narromine Shire Council              |
| Oberon Council                         | Orange City Council                  |
| Parkes Shire Council                   | Port Macquarie-Hastings Council      |
| Port Stephens Council                  | Queanbeyan-Palerang Regional Council |
| Richmond Valley Council                | Shellharbour City Council            |
| Shoalhaven City Council                | Singleton Council                    |
| Snowy Monaro Regional Council          | Snowy Valleys Council                |
| Tamworth Regional Council              | Temora Shire Council                 |
| Tenterfield Shire Council              | Tweed Shire Council                  |
| Unincorporated Far West                | Upper Hunter Shire Council           |
| Upper Lachlan Shire Council            | Uralla Shire Council                 |
| Wagga Wagga City Council               | Walcha Council                       |
| Walgett Shire Council                  | Warren Shire Council                 |
| Warrumbungle Shire Council             | Weddin Shire Council                 |
| Wentworth Shire Council                | Wingecarribee Shire Council          |
| Wollongong City Council                | Yass Valley Council                  |

**Table 1** Eligible NSW LGAs for round 2 of the EV destination charging grants (continued)

## Eligible destination types

For a site to be eligible, it must be an eligible destination type outlined in the table below and must have a live ATDW listing at the time the grant application is assessed. All destination types must have physical premises that visitors

will travel to with the necessary parking and infrastructure to support visitor EV charger usage.

The provision of an ATDW listing does not guarantee funding under the EV destination charging grants. Applicants must meet all eligibility requirements outlined in these funding guidelines to be eligible for grant funding.

| Destination category | Eligible destination type                                             | Definition                                                                                                                                                                                                                                                                                                       |
|----------------------|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Accommodation        | Short-term, solely commercial accommodation with one or more bedrooms | May include entire apartment blocks, backpackers and hostels, hotels, motels, bed and breakfast, caravan, camping and holiday parks, cottages, holiday houses, resorts, retreats and lodges.<br><br><i>Does not apply to dwellings that can be partly or wholly used for residential accommodation purposes.</i> |
|                      | Attractions                                                           |                                                                                                                                                                                                                                                                                                                  |
|                      | Agricultural, mining and industry                                     | Agricultural, mining or industry related attractions that primarily offer an 'experience' to visitors. This includes working farms, open cut mines or agricultural centres.                                                                                                                                      |
|                      | Amusement and theme parks                                             | A theme park, amusement park, water park or maze attraction is an enclosed area or site that provides a variety of experiences, amusements and services often relating to a particular theme.                                                                                                                    |
|                      | Entertainment venues                                                  | Entertainment venues include cinemas, clubs, casinos, theatres, performance centres, licensed clubs and nightclubs.                                                                                                                                                                                              |
|                      | Galleries, museums and collections                                    | Galleries, museums, collections, interpretative and/or science centres must be open with some regularity. They may be art houses, crafts or any collection of interest.                                                                                                                                          |
|                      | Historical sites and heritage locations                               | A historic or heritage site is a location where pieces of political, military, cultural or social history have been preserved due to their heritage value.                                                                                                                                                       |
|                      | Landmark and buildings                                                | Landmarks and buildings are objects or features that are of interest to visitors. This type can include bridges, places of worship and lighthouses.                                                                                                                                                              |
|                      | National parks and reserves                                           | National parks and reserves are an area, piece of land, or body of water that is protected by the state for the enjoyment of the general public and/or the preservation of flora and fauna.                                                                                                                      |

**Table 2** Eligible destination types

| Destination category           | Eligible destination type                       | Definition                                                                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Attractions (continued)</b> | Natural attractions                             | A natural attraction is one that has been created by nature and can be enjoyed by visitors to a destination, for example, beaches, lookouts, nature walks, waterfalls, state forests, rivers, lakes and dams.                      |
|                                | Observatories and planetariums                  | Observatories and planetarium facilities that are designed and equipped to observe astronomical phenomena or house an instrument(s) for projecting the positions of the planets onto a domed ceiling.                              |
|                                | Public parks and gardens                        | Public parks and gardens that are open to the public. They can vary in size and include botanic gardens, arboretums, display gardens and local parks.                                                                              |
|                                | Shopping and markets                            | Retail shopping centres or arcades with a wide range of offerings. Other businesses must sell local or regional designer, handcrafted wares or goods specific to the area to be listed.                                            |
|                                |                                                 | Markets include food markets or farmers markets that have a permanent venue and regular opening days.                                                                                                                              |
|                                |                                                 | One-off pop-up markets are not eligible under this grant.                                                                                                                                                                          |
|                                | Spas and retreats                               | Spas and retreats that may provide a variety of services for the purpose of improving health, beauty and relaxation through various treatments and activities, for example, day spas, wellness spas, health and wellness retreats. |
|                                | Sports and recreation facilities                | These can include indoor and outdoor facilities that would add to the visitor experience within the destination, for example, climbing walls, go-karts, gymnasiums, public swimming pools and sportsgrounds.                       |
|                                | Zoos, sanctuaries, aquariums and wildlife parks | These attractions maintain a collection of wild animals, usually in a park or gardens (or tank), for the study, conservation, and display for the general public.                                                                  |

Table 2 Eligible destination types (continued)

| Destination category                                                                                                                                                                                                                                        | Eligible destination type                    | Definition                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Events (permanent venues only)</b><br><br>One-off events are considered not eligible under this grant. The eligibility of this category will be determined by the facilities at the event venue, rather than the event that takes place at the location. | Business event venues                        | Business event venues suitable for listings include: significant conferences, seminars, galas, launches, symposiums or other activities where the majority of participants will be travelling from interstate or overseas and the program will permit leisure time at the destination. |
|                                                                                                                                                                                                                                                             | Classes, lessons, workshops and talks venues | Educational event venues for example, art workshops, cooking classes or lessons and motivational or inspirational speakers. These events must highlight experiences specific to the city or region and have a leisure tourism focus.                                                   |
|                                                                                                                                                                                                                                                             | Community event venues                       | Eligible community events venues must be open to the general public, in a public venue. They must specially target audiences or attendances from the broader community and interested visitors. Events for special interest groups or specific demographics are not eligible.          |
|                                                                                                                                                                                                                                                             | Concert or performance venues                | A concert or performance venue may include plays, musical theatre shows, opera, stand-up comedy, circus performances, puppetry, music concerts of any genre, dance, once off film screenings and live shows for example, The Wiggles Live, Disney on Ice, Top Gear Live.               |
|                                                                                                                                                                                                                                                             | Food and wine venues                         | Food and wine event venues have food, wine or other beverages as the core component of the event.                                                                                                                                                                                      |
|                                                                                                                                                                                                                                                             | Markets venues                               | Market events may include produce, crafts, special night markets at a regular physical venue on an ongoing basis.                                                                                                                                                                      |
|                                                                                                                                                                                                                                                             | Sporting events venues                       | Sporting event venues can either be for participation, viewing or a combination of both. The event needs to have the best potential to attract interstate or overseas visitors for example, Bathurst 1000.                                                                             |
| <b>Food and drink</b>                                                                                                                                                                                                                                       | Bar                                          | Bars sell beverage products as their primary offering. Suitable bars will be in locations suited to other leisure tourism activities or precincts.                                                                                                                                     |
|                                                                                                                                                                                                                                                             | Breweries                                    | Breweries offer 'brewery or distillery related experiences or products' as their primary offering. Suitable businesses must have 'cellar doors' that are open to the public for tastings. Experiences must be suitable for visitors to the area, not just for locals.                  |

Table 2 Eligible destination types (continued)

| Destination category                                                                                                                                       | Eligible destination type                                                                       | Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Food and drink (continued)</b>                                                                                                                          | Cooking schools, lessons, workshop venues                                                       | <p>Cooking Schools, or leisure tourism based establishments that offer food-based lessons and/or workshops are suitable in this classification. Restaurants and cafes which offer cooking schools, lessons or workshops can be included here. Other examples include may include wine tasting workshops or barista courses.</p> <p>One-off events are considered not eligible under this grant. The eligibility of this category will be determined by the permanent facilities at the venue, rather than the lessons or workshops that takes place at the location.</p> |
|                                                                                                                                                            | Produce venues                                                                                  | A food or produce related venue with a leisure tourism focus. The business can offer both 'experience' and 'produce' as their primary product offering, however produce must be available for visitors to purchase. For example, chocolate or cheese factory.                                                                                                                                                                                                                                                                                                            |
|                                                                                                                                                            | Restaurant and cafe                                                                             | Restaurants and cafes offer dining, food or beverages as their primary offering. Excludes fast food franchises.                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                                                                                                            | Wineries                                                                                        | Suitable wineries for this classification must have cellar doors that are open to the public for tastings. They offer 'wine' related experiences or products to the leisure tourism market.                                                                                                                                                                                                                                                                                                                                                                              |
| <b>General services</b>                                                                                                                                    | General services are limited to products or services which support tourism and those who travel | May include cinema, council public car park, dentist, hospital, medical centre, pharmacy, playground, public toilet, supermarket, train station, wedding services. All other general services categories are excluded.                                                                                                                                                                                                                                                                                                                                                   |
| <b>Hire</b><br><br>The eligibility of this category will be determined by the facilities at the hire business which the goods or services are rented from. | Hire service venues                                                                             | <p>Must have a permanent physical venue and provide products or services hired for a specific time to be used or operated by the leisure tourist.</p> <p>May include bicycles, boats, campervans and motorhomes, cars, caravans, equipment, 4 wheel drives, houseboats, minibuses and coaches, motorcycles, tents and yachts. Does not apply to hire businesses that will use the EV charger for personal or private use.</p>                                                                                                                                            |

Table 2 Eligible destination types (continued)

| Destination category                                                                                                                                                                                                                                      | Eligible destination type                                                                   | Definition                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Information Services</b>                                                                                                                                                                                                                               | Marinas, cruise terminals and airports                                                      | Regional marinas, cruise terminals and airports utilised by leisure visitors.                                                                                                                                                                                                                                                                                 |
|                                                                                                                                                                                                                                                           | Visitor Information Centres                                                                 | Recognised accredited visitor information centres offering information services on their region.                                                                                                                                                                                                                                                              |
| <b>Transport services</b>                                                                                                                                                                                                                                 | Transport companies must provide point to point travel or transfers for the leisure tourist | Must have a permanent physical venue that have parking facilities where visitors can park their vehicles while providing other transport services. May include air services, bus services, coach, ferry services, train services, tram services and transfers. Does not apply to transport services that will use the EV charger for personal or private use. |
| <b>Tours</b><br><br>Must have permanent parking facilities where visitors can park their vehicles while engaging in tour activities.<br><br>The eligibility of this category will be determined by the facilities at the venue, not the tours themselves. | Adventure and outdoor tours                                                                 | Activities could include abseiling, caving, flying fox or zip line, fossicking, rock-climbing, surfing, white water rafting, segway riding, skiing, skydiving, horse riding and camel riding.                                                                                                                                                                 |
|                                                                                                                                                                                                                                                           | Air, helicopter and balloon tours                                                           | Visitors travel in a helicopter, hot air balloon, blimp, glider, airplane, hang glider, parachute or anything else that can sustain flight.                                                                                                                                                                                                                   |
|                                                                                                                                                                                                                                                           | Cruises, sailing and water tours                                                            | These tours are undertaken on or around water. They could include activities such as cruising, canoeing, diving, parasailing, fishing, jet boating or skiing, kayaking and sailing among others.                                                                                                                                                              |
|                                                                                                                                                                                                                                                           | Cultural and theme tours                                                                    | Include visiting locations such as art galleries, museums, libraries, performing arts venues and historic attractions and venues.                                                                                                                                                                                                                             |
|                                                                                                                                                                                                                                                           | Food and wine tours                                                                         | Include visits to vineyards, breweries and restaurants. Experiences range from tastings and education to fine dining offerings.                                                                                                                                                                                                                               |
|                                                                                                                                                                                                                                                           | Nature and wildlife                                                                         | They give visitors the chance to explore areas of significant natural beauty and view wildlife in their natural habitat. For example, whale watching.                                                                                                                                                                                                         |
|                                                                                                                                                                                                                                                           | Shopping tours                                                                              | Generally visit a number of retail factory outlets or popular shopping precincts.                                                                                                                                                                                                                                                                             |
|                                                                                                                                                                                                                                                           | Sightseeing tours                                                                           | Visit attractions, landmarks and destinations in metropolitan and regional areas. Transport is usually provided in a coach.                                                                                                                                                                                                                                   |
|                                                                                                                                                                                                                                                           | Sports tour                                                                                 | Are based around viewing or participating in sporting events or a visit to major sporting venue.                                                                                                                                                                                                                                                              |
|                                                                                                                                                                                                                                                           | Walking and biking tours                                                                    | May be guided or self-guided. They may include bushwalking or travelling on marked tracks in National Parks and reserves.                                                                                                                                                                                                                                     |

Table 2 Eligible destination types (continued)

## Eligible payment requirements

Once the office determines a grant application is successful, applicants can proceed with their purchase and installation before returning to claim their grant payment. Successful applicants are required to provide evidence of completed EV charger installations to claim the grant payment.

Applicants must submit the following important information to be eligible for payment:

- A tax invoice or receipt that demonstrates that EV charger hardware and installation has been purchased. The EV charger model(s) and cost detailed on the tax invoice or receipt must match the model(s) and amount(s) approved in the application form.
- A Certificate of Compliance to demonstrate a licensed electrician installed the EV charger(s) at the approved site. The licensed electrician name and licensed number must match the details provided in the tax invoice or receipt submitted for installation.
- A tax invoice or receipt that demonstrates that the first year of an EV charger annual software subscription (if selected) has been purchased. The software subscription and cost detailed on the tax invoice or receipt must match what was approved in the application form.
- Photo evidence to demonstrate that:
  - EV charger(s) installation has been completed with the approved EV charger hardware
  - EV charger(s) are installed and operational at the approved site and location
  - each installed EV charger includes a NSW Government branded decal sticker (installed per branding guidelines). This decal will be sent to applicants following notification of the assessment outcome.
- Evidence that the locations and details of all co-funded EV charger(s) are published on at least one publicly available website or app (for example, Plugshare or Google Maps). Details published on the EV charging provider specific platforms will not be accepted.
- Declaration by the authorised representative from the applicant organisation that:
  - the EV chargers are accessible and operational to the visitors, guests and customers of the site, and not for private use by the applicant
  - that the EV charger software has been installed and is operational at the time of claiming the grant (if selected), and that they agree to provide the NSW Government access to de-identified operational data from each co-funded EV charger for a one-year period following installation
  - the EV chargers are appropriately maintained in accordance with Australian Standards.

### What is a Certificate of Compliance?

Electricians must submit a Certificate of Compliance for electrical work (CCEW) under the *Gas and Electricity (Consumer Safety) Act 2017* and *Gas and Electricity (Consumer Safety) Regulation 2018*. See [Fair Trading](#) for more information.



# Applying for the grants

## Application process

Applications for round 2 must be made using the online grant management portal at [www.energy.nsw.gov.au/EVdestinationgrants](http://www.energy.nsw.gov.au/EVdestinationgrants)

The table below outlines the steps required to apply.

Applications for round 2 must be received by 5 pm Australian Eastern Standard Time on the closing date. Exact dates are published on the [EV destination charging grants webpage](#).

Late applications or applications that do not meet the requirements of these guidelines will not be considered. Subsequent funding rounds may be available in 2024.

| To apply for co-funding:                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Read the Applicant handbook</b>                                              | Read these guidelines in conjunction with the round 2 <b>Applicant handbook</b> , which outlines essential steps and information to understand before submitting an application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Identify your site and EV charger needs and obtain a commercial quote(s)</b> | <p>Discuss your sites electrical and EV charger needs with an EV charger supplier or licensed electrician.</p> <p>Obtain at least one quote in line with the grant's eligible application requirements (see page 18 of these guidelines) and choose a selected EV charger and EV charging software subscription (if selected) from the eligible <a href="#">EV charger and software list</a>.</p> <p>Note: you only need to attach your preferred quote to your application form. This quote will be used to calculate the grant's co-funding amount.</p>                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Submit an application</b>                                                    | <p>Visit: <a href="http://www.energy.nsw.gov.au/EVdestinationgrants">www.energy.nsw.gov.au/EVdestinationgrants</a> to begin the application.</p> <p>Complete the relevant information for your site. This includes uploading commercial quote(s), key information and supporting evidence for your site.</p> <p>Ensure the funding you are requesting for the EV charger, installation and software (if selected) does not include items not funded under the grant (see page 15 of these guidelines).</p> <p>If the information entered does not meet the eligibility criteria, applicants may not be able to submit their application until these requirements are met.</p> <p>All applications must be submitted by 5 pm Australian Eastern Standard Time, on the closing date and will be assessed within 8 weeks of submission.</p> <p>Applications must be submitted by an authorised representative from the applicant organisation, and not from a third party.</p> |

**Table 3** Grant application process

| To apply for co-funding: (continued)  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Notification of assessment            | <p>Applicants will receive an email notification within 8 weeks of their submission date confirming the outcome of their application.</p> <p>Successful applicants can proceed with the purchase and installation of their approved EV charger(s) and software subscription (if selected).</p> <p>Unsuccessful applicants will be notified during the same assessment period and advised that they may reapply in future rounds.</p> <p>Note: the office reserves the right to extend the assessment window at their discretion and applicants will be advised accordingly should this occur.</p> |
| Installation and evidence for payment | <p>The EV charger(s) installation and selected software must be completed within 5-months of receiving the funding approval notification.</p> <p>Once installation is completed, applicants must also return to the grant’s application platform within this 5-month window to submit a grant payment request form to show evidence of installation and claim their grant payment.</p> <p>Applicants must read the eligible payment requirements (see page 27 of these guidelines) to understand what evidence is required before submitting a grant payment request form.</p>                    |

Table 3 Grant application process (continued)



|                                                                                     |                                               |                                                              |
|-------------------------------------------------------------------------------------|-----------------------------------------------|--------------------------------------------------------------|
|    | Read Applicant handbook                       | Grants open for 6-months and are assessed on a rolling basis |
|    | Obtain a quote                                |                                                              |
|    | Submit an application                         |                                                              |
|    | Notification of assessment                    | Within 8 weeks of submission                                 |
|   | Installation and submit evidence for payment  | Within 5-months of application approval                      |
|  | Evidence reviewed and notification of results | Notification received within 2-months of submission          |
|  | Payment                                       | Within 4 weeks of grant payment approval notification        |

Figure 1 Round 2 funding timeframes

## Application assessment

The office will assess applications as they are received.

Applications are assessed on:

- the ability to meet all eligibility criteria
- provision of eligible supporting documentation
- supporting the effective geographic coverage and destination type distribution of EV chargers across NSW tourism regions outside metropolitan Sydney.

The office will review applications for completeness to confirm they meet the eligibility requirements outlined in these guidelines.

Analysis of installation costs may be undertaken during the assessment process and further information may be sought by the office if costs are considered outside average market prices.

If an application does not meet eligibility requirements it will not be considered further in the assessment process.

If multiple destinations propose EV chargers within the same region or locality, the office reserves the right to reject applications to ensure equitable geographic coverage and destination type distribution is achieved across the state.

Applications that are not successful within round 2 are welcome to apply for future funding rounds if eligibility criteria is met.



## Notification of assessment outcome

Applicants that meet the eligibility criteria and submit a completed application form, will receive email notification confirming the application has been received by the office for assessment.

Applicants will be notified with an outcome within 8 weeks of their application submission.

Note: the office reserves the right to extend this notification window if required and applicants will be notified accordingly. Applicants should be aware that public holidays and office shut down periods may also delay notifications and applicants will be communicated with accordingly in these circumstances.

## Successful applicants

The office will provide an email specifying:

- the approved site(s) details
- the exact co-funding amount
- the due date being the 5-month timeframe that the EV charger(s) need to be installed by
- details of the grant payment request form to submit
- next steps.

Applicants will be required to sign and return a letter of offer agreeing to the terms and conditions of the grant.

Successful applicants are directed to proceed to the next stage where they can work with their nominated licensed electrical contractor to purchase and install each EV charger(s) within the due date set out in the notification letter.

Successful applicants are required to pay upfront costs prior to claiming their grant payment. Tax invoices or receipts will be requested as evidence to claim the grant payment.

Successful applicants will be required to pay their share of project costs not covered by the grant for the EV charger, installation and software (if selected).

Once the EV charger(s) (and software, where applicable) is installed and operational, applicants must return to the grants application portal to

complete a grant payment request form with the eligible payment requirements to provide evidence to receive funding.

Within 4 weeks of submitting the grant payment request form, the office will notify applicants in writing to confirm their evidence has been accepted for grant payment approval. The office will process grant payments within 4 weeks from this notification of grant payment approval.

The office reserves the right to make cost adjustments to the final co-funding payment if changes occur to the model number or quantity of the final EV chargers installed, and/or the final cost for the EV charger(s), installation and software (if selected) has changed since the original application was approved and the office has not been made aware through a variation request process (see page 40). Details of a cost adjustment made to the final grant payment will be included in the notification of grant payment approval. The office can make cost adjustments that are equal to or lower than the initially approved grant co-funding amount. The office cannot retrospectively increase grant funding after initial approval.

If evidence for payment is deemed to not meet the requirements outlined in these guidelines, the office will contact applicants to request further information within 8 weeks of submitting the grant payment request form. Payment will be withheld until applicants submit this required evidence and can meet the requirements for grant payment approval.

Read the details outlined in the terms and conditions section of these guidelines for further details before applying.

## Unsuccessful applicants

Unsuccessful applicants will receive an email advising that their application is unsuccessful for round 2 of funding.

If unsuccessful in this funding round, applicants who meet the eligibility criteria can re-apply for future funding rounds. The office encourages unsuccessful applicants to continue to use the information provided in these guidelines to purchase and install an EV charger at destination sites outside of these grants. Further information can be found at [www.energy.nsw.gov.au/EVdestinationgrants](http://www.energy.nsw.gov.au/EVdestinationgrants)

## Example 1: We didn't install an eligible EV charger

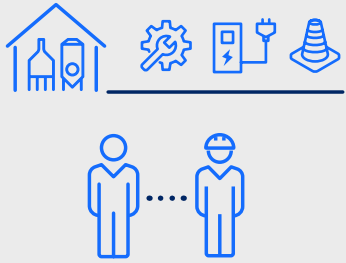
| Eligibility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Installation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Outcome                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"> <li>• A brewery owner located in Yass confirms their eligibility for grants after reading the guidelines.</li> <li>• Nominates a 22kW EV charger from the grant's eligible EV charger list to be installed in their carpark.</li> <li>• Application is approved.</li> </ul> <ul style="list-style-type: none"> <li>✓ Located in regional NSW</li> <li>✓ Approved destination type</li> <li>✓ Approved ABN</li> <li>✓ Owns the destination site</li> <li>✓ Provides a commercial quote for electric vehicle service equipment (EVSE) on the prequalified list</li> <li>✓ Has a live ATDW Listing</li> <li>✓ Provides a declaration</li> </ul> | <ul style="list-style-type: none"> <li>• Discovers friend also has an EV charger installed at their site.</li> <li>• Decides to purchase the same EV charger model as their friend, rather than the approved EV charger model from the grant's eligible EV charger list.</li> <li>• Decides that his friend, who is an amateur handyman, will install the EV charger for free, instead of using the licensed electrician detailed on the installation quote provided in the grant application.</li> </ul> | <ul style="list-style-type: none"> <li>• After the EV charger is installed, the owner submits the grant payment request form with evidence for payment.</li> <li>• NSW Government assess the evidence.</li> <li>• Applicant is notified that they will not receive the grant payment due to not installing the approved EV charger model from the grant's eligible EV charger list, and not using a licensed electrician to install the EV charger.</li> <li>• The installation does not meet requirements under the grant and poses a significant safety risk.</li> <li>• While this application met the eligibility requirements to be approved for the grant, the site did not meet the eligible payment requirements and will not receiving the grant's co-funding.</li> </ul> |

Figure 2 Application examples

## Example 2: We're located in Sydney

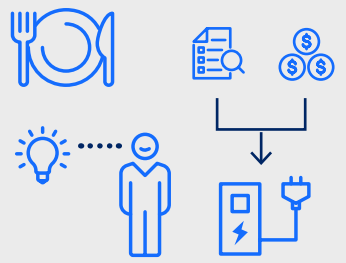
| Eligibility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Installation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Outcome                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <ul style="list-style-type: none"> <li>• Restaurant owner hears about the grants.</li> <li>• Wants to install 2 EV chargers in their carpark for patrons.</li> <li>• Often have high visitation rate from tourists.</li> <li>• Already regularly visited by EV drivers.</li> <li>• Located in the heart of Sydney's CBD.</li> <li>✗ Located in metro LGA</li> <li>✓ Approved destination type</li> <li>✓ Provides ABN</li> <li>✓ Provides a commercial quote for an EVSE on the prequalified list</li> <li>✓ Either owns destination or gain appropriate approval from landowner or leaser</li> <li>✓ Provides a declaration</li> </ul> |  <ul style="list-style-type: none"> <li>• After reading grant guidelines, the restaurant owner realises they are not in an eligible LGA.</li> <li>• The restaurant owner has the budget to install EV chargers at their site.</li> <li>• Decides to use the grant's list of eligible EV chargers, and guidance in the Applicant handbook, to select, purchase and install EV chargers themselves, outside of the grant's co-funding.</li> <li>✗ Site must be located in an eligible LGA</li> </ul> |  <ul style="list-style-type: none"> <li>• The restaurant owner was able to follow the steps and guidance outlined for grant applications and install EV chargers themselves.</li> <li>• The restaurant now has 2 EV chargers available for the EV drivers that visit.</li> </ul> |

Figure 2 Application examples (continued)



# Terms and conditions

## Late submissions

The office will not accept applications after the published cut-off date and times. Any extensions to the funding round will be published on the [EV destination charging grants website](#) at least 2 weeks before the initial closing time.

## Applicant obligations

- Ensure co-funding is used only for the approved project(s) at the approved site(s).
- Comply with the reporting requirements set out in these guidelines.
- Ensure the co-funded EV charger(s) are purchased by the applying entity from unrelated third parties, in an arm's length market transaction.
- Ensure the co-funded EV charger(s) are purchased, received, and installed at an eligible regional NSW destination.
- Ensure the co-funded EV charger(s) support the commercial or community-based operations of the applicant as they relate to the visitor economy, and in line with usual industry practices and standards.
- Comply with all Australian, state and local government laws that are relevant to the project or your registration as an entity.

- Not provide misleading, false or inaccurate information in or related to the application or project and notify the office immediately on awareness of any misleading, false or inaccurate information has been provided to the office. The office reserves the right to visit sites that have received grants co-funding to ensure EV chargers are situated per the approved application and are operational and accessible.
- Comply with all policies, guidelines and reasonable directions the office provides.

## Funding payment

The office provides no guarantee that an application will be funded, and no undertaking is given on the amount of individual or total grant monies that will be provided.

For successful applications, the office will make a single payment to the applicant on condition that:

- the project works approved for co-funding have been performed to the satisfaction of the office by the agreed due date
- the office receives a correctly rendered invoice and evidence that clearly identifies the payment works approved for co-funding being claimed
- the office receives a photo that clearly shows each installed EV charger with NSW branding at the approved application address
- successful applicants are not in breach of any term of these guidelines.



## Withholding, suspension and repayment

The office's obligation to make a payment may reduce or be suspended when successful applicants have:

- performed only part of the project works by the due date
- failed to provide sufficient evidence, such the office is not satisfied (acting reasonably) that all works have been finished by the due date
- provided information or made representation in the application, or as part of an audit carried out by the office, considered inaccurate, misleading, deceptive, deceitful, or fraudulent; and where further information is needed to resolve discrepancies and apparent inconsistencies
- been identified as not having complied with these guidelines whether as a result of an audit or otherwise, such as, but not limited to:
  - the EV charger not being purchased, received, or installed as per the successful application
  - using the EV charger not for its intended purpose as an electrical asset for the purposes of charging electric vehicles (for example, promoting on site-charging without the charger being connected and operational).

If the office withholds or suspends any payment it is the responsibility of successful applicants to fix any non-compliance before payments can proceed.

Applicants must repay to the office any grant amounts received by the applicant as a result of misleading, false or inaccurate information, or to which the applicant was not otherwise entitled.

Applicants must repay any grant overpayment – including payments determined by the office (acting reasonably) that the applicants were not entitled to receive – within 28 business days of a demand being sent by the office. Any grant repayments the office claims from the applicant will be a debt due and owing by the applicant.

The office may exclude applicants that fail to pay from future funding rounds and future grants.

## GST

The EV destination charging grants calculate co-funding based on the quotes submitted in the application. While quotes will include GST, the NSW Government co-funding contribution can only be calculated on the cost exclusive of GST.

Consideration for any supply under these guidelines is inclusive of any GST imposed in relation to the supply, subject to the following:

- Despite any other provision of these terms and conditions, GST is imposed on a supply.
- Applicants are entitled to receive an input tax credit (as defined in the GST Law) in relation to that supply, the amount of approved co-funding is not to include any amount for GST for which the applicant is entitled to an input tax credit.

Applicants not registered under the GST Law, are not entitled to receive any additional amount for GST as provided under this clause.

If for any reason the office pays an amount under this clause that is more than the GST imposed on the supply, the successful applicant must repay the excess on demand, or the office may set off the excess.

Applicants are responsible for determining tax liabilities for grant payments. Grants provided by the NSW Government are classified as income and tax may be payable by recipients. Applicants are responsible to investigate the tax structure and treatment that relates to their organisation.

## Acquittal extension requests

Successful applicants will receive a letter from the office detailing the approval of their grant application and the 5-month window they must complete their EV charger installation and acquittal (grant payment request form) within.

An applicant who cannot complete their approved EV charger installation by the agreed due date, outlined in their approval notification, is required to seek a written extension from the office.

Applicants must notify the office via email as soon as this delay is known, or 2 weeks prior to the due date, to seek approval for an extension to their EV charger installation window and grant payment request form due date.

Failure to request an extension prior to their installation window and grant payment request form due date may impact the approved grant funding.

The office provides no guarantee that an applicant will be successful in obtaining an extension when requested and requests will be assessed on a case-by-case basis.

To be considered for an extension an applicant must:

- provide in writing to the office at least 2 weeks prior to the original due date seeking a new due date for their EV charger installation and grant payment request form along with the reason for the request
- ensure that all EV charger installations, irrespective of any extensions granted, are installed no later than 12-months from the original date on their notification of grant approval. This 12-month period is inclusive of, and not additional to, the original 5-month installation window outlined in the notification of approval.

## Application and acquittal withdrawal requests

Applicants must notify the office via email requesting the withdrawal of their application and the reason for the withdrawal. All withdrawn applications will not be assessed further and deemed 'unsuccessful' within this funding round. Applicants that withdraw an application may reapply in future funding rounds if they meet all future round eligibility criteria.

Applications that have been assessed as successful, and later withdrawn by an applicant for any reason will result in the cancellation of their approved grant funding for the round.

Successful applicants who do not complete their approved EV charger installation or submit a grant payment request form by their agreed due date, or who do not contact the office to obtain an extension or variation, will be deemed withdrawn by the office after 5-months of receiving their successful notification.

The office may cancel an eligible application on behalf of the applicant if:

- requested by the applicant in writing during the application and assessment process
- satisfied that the applicant is unable to withdraw the application during the application and assessment process due to a fault or malfunction relating to the grants management platform.

## Application and acquittal variation requests

### In-round application form modifications

If an applicant has submitted a grant application form and wishes to make changes to their form during the funding round window (on the basis their application has not yet been assessed) they can submit a request to reopen their application form to the EV Destination Charging team at [destination.charging@environment.nsw.gov.au](mailto:destination.charging@environment.nsw.gov.au)

### Variations

If a grant application has been approved and an applicant experiences unforeseen circumstances that requires modifications to be made to their EV charger installation, they will need to contact the EV Destination Charging team to submit a variation request.

Requests for variations to any EV charger and/or software in an applicant's successful grant letter, will be reviewed on a case-by-case basis and approval is not guaranteed. To be considered for a variation, applicants must email [destination.charging@environment.nsw.gov.au](mailto:destination.charging@environment.nsw.gov.au) at least 2 weeks prior to the original installation window due date with the variation request and a detailed request and explanation for review.

Variation requests may include:

- installation extension requests due to supply chain issues or unforeseen circumstances impacting the site
- changing to another installer (but maintaining the same quoted costs and products), due to availability of installer
- configuration of charger installation within the carpark included in an application form
- reduction to the number of chargers that a site will proceed with.

Variation requests cannot include:

- requests for additional funding beyond an applicant's successful grant application scope.

Note that variation requests may result in cost adjustments that are equal to or lower than the original approved grant co-funding amount. The office cannot retrospectively increase grant funding as a result of a variation request and any variations that result in greater project costs must be borne by the applicant.

Variation requests that are accepted by the office will result in an updated letter of offer to be signed by the applicant agreeing to the terms and conditions of the updated grant variation details.

### Insurance

It is the responsibility of applicants to have and maintain appropriate insurance to cover any liability incurred in relation to the procurement, installation and operation of the co-funded EV charger and software under these grants, without limitation.



## Indemnities

Successful applicants must indemnify and keep indemnified the office, the Crown in right of the State of New South Wales and their officers, employees and agents from and against any loss (including legal costs and expenses on a solicitor/own client basis) or liability incurred or suffered by, or made against, any of those indemnified arising directly or indirectly from any claim by any person as a result of or in connection with:

- the funding or the project
- any unlawful or negligent act or omission by the applicant, applicants' employees, EV charging suppliers, electricians, or subcontractors in connection with the project
- any illness, injury or death of any person the applicant, applicants' employees or subcontractors cause or contribute to, in connection with the project
- any loss or damage to real or personal property the applicant, applicants' employees or subcontractors cause or contribute to, in connection with the project
- how an EV charger is used
- how many EV drivers visit and utilise an EV charger
- any act or omission by the applicant, applicants' employees or subcontractors in connection with the project that is in infringement of any intellectual property, or privacy rights of the office or any third party.

Applicants' liability to indemnify the office under this clause does not exclude or reduce the liability of, or benefit to, a party that may arise by operation of the common law or statute. Additionally, the office is not responsible for the number EV drivers that visit and use a destination charger and are not responsible for how each EV charger is used.

## Provision of false or misleading information

The office takes fraud very seriously. It is an offence to provide false or misleading information to the office.

If applicants provide any information, or make any representations to the office that are considered, or may be, inaccurate, intended to mislead, deceptive, deceitful, or otherwise fraudulent, the office may take the following actions against individuals or organisations acting as the applicant:

- refusing to consider applications by or in any way related to the applicant
- refusing to accept or consider related applications
- withdrawing any related funding offer
- requiring the return of any payment received
- reporting the matter to the NSW Police.

## Auditing

Successful applicants may be subject to audits to confirm the:

- legitimacy of information provided in the application and ongoing information provided
- purchase, receipt, installation and operation of the charger(s)
- acceptable use of the charger(s).

Audits may happen at any time, with reasonable notice, and the office may contact relevant parties/authorities to confirm the above. If an audit reveals non-compliance the office may take action against the applicant, as described under the 'provision of false or misleading information' section.

## Disqualification of applicants

The office reserves the right to disqualify applicants from participating in rounds for an identified period. This can be done if the office believes on reasonable grounds that an applicant has engaged in misconduct relating to any part of the application or assessment process. In determining whether to disqualify an applicant, the office may consider whether the applicant has:

- breached any part of these Guidelines
- breached a direction given by the office in relation to the program
- been involved in, or is suspected of, being involved in now or in the future, conduct intended to affect the integrity of the process.

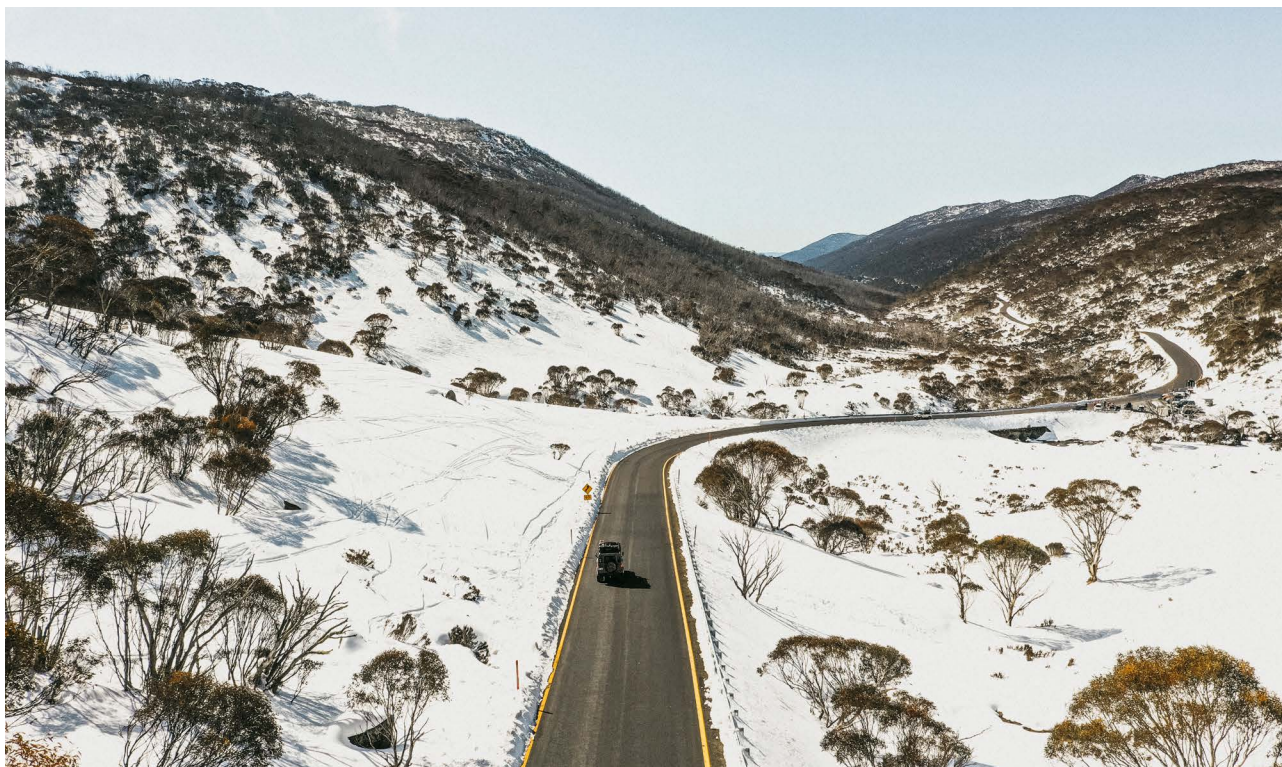
## Suspension or cancellation of funding rounds

The office may suspend or cancel the funding round if it believes on reasonable grounds that:

- the round cannot continue, or be conducted, in a fair and orderly manner
- it is likely the round will not be able to continue, or be conducted, in a fair and orderly manner.

The office may suspend or cancel the funding round at any time before publishing the outcome of the round. Any decision to suspend or cancel will be communicated to all applicants. The office will seek the advice of the probity adviser in making any such a decision in a fair and objective manner.

If a funding round is suspended, the office will continue or cancel the round within a reasonable timeframe. If the office is satisfied that a round can continue and be conducted in a fair and orderly manner, the round will continue. If a funding round is cancelled, it may be rescheduled, and the updated application dates will be published on the EV destination charging webpage.



## Governance, probity, and complaints

### Probity

The office is in consultation with a probity advisory firm throughout the process and will include relevant probity items within the evaluation plan. The plan includes the following principles:

- treat all potential applicants with impartiality and fairness, with all having equitable opportunity to access and respond to information and advice
- use a competitive process to assess applications against eligibility criteria and geographic coverage
- maintain accountability and transparency of the process, assessing all applications in a systematic manner
- ensure confidentiality and security of all applicant information, including any intellectual property, proprietary and privacy issues
- identify and manage conflicts of interest before carrying out work or as soon as they arise.

An external probity advisor has been engaged to ensure the process followed throughout the assessment phase is fair and equitable for all applicants.

### Conflicts of interest

The office will administer its conflict-of-interest procedures, including procedures for all staff involved to declare their interests. All advisers engaged by the office to assist in the assessment of an application, or the preparation of co-funding, are required to disclose any conflicts of interest they may have in relation to applicants and may be excluded from work if required under the office's conflict of interest procedure.

Potential applicants aware of any actual, apparent or potential conflicts of interest must advise the office before or when submitting an application. Applicants must comply with any directions from the office in the management of a conflict of interest.

### Eligible EV charger(s) and software suppliers

The NSW Government reserves the right to update, add and remove EV charging hardware and software suppliers from the NSW Government approved EV charger and software list at its discretion.

Applicants are encouraged to notify the NSW Government at [destination.charging@environment.nsw.gov.au](mailto:destination.charging@environment.nsw.gov.au) should their experience with any supplier or manufacturer on the eligible list call into question the reputation, or ability and intent of a supplier to support applicants under this grant.

### Complaints

Complaints about the round can be emailed to [destination.charging@environment.nsw.gov.au](mailto:destination.charging@environment.nsw.gov.au)

Complaints will be reviewed by the office in the first instance. If the complaint cannot be resolved within 30 business days, the contact details of a nominated complaints and review officer will be provided, to advise next steps. If the complaint is still not resolved satisfactorily, the NSW Ombudsman can be engaged for external review of the administrative actions of the office.

## Branding

### Charger Branding

EV chargers that are available under the grants are required to meet a series of key capabilities, including the ability to support charging of any EV regardless of vehicle brand. All chargers included in the eligible EV charger list that are marked with a vehicle original equipment manufacturers brand, must include signage clearly stating this capability.

### NSW Government Branding

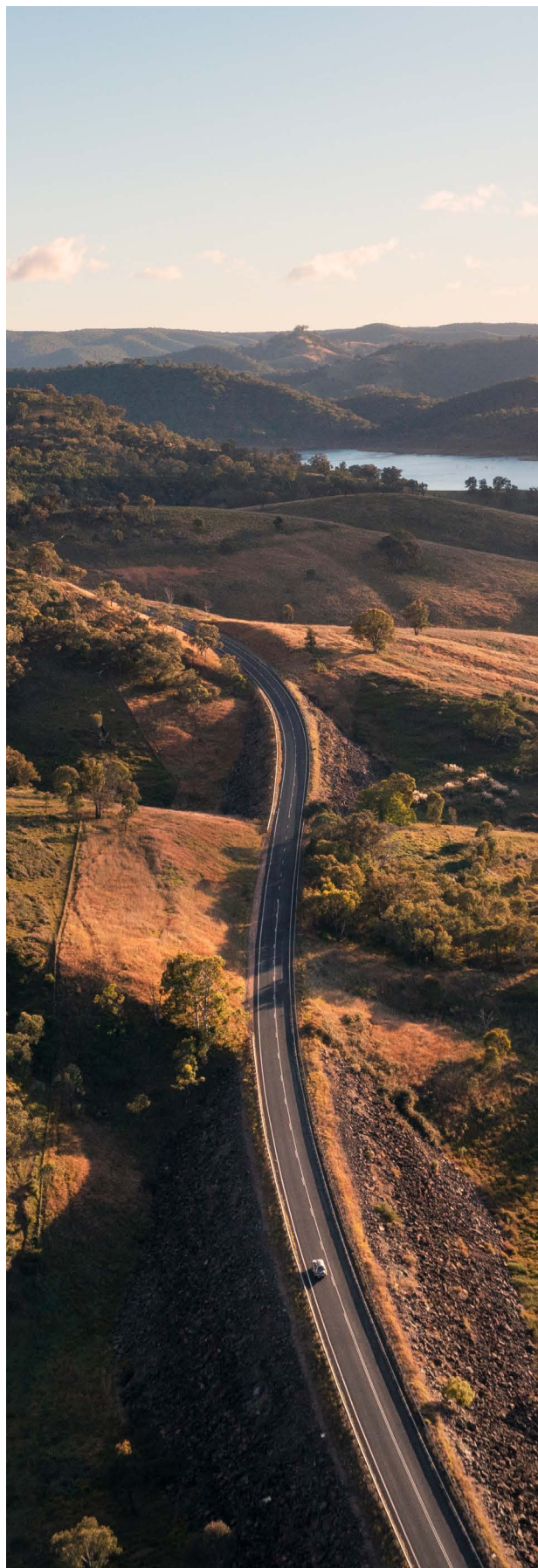
All chargers co-funded under the grants will be required to include NSW Government branding. This will be in the form of a sticker decal that is placed on the charger at the time of installation.

Each successful applicant will receive their decal pack in the mail, which will include the decal, instructions for positioning and installation on the charger, and instructions for taking a photo and uploading to the grants management platform as proof of installation. Each funded EV charger must have one decal installed.

Proudly supported by



Figure 3 NSW Government sticker



## Disclosure of information and promotion

### Reporting and data sharing

Successful applicants agree to provide the required written and photographic evidence outlined by the office in these guidelines. Successful applicants that select a co-funded software subscription agree to provide the NSW Government with access to de-identified operational data from each co-funded EV charger for a one-year period following installation.

### Confidentiality and disclosure of information

The office may publish information of round results on the NSW Climate and Energy Action website. Information contained in applications may also be shared with local councils and other state or Commonwealth Government agencies to seek clarification on an application or applicants.

The office may use deidentified application data in training materials, case studies, evaluations, and other portfolio purposes.

Unless otherwise stated, any commercial-in-confidence information provided by an applicant as part of, or in connection with, a registration, applications or negotiation process will be treated confidentially by the office.

The office may disclose commercial-in-confidence information provided by applicants to the following parties:

- the Minister or Minister's office
- the NSW Ombudsman and Audit Office of NSW
- office staff or advisers
- where authorised or required by law to be disclosed.

The office will otherwise only disclose commercial-in-confidence information provided by applicants with their expressed consent.

To understand how data is collected, stored, and protected when visiting the NSW Climate and Energy Action website visit [www.energy.nsw.gov.au/privacy](http://www.energy.nsw.gov.au/privacy)

### Publicity and acknowledgement

The office may ask successful applicants to contribute information on project outcomes for use in program evaluation or in NSW Government communication materials. Successful applicants are obliged to participate in joint media events with NSW Government, if and when required. Whilst not all successful applicants will be required to do so, all should be prepared to participate in a launch event or other type of promotional media event if requested.

Following the successful award of all grants funding, the office will develop and promote a series of EV drives across the state that are well serviced by EV charging. Applicants will have an opportunity in the application form to indicate interest in supporting these future activities.



Further  
information  
and support

Further information can be accessed through the EV destination charging grants webpage, [www.energy.nsw.gov.au/EVdestinationgrants](http://www.energy.nsw.gov.au/EVdestinationgrants)

Clarification questions or queries in relation to these guidelines, the application process and the EV destination charging grants can be emailed to the office at [destination.charging@environment.nsw.gov.au](mailto:destination.charging@environment.nsw.gov.au)

Note: this mailbox is monitored during business hours. During open funding rounds, the office will monitor more frequently to ensure any application enquiries are resolved. Staff will aim to respond to all enquiries within 3 business days.

The office, in response to any question raised by a potential applicant that is deemed to be public, may upload information onto the frequently asked questions (FAQ) page at [www.energy.nsw.gov.au/EVdestinationgrants](http://www.energy.nsw.gov.au/EVdestinationgrants)

The office will not publicise details of the applicant organisation that has asked the question.





# Appendix

## Glossary

**Applicant:** An eligible organisation that applies for grant co-funding under the EV destination charging grants.

**Application:** An application for co-funding from the office's EV destination charging grants.

**Australian Tourism Database Warehouse:** Australia's online marketplace for tourism information.

**Battery electric vehicle (BEV):** A vehicle that is fully electric and powered by an electric drive train. BEVs do not include plug-in hybrid or hybrid vehicles.

**Charge port (Single and Dual):** A port that provides power to charge only one electric vehicle at a time. An EV charger may include one or 2 charging ports (i.e. a single port or dual port EV charger).

**Charging network:** A charging infrastructure system made up of multiple charging stations for the purpose of providing recharging at convenient locations.

**Co-fund:** Financial support for successful project(s) under the EV destination charging grants, provided by the NSW Government and an applicant.

**Conflict of interest:** A situation where a person makes a decision or exercises a power in a way that may be, or may be perceived to be, influenced by either material personal interests (financial or non-financial) or material personal associations.

**Destination:** A publicly or privately owned location that supports the NSW visitor economy.

**Electric vehicle (EV):** For the purpose of these guidelines, electric vehicle refers to battery electric vehicle (BEV) and fuel cell electric vehicle (FCEV).

**Electric vehicle service equipment (EVSE):** A unit of fuelling infrastructure that supplies electric energy for the recharging of electric vehicles, such as BEVs. It is usually the unit that sits outside the vehicle on the wall or ground.

**Eligibility criteria:** The eligibility criteria for applications set out in these guidelines.

**Energy Management System:** Used to monitor, control, and optimize the energy performance of a building or piece of equipment.

**EV charging software:** Cloud-based software that an EV charger can use to enable use of the smart features available within the charger.

**Funding cap:** The maximum amount of co-funding a successful applicant may receive from the NSW Government.

**Grants:** The EV destination charging grants.

**Grants management platform (GMP):** The online platform used to administer the EV destination charging grants.

**GST:** Goods and services tax imposed by A New Tax System (Goods and Services Tax) Act 1999 (Cth) as amended or varied.

**GST law:** A New Tax System (Goods and Services Tax) Act 1999 (Cth) as amended or varied.

**Guidelines:** This current document, being the approved framework for the operation and administration of the EV destination charging grants which may be amended and updated by the office.

**Kerbside parking:** Dedicated parking that occurs on the road next to the kerb. Parking maybe parallel, 90 degrees, or 45 degrees.

**kW (kilowatt):** Refers to 1,000 watts and used as a unit of measurement to express the output of power, such as for EV electric motors.

**Manufacturer:** Any entity who manufactures a product or has a product designed or manufactured and markets that product under its name or trademark.

**Minister:** Refers to the relevant minister that has responsibilities to implement the NSW Electric Vehicle Strategy.

**NMI:** National Meter Identifier.

**NSW:** The State of New South Wales.

**Network:** Unless stated otherwise, the electricity system operated by either a distribution network service provider or a transmission network service provider.

**OEM:** Original equipment manufacturer, in reference to either a vehicle manufacturer or the manufacturer of an EV charger.

**Office:** The office responsible for the administration of the EV destination charging grants, which at the time of publishing these guidelines is the Office of Energy and Climate Change within NSW Treasury.

**Off-street parking:** An area on private or public property that is dedicated for the purpose of parking vehicles.

**Site:** The address at which an eligible applicant proposes to install a grants funded EV charger.

**Smart chargers:** Chargers that share data connections with the vehicle being charged and a charging operator.

**Terms and conditions:** The requirements set out in these guidelines acting as a contract between the office and applicants for the grants.

**Universal charger:** An EV charger that can charge any EV make/model and is not dedicated to a single vehicle brand.

**Visitor economy:** The direct and indirect contributions to the economy resulting from a person (a visitor) travelling outside their normal place of residence.

**You:** The applicant as a representative of an organisation participating under the grants.

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**Page 6** – Image courtesy of iStock. Electric cars being charged at charging stations.

**Page 7** – Image courtesy of Destination NSW. Aerial overlooking a car driving through the countryside near Tamworth, New England North West.

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**Page 32** – Image courtesy of Destination NSW. Unique castle accommodation at Ridge Castle, Lightning Ridge, Outback NSW.

**Page 36** – Image courtesy of Destination NSW. Couple taking a break from driving and enjoying the scenic landscapes along Thunderbolts Way on the Barrington Coast, North Coast NSW.

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**Page 46** – Image courtesy of Destination NSW. Façade of the Orange Regional Museum and Visitor Information Centre, Central NSW.

**Page 47** – Image courtesy of Destination NSW. Family walking out the front of the Albury Visitor Information Centre located in the historic Railway Precinct, Albury, The Murray.

**Page 48** – Image courtesy of Destination NSW. Car arriving at Logan Wines, Apple Tree Flat near Mudgee, Central NSW.

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**For more information**

[www.energy.nsw.gov.au/EVdestinationgrants](http://www.energy.nsw.gov.au/EVdestinationgrants)

[destination.charging@environment.nsw.gov.au](mailto:destination.charging@environment.nsw.gov.au)