

**ARENA**

# **FUTURE FUELS FUND ROUND 1: PUBLIC BATTERY ELECTRIC VEHICLE FAST CHARGING INFRASTRUCTURE**

## **GUIDELINES**

**FEBRUARY 2021**



**Australian Government**  
**Australian Renewable**  
**Energy Agency**

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# EXECUTIVE SUMMARY

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1. The Future Fuels Fund (the Fund) is to be delivered by ARENA through a series of competitive and open funding rounds. The Fund complements the Battery Electric Vehicle (BEV) charging infrastructure projects previously funded by ARENA.
2. The Fund is designed to reduce barriers to businesses and fleets to choose new vehicle technologies in the road transport sector through vehicle and infrastructure trials, electrical upgrades and commercialising the public charging industry.
3. The Fund will invite industry to bring forward co-investment proposals that:
  - › encourage BEV uptake by increasing the national public BEV charging network;
  - › reduce barriers to greater transport use of hydrogen and biofuels through co-investing in refuelling infrastructure; and
  - › leverage ARENA investment with the Clean Energy Finance Corporation (CEFC), private sector, and State and Territory governments to maximise co-investment in projects that have national benefits.
4. These Guidelines have been issued for Round 1 of the Fund. Round 1 will support installation of networks of BEV Fast Charging Stations (Projects) that address “blackspots” which are areas that do not currently have convenient access to Fast Charging Stations. Given the current early stage of the BEV industry, there are many blackspots within Australia’s large urban and adjacent regional areas. The objective of Round 1 of the Fund (Round 1 Objectives) is to address blackspots by improving the availability of public BEV Fast Charging Stations which will support BEV uptake by the public and businesses, including fleets.
5. Future rounds of the Fund will have a broader focus, such as supporting other future fuels including hydrogen and biofuels, as well as reducing barriers for other road transport users such as commercial fleets, trucks and buses.
6. The funding allocated for Round 1 is up to a total funding amount for all Projects of \$16.5 million allocated across Geographic Zones. This amount may be reduced or increased at the discretion of the ARENA Board.
7. To satisfy the Project eligibility requirements of Round 1, Fast Charging Stations are only permitted to be sited in the selected Geographic Zones outlined in Table 1 with definitions for each Geographic Zone outlined in Appendix B. Each Geographic Zone includes a population over 200,000 (with the exception of Darwin), and the Geographic Zones are spread across all States and Territories, and together, cover approximately 80% of Australia’s population.
8. Applicants will be expected to maximise the number of Fast Charging Stations and coverage in each Geographic Zone. In addition, Applicants will need to install a minimum number of Fast Charging Stations in the relevant Satellite Areas included in a Geographic Zone. The Geographic Zones and relevant Satellite Areas are described in Table 1 (e.g. the Satellite Areas for Greater Sydney are Wollongong, Central Coast and Newcastle).
9. It is a **mandatory** requirement of Round 1 that each Fast Charging Station have at least two designated BEV charging bays and be capable of charging two cars concurrently at 50kW or above.
10. Applicants must request the Available ARENA Grant specified in Table 1 for the selected Geographic Zone and nominate the location and number of Fast Charging Stations that they propose to install in that Geographic Zone.
11. In the larger Geographic Zones, it is intended that the total funding allocation will be split equally and awarded to two successful funding Applicants. For example, in the Perth Geographic Zone, the total funding allocation of \$1.6 million will be divided into two ARENA Grants of \$800,000.

TABLE 1. GEOGRAPHIC ZONES (ALSO SEE APPENDIX B FOR FURTHER DEFINITION)

#	GEOGRAPHIC ZONE	AVAILABLE ARENA GRANT AMOUNT	TARGET NUMBER OF ARENA GRANT RECIPIENTS	TOTAL FUNDING ALLOCATION	MINIMUM FAST CHARGING STATIONS IN SATELLITE AREAS*
1	Sydney, Wollongong, Central Coast and Newcastle regions	\$2.5m	2	\$5.0m	At least 2 Fast Charging Stations in each of Wollongong, Central Coast and Newcastle
2	Melbourne and Geelong regions	\$2.25m	2	\$4.5m	At least 2 Fast Charging Stations in Geelong
3	Brisbane, Gold Coast and Sunshine Coast regions	\$1.5m	2	\$3.0m	At least 2 Fast Charging Stations in each of Gold Coast and Sunshine Coast
4	Perth	\$0.8m	2	\$1.6m	n/a
5	Adelaide	\$0.6m	2	\$1.2m	n/a
6	Canberra	\$0.5m	1	\$0.5m	n/a
7	Hobart	\$0.4m	1	\$0.4m	n/a
8	Darwin	\$0.3m	1	\$0.3m	n/a

\* ARENA notes these are minimums only and Applicants may choose to locate more than two Fast Charging Stations in these Satellite Areas.

12. All Projects must commit to having all Fast Charging Stations operational within 2 years of the execution of an ARENA Funding Agreement, as specified in item 3.3 of these Guidelines.
13. Each Application should address **one** Geographic Zone only.
14. Applicants may submit Applications for multiple Geographic Zones, but must submit a separate Application for each Geographic Zone. It is possible to submit Applications to install Fast Charging Stations in more than one Geographic Zone.
15. Other requirements of a Project are set out below:
  - › Commitment to source renewable energy or green certificates to cover the electricity usage in all Fast Charging Stations.
  - › Develop new Fast Charging Stations only. Projects that are limited to or include increasing the scale or number of Fast Charging Stations at a site with existing Fast Charging Stations are ineligible under Round 1.
  - › The Project must only comprise Fast Charging Stations that have not commenced construction or been publicly announced as of 15 February 2021.
16. The application and assessment process for Round 1 involves one stage only. Part 2 of these Guidelines provides further details on the application process.
17. ARENA will award Grant funding to eligible Applications on the basis of a competitive Merit Criteria assessment, as set out in Part 4 of these Guidelines. The four Merit Criteria will be equally weighted, and are as follows:
  - › Merit Criterion A: Contribution to Round 1 Objectives
  - › Merit Criterion B: Applicant capability and capacity
  - › Merit Criterion C: Project design and methodology
  - › Merit Criterion D: Financial viability and co-funding commitment
18. All successful Applicants will be expected to share data and knowledge from their Projects under Eligibility Criterion G (items 3.13 to 3.14), and items 5.12 and 5.13 of these Guidelines. The Knowledge Sharing Plan will form part of the Funding Agreement.
19. The Applicants should also meet other applicable requirements described in these Guidelines, including compliance with relevant legislative requirements (see items 6.15 to 6.17)
20. All Applications must be completed online using ARENA's Grants Management System, ARENANet, which is accessible from the Future Fuels Fund webpage at <https://arena.gov.au/funding/future-fuels-fund/> or on ARENA's website at <https://arena.gov.au>.
21. The key dates for this Round are set out in Table 2 below. These dates are indicative only and may be amended by ARENA in its discretion.

TABLE 2: TABLE OF KEY DATES

STAGE	OPENING DATE	CLOSING DATE AND TIME
Applications open	15 February 2021	5:00 pm local time Canberra, ACT, Tuesday 6 April 2021
ARENA Assessment	ARENA assessment will take place from the Closing Date of the Round, including moderation by the ARENA Advisory Panel.	
Application outcome	Notification to Applicants as to whether their Application has been successful is expected to take place in May 2021. ARENA will advise all Applicants in writing as to the outcome of their Application.	
Negotiation and finalisation of Funding Agreement	June 2021	

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# PART 1. OVERVIEW

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## PURPOSE

- 1.1 The purpose of these Guidelines is to provide rules and guidance for Applicants seeking an ARENA Grant through Round 1 of the Future Fuels Fund.
- 1.2 Applicants should read the Guidelines in conjunction with any supporting information provided on the Fund's webpage. These resources can be accessed at <https://arena.gov.au/funding/future-fuels-fund/>
- 1.3 In these Guidelines, the common meaning of the word applies, unless defined in the glossary at the end of the Guidelines.
- 1.4 In the event of any inconsistency between other ARENA materials and these Guidelines, the Guidelines will prevail.

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## OBJECTIVES OF THE FUTURE FUELS FUND - ROUND 1

- 1.5 The Round 1 Objectives are to provide funding to:
  - a. **Expand the Australian fast charging network** - deliver a material increase in the amount of BEV fast charging infrastructure publicly available in Australia.
  - b. **Reduce Blackspots** - maximise the spread of public fast charging infrastructure across Australia to reduce blackspots and provide more Australians with convenient recharging options.

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## COMMENCEMENT AND AUTHORITY FOR GUIDELINES

- 1.6 The Guidelines commence on 15 February 2021.
- 1.7 The Guidelines may be revoked or varied by ARENA from time to time. Where this occurs, all current Applicants will be notified in writing of any such amendment and a notice will also be posted on the ARENA website.
- 1.8 Without limiting its rights, ARENA may, in its absolute discretion:
  - a. suspend, defer or terminate this Round 1 at any time; or
  - b. extend the Closing Date and Time.
- 1.9 The ARENA Board is responsible for approving financial assistance and entry into contracts under Round 1 and may delegate this responsibility in accordance with the ARENA Act.

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## FUNDING MODEL - ROUND 1

- 1.10 The total funding allocated for Round 1 is up to a total amount of \$16.5 million, which may be reduced or increased at the discretion of ARENA.
- 1.11 All funding provided through Round 1 will be in the form of Grants.
- 1.12 To ensure sufficient national spread of Fast Charging Stations, the amount of the Available ARENA Grant amount has been specified in Table 1 (see Executive Summary) for each of the eight Geographic Zones. Applicants are required to nominate the location and number of Fast Charging Stations that they propose to install in that Geographic Zone. Applicants should seek to maximise coverage of their Fast Charging Stations across the Geographic Zone for the specified Available ARENA Grant amount.
- 1.13 ARENA encourages Applicants to investigate opportunities for funding from state and territory governments. However, any such funding must not be used to reduce the Applicant's In-Kind Contributions and cash contributions.
- 1.14 Co-funding from local governments or councils will be considered as a partner contribution (cash or In-Kind Contributions), in a similar manner to funding contributions from the Applicant and its Project partners (e.g. site hosts).

- 1.15 The Round comprises the eight Geographic Zones described in Table 1 of these Guidelines. Eligible Projects will be assessed for merit and competitively ranked against other Projects proposed for the same Geographic Zone.
- 1.16 While ARENA expects to allocate Grant funding to successful Projects in each Geographic Zone, should all Applications in one or more Geographic Zones not be considered of sufficient merit, this may result in no funding being awarded to Applications in those Geographic Zones.
- 1.17 If a successful Applicant is unable to deliver the Project as agreed in the Funding Agreement (including the 2 year timeframe), a repayment obligation may apply, in addition to ARENA's other rights to repayment under the Funding Agreement. Further detail is included in the Funding Agreement template.



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# PART 2. APPLICATION AND ASSESSMENT PROCESS

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## OVERVIEW

- 2.1 The application and assessment process for Round 1 is competitive and involves one stage only, which involves the lodgement of an Application for each Geographic zone for assessment by ARENA.
- 2.2 Eligible Applicants can apply for funding under Round 1 for eligible Projects. The mandatory Eligibility Criteria are described in Part 3 of these Guidelines.
- 2.3 Applicants must submit their Application by the Closing Date and Time of Tuesday, 6 April 2021 at 5:00 pm local time in Canberra, ACT.

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## SUBMITTING AN APPLICATION

- 2.4 Each Application must be for a single Geographic Zone. ARENA encourages Applicants to apply for funding for multiple Geographic Zones. If an Applicant wishes to apply for funding for multiple Geographic Zones, separate Applications will be required for each Geographic Zone. An Applicant may only submit one application for each Geographic Zone.
- 2.5 All Applications must be submitted online using ARENA's Grants Management System, ARENANet, or as otherwise directed by ARENA. ARENANet is accessible from the Future Fuels Fund website <https://arena.gov.au/funding/future-fuels-fund/>.
- 2.6 The online application system prescribed by ARENA may include a mix of mandatory fields, optional fields (including free text fields) and require attachments to be provided by the Applicant.
- 2.7 Word limits may apply at various fields when completing the online Application.
- 2.8 Word and page limits may also apply to requested responses and attachments that accompany an Application. ARENA may, acting in its sole discretion, elect not to read words beyond the specified word limit or any attached document beyond the last page of the specified page limit.
- 2.9 Applicants should ensure they have completed each section of the online application form, including mandatory attachments.
- 2.10 Documents required to be attached to the Application are listed under the Eligibility Criteria set out in Part 3 and the Merit Criteria set out in Part 4 of these Guidelines.
- 2.11 If the Application does not include the information required (and in the format set out in ARENA's prescribed online application system) ARENA may, acting in its sole discretion, decline to assess the Application or seek supplementary information or clarification from the Applicant.
- 2.12 Successful Applicants will be required to report on the number of direct jobs (full time equivalents (FTEs)) created during the construction phase and ongoing operation of the Project. Jobs will include permanent roles, contractors (including subcontractors) and consultants involved in the Project.
- 2.13 ARENA will be required to calculate and report on the carbon abatement resulting from successful Projects. Applicants will be required to cooperate with ARENA to provide the data required to complete these calculations.

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## ASSESSMENT PROCESS

- 2.14 ARENA will assess the eligibility of Applicants and their Applications against the Eligibility Criteria set out in Part 3 of these Guidelines. Applications that do not meet all Eligibility Criteria will be considered ineligible and will not be assessed. In addition, Applications that ARENA considers to be of obvious low merit against one or more merit criteria will not proceed to assessment by the ARENA Advisory Panel.
- 2.15 Eligible Applications will be assessed and ranked against the Fund's Merit Criteria set out in Part 4 of these Guidelines. For all Applications, other than those of obvious low merit, the merit assessment and ranking will be undertaken by the ARENA Advisory Panel in its role as advisor to ARENA. Information on the members of the ARENA Advisory Panel is available on the ARENA website at <https://arena.gov.au/about/advisory-panel>.
- 2.16 ARENA may seek further information from the Applicant at any time throughout the application process in relation to any matter arising from the assessment of the Application.
- 2.17 ARENA may, at any time during the application process, undertake due diligence activities when assessing an Application. It may also modify the due diligence activities it proposes to undertake. Due diligence activities may include, but are not limited to: commissioning or completing relevant research, analysis and modelling to support assessment of Applications; and contacting any relevant Commonwealth, State, Territory, local or municipal and international government agencies, Project partners or other relevant parties about an Application.
- 2.18 Following its assessment of the Application ARENA may:
- a. not accept the Application submitted by the Applicant;
  - b. negotiate with Applicants to make minor changes to their Application; or
  - c. offer successful Applicants funding for their Project and invite them to negotiate a Funding Agreement with ARENA.
- 2.19 Only Applications that meet all Eligibility Criteria, and that satisfy the Merit Criteria with a high level of merit, will be considered for an award of funding by ARENA.
- 2.20 ARENA may take a portfolio approach to selecting Projects for funding. That is, ARENA may choose not to fund an otherwise meritorious Project if it is considered to not be complementary to the broader Round 1 portfolio.
- 2.21 The decision on whether funding will be offered to an Applicant under Round 1 of this Fund will be final. ARENA may also stipulate conditions to this funding.
- 2.22 ARENA will advise the Applicant in writing of the outcome of the assessment of their Application, including the amount and nature of any funding support to be offered by ARENA and any conditions attached to the funding offer. A funding offer under the Fund may be for less or more than the amount of funding requested by the Applicant. A funding offer may exclude parts of a Project submitted by an Applicant, or include additional parts as requested by ARENA.
- 2.23 All Applicants may request feedback from ARENA on their Application at the conclusion of the assessment process. Feedback will be provided in a form determined suitable by ARENA.

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## COLLABORATION

- 2.24 ARENA may, in its discretion, elect to facilitate collaboration between any Applicants with similar or complementary proposals or between Applicants and other organisations or funding bodies, to develop consortia to finance and carry out Projects. Any such facilitation of collaboration, including the release of confidential information to another Applicant or person, will be subject to the Applicant's prior consent.
- 2.25 When facilitating collaboration, ARENA is not responsible or liable for any comments, consultation or assistance provided by ARENA, its staff or any Consultants. Any such facilitation does not constitute any commitment by ARENA that it will offer funding for the collaborative or any other Project.

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# PART 3. ELIGIBILITY CRITERIA

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- 3.1 All of the following Eligibility Criteria must be met to submit an Application, and must continue to be met throughout the Project.
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## ELIGIBILITY CRITERION A - ELIGIBLE APPLICANT

- 3.2 The Applicant must:
- a. at the time of applying and throughout the life of the Project, hold an Australian Business Number (ABN) and
  - b. be either:
    - > an Australian entity incorporated under the *Corporations Act 2001* (Cth); or
    - > be an Australian State or Territory owned corporation or a subsidiary of an Australian state or territory owned corporation; or
    - > be an Australian local government or council.
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## ELIGIBILITY CRITERION B - ELIGIBLE PROJECT

- 3.3 The Applicant must be able to demonstrate to the satisfaction of ARENA that the Project described in the Application:
- a. Involves construction of Fast Charging Stations. Each Fast Charging Station must have at least two designated BEV charging bays and be capable of charging two cars concurrently at 50kW or above;
  - b. Utilises plug types at the Fast Charging Stations which are in accordance with the Federal Chamber of Automotive Industries (FCAI) technical statements and / or codes of practice;
  - c. Only includes Fast Charging Stations located within a single Geographic Zone as per Table 1 of these Guidelines;
  - d. Requests the Available ARENA Grant amount specified in Table 1 for the nominated Geographic Zone;
  - e. Will deliver at least the minimum number of Fast Charging Stations in Satellite Areas as set out at Table 1;
  - f. Sources Renewable Energy or Green Certificates to cover the electricity usage in all Fast Charging Stations;
  - g. Develops new Fast Charging Stations only. A Project that increases the scale or number of Fast Charging Stations at a site with existing (i.e. operating or announced as at 15 February 2021) Fast Charging Stations will not be eligible;
  - h. Will not restrict public access to the Fast Charging Stations (such as by providing priority, reserved or exclusive access to a business or business fleet);
  - i. Each Fast Charging Station site includes at a minimum:
    - > designated car parks for two (or more) BEVs with lane markings; and
    - > lighting.
  - j. Will commit to install and commission all Fast Charging Stations within 2 years of executing the Funding Agreement with ARENA for the Project.
  - k. Will comply with any applicable legislation and regulations.
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## ELIGIBILITY CRITERION C - TAKE PLACE IN AUSTRALIA

- 3.4 The Application must demonstrate to the satisfaction of ARENA that all of the Project activities will take place in Australia.
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## ELIGIBILITY CRITERION D - INTELLECTUAL PROPERTY

- 3.5 The Applicant must warrant it has ownership of, access to, or the beneficial use of, any intellectual property rights, including moral rights (IP) necessary to carry out the Project.
- 3.6 ARENA's IP requirements will be reflected in the finalised Funding Agreement.

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## ELIGIBILITY CRITERION E - WORKPLACE GENDER EQUALITY

- 3.7 The Commonwealth has a policy of not entering into agreements with, or providing discretionary Grants or loan funds, to organisations that do not comply with their obligations, if any, under the *Workplace Gender Equality Act 2012* (Cth) (Gender Equality Act).
- 3.8 The Applicant must not be named as an organisation that has not complied with the Workplace Gender Equality Act. Any Applicant so named will be excluded from further consideration.
- 3.9 Applicants must make a declaration in the application form to demonstrate that they understand and meet their obligations, if any, under that Act. ARENA will check Applicants' names against the list of non-compliant organisations on the website of the Workplace Gender Equality Agency at <https://wgea.gov.au>

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## ELIGIBILITY CRITERION F - MODERN SLAVERY

- 3.10 The Australian Government is taking a global leadership role in combating modern slavery through its landmark *Modern Slavery Act 2018* (Cth) (Modern Slavery Act).
- 3.11 The Applicant must agree that it will:
- a. take reasonable steps to identify, assess and address risks of modern slavery practices in the operations and supply chains used in delivering the Project;
  - b. if applicable, comply with its obligations under the Modern Slavery Act; and
  - c. assist ARENA to comply with its obligations under the Modern Slavery Act.
- 3.12 The Applicant must make a declaration in the Application form that it will meet these requirements in relation to the Modern Slavery Act.

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## ELIGIBILITY CRITERION G - KNOWLEDGE SHARING

- 3.13 The Applicant must agree that it will participate in any knowledge sharing events and activities related to the Round. The Applicant must agree to publicly share knowledge and information about, and resulting from, the Project described in its Application.
- 3.14 Applicants must agree to ARENA's Knowledge Sharing Plan for this Round, which can be found on the ARENA website at <https://arena.gov.au/funding/future-fuels-fund/>. ARENA may negotiate additional bespoke requirements for individual Applications, which will be agreed upon with the Applicant and set out in the Funding Agreement.

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# PART 4. MERIT CRITERIA

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- 4.1 Eligible Applications will be assessed for overall value for money and risk against the Merit Criteria. The Merit Criteria are equally weighted.
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## MERIT CRITERION A - CONTRIBUTION TO ROUND 1 OBJECTIVES

### OVERVIEW

- 4.2 This Merit Criterion focuses on the extent to which the Project contributes to the Round 1 Objectives (detailed in item 1.5 of these Guidelines).
- 4.3 Assessment of this Merit Criterion includes consideration of the following:
- a. Locations of Fast Charging Stations and geographic coverage of your Geographic Zone
    - i. Proposed Fast Charging Stations are required to be at least 5km apart (by driving distance with the shortest route) and achieve reasonable spread across the Geographic Zone.
    - ii. Applicants must deliver Fast Charging Stations within 3km (straight line radius), of their initial proposed locations (unless otherwise approved by ARENA). Applicants will nominate the locations by specifying the longitude and latitude of each of their proposed Fast Charging Stations in the mandatory attachment Detailed Site Attachment. The final locations of Fast Charging Stations must remain 5km apart.
  - b. The development status of each Fast Charging Station
    - i. Each location should be categorised (in the Detailed Site Attachment) as a secured site, identified site (i.e. a known location that is not contracted) or a target area (without a currently identified site). Where an Applicant has not identified a site (i.e. a target area), it will still have to nominate a longitude and latitude, from which it will locate a Fast Charging Station within 3km (straight line radius).
  - c. Site selection methodology
    - i. Clear justification for Fast Charging Station location selection and how these locations will maximise coverage of the Geographic Zone, satisfy current and future public and commercial needs for BEV fast charging and help to reduce range anxiety.
    - ii. Well articulated overall site selection methodology for selecting Fast Charging Stations that are easily identified by drivers and safe and convenient to access.
  - d. The volume of fast charging infrastructure proposed in the Application. This will be considered with reference to the following:
    - i. The number of Fast Charging Stations.
    - ii. The total amount of charging capacity (kW) delivered.
- 4.4 Applicants should be aware that the following may be considered of higher merit:
- a. Applications that maximise geographic coverage and service the full Geographic Zone.
  - b. Applications that have a higher number of Fast Charging Stations within a Geographic Zone may be of higher merit than Applications with higher charging capacity per Fast Charging Station.
  - c. Proposed Fast Charging Station locations that are easily identified by drivers, and safe and convenient to access.
  - d. A greater level of certainty over final site locations (i.e. a higher proportion of sites that have contractual agreement with site hosts).

## DEMONSTRATING MERIT AGAINST THE CRITERION

4.5 The Applicant should demonstrate merit in the Application through a statement against the following:

- a. Indicate the Geographic Zone you are applying for.
- b. Explain your approach to locating your Fast Charging Stations. In particular, the Applicant should explain its approach to:
  - i. maximising geographic coverage and reducing blackspots;
  - ii. satisfying current and future public and commercial needs (including convenient access and visibility) for BEV fast charging; and
  - iii. helping to reduce range anxiety for BEV drivers.
- c. The following information should be included in the Detailed Site Attachment.
  - i. Number of Fast Charging Stations.
  - ii. Configuration of Fast Charging Stations (e.g. single or dual port, number of chargers, numbers of parking bays serviced).
  - iii. The total amount of charging capacity (kW) for the Project.
  - iv. The status of the site (i.e. secured, identified, or target suburb).
  - v. The target location of the proposed site must be identified by longitude and latitude of the site (accurate to 4 decimal points in the format -33.8651, 151.2104). Additional site address details are optional.
  - vi. Any other details as specified in the Detailed Site Attachment.

### ATTACHMENTS:

- a. **Detailed Site Attachment (mandatory):** You must complete and attach the Detailed Site Attachment as part of the Application. The Detailed Site Attachment Template is accessible from the Future Fuels Fund website <https://arena.gov.au/funding/future-fuels-fund/>.
- b. **Visual Aids (optional):** You may attach maps or other visual aids to help communicate the geographic spread and siting rationale of your Project.

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## MERIT CRITERION B - APPLICANT CAPABILITY AND CAPACITY

### OVERVIEW

4.6 This Merit Criterion focuses on the extent to which the Application demonstrates that the Applicant and its partner organisations have the capability and capacity to deliver the Project.

4.7 Assessment of this Merit Criterion includes consideration of the following:

- a. Capability:
  - i. For the Applicant and any partner organisation(s) and personnel: including commercial, professional and technical skills, risk management (including Work Health and Safety Management System (WHSMS) skills), project management skills, financial management skills, knowledge management skills, and track record (including safety record) in delivering outcomes in BEV charging and/or other infrastructure projects of a similar nature, scale or value in Australia or internationally.
- b. Capacity:
  - i. For the Applicant and any partner organisation(s) and personnel: including what and how proposed resources (e.g. physical resources and facilities, equipment, technical staff, project managers, contract managers, etc.) will be made available for the duration of the Project to ensure the proposed Project is delivered on time and within budget.
  - ii. The nature and status of any agreements between partner organisations.

4.8 Applicants should be aware that the following may be considered of higher merit:

- a. The Applicant (including any partner organisation(s) and personnel) having previously demonstrated capability and capacity in relation to the following aspects of BEV public charging infrastructure:
  - i. Planning and design of the installation of public BEV charging infrastructure.
  - ii. Installation of fast charging equipment and engineering works.
  - iii. Managing grid connection approval processes.
  - iv. Ongoing site operations (including software platform for access and payment).
  - v. Managing scheduled and unplanned maintenance.

ARENA will have a particular focus on the Applicant and its Project partners' demonstrated ability to execute the proposed Project from its current stage to be able to deliver the Project within the timeline noted in item 3.3 (j) of these Guidelines.

## DEMONSTRATING MERIT AGAINST THE CRITERION

4.9 The Applicant should demonstrate merit in the Application as follows:

Statement against the following:

a. Capability:

- › Demonstrate the management, technical, commercial and professional expertise and experience of the key personnel, as relevant to the Project. This should include examples of other similar projects (and their outcomes) undertaken by the Applicant, partners or the key personnel (in the past five years) in BEV fast charging or other projects of a similar nature, scale or value in Australia or internationally.

b. Capacity:

- › Demonstrate the Applicant organisation, any partner organisations and key personnel have the resources, including personnel, physical resources, facilities and infrastructure (or that these will be accessible or made available) to achieve the Project outcomes.
- › Outline what the necessary agreements that will be required between your partner organisation(s) and/or consortia to deliver the Project. Outline the current status of these agreements and the steps you will take to secure these and when you will deliver them. Note you will be required to provide any evidence in the attachment section of your Application form. This may be a Letter of Support or a Letter of Co-Funding Commitment signed by a Director or equivalent of your partner organisation(s).
- › If submitting Applications for multiple Geographic Zones, Applicants should describe how delivering networks in multiple Geographic Zones might impact its delivery capacity and timeframes.

ATTACHMENTS:

Applicants may include **CVs of Key Personnel (optional)** (limit of 2 pages per person, up to 5 CVs per Application).

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## MERIT CRITERION C - PROJECT DESIGN AND METHODOLOGY

### OVERVIEW

4.10 The purpose of this Merit Criterion is to assess how well the Applicant has designed and planned the Project, including identifying and managing risks (e.g. personnel, delivery, technical and financial), in order to successfully deliver the Project within the timeframe and budget set out in the Application.

4.11 Assessment of this Merit Criterion includes consideration of the following:

- the relative status of key Project workstreams (such as supplier agreements, grid connection, any necessary permits or approvals) and readiness of proposals compared to other Applications within the same Geographic Zone;
- the plan to move the key Project workstreams (described above) through to Project completion within the proposed timeline of the Funding Round as referenced in item 3.3 (j);
- management of risks in relation to delivering Fast Charging Stations within the required 3 kilometre straight line radius of the proposed site locations;
- the quality and appropriateness of the Risk Management Plan including how the Applicant will manage safety issues (e.g. safety standard compliance);
- the quality and appropriateness of the proposed Fast Charging Station hardware solution (including but limited to the charging station, cables, plugs) to ensure the Fast Charging Stations are reliable; and
- the plans to provide a satisfactory consumer experience at Fast Charging Stations.

4.12 This Merit Criterion also assesses Project risks (including WHS risks) not identified in the assessment of the other Merit Criteria and the steps the Applicant proposes to take to mitigate any such risks. Project risk is also assessed in terms of the likely success of the Project and the achievement of stated outcomes.

4.13 ARENA expects Applicants to have reviewed and identified any proposed departures from ARENA's template Funding Agreement, which is available on the Fund's webpage at <https://arena.gov.au/funding/future-fuels-fund/>. If you are applying for multiple Geographic Zones, proposed departures must be consistent across all applications. ARENA is unlikely to accept any proposed departures that were not raised in the Applicant's Application.

- 4.14 Applicants should be aware that low compliance with the Funding Agreement template may impact on ARENA's assessment of Project risk. Strong compliance with the Funding Agreement will generally increase the merit of a Project.
- 4.15 Applicants should be aware that the following may be considered of higher merit:
- a. Applications with Fast Charging Stations that are at a more advanced stage of readiness to commence construction.
  - b. Applications with a credible plan to install all proposed Fast Charging Stations within 2 years of execution of a Funding Agreement with ARENA.
  - c. Applications that utilise hardware solutions that provide high reliability and have a proven track record.
  - d. Applications with a high quality Risk Management Plan, with appropriate risk mitigation strategies.

## DEMONSTRATING MERIT AGAINST THE CRITERION

- 4.16 The Applicant should demonstrate merit against this Criterion in the Application as follows. A statement against the following:

- a. A clear description of the Project team's approach to executing key Project development workstreams, including but not limited to:
  - i. securing sites for Fast Charging Stations within the 3km radius of the nominated location;
  - ii. grid connection processes;
  - iii. key supplier agreements;
  - iv. engagements with local councils and/or other relevant regulatory bodies (if required);
  - v. any other necessary permits or approvals;
  - vi. compliance with relevant Australian safety and quality standards;

Note: detailed site level status is required in the Detailed Site Attachment; and where relevant include detail as to the progress achieved to date across the key Project development workstreams.

- b. Details of how the proposed Project will be completed within the required time frame (e.g. how sites will be secured, hardware procured, etc) and how contingencies will be managed. An indicative Project timeline will also be required as a mandatory attachment (see below).
- c. Outline the proposed hardware solution(s) and how it will ensure vehicle interoperability and a high level of reliability of each Fast Charging Station.
- d. Outline the proposed software solution(s) and how it will support the provision of a positive experience for consumers.
- e. Describe the proposed site operation and ownership model for delivering and operating Fast Charging Stations. This includes clarifying who will own, operate and maintain the Fast Charging Stations (if different to the Applicant) and how planned and unscheduled maintenance will be conducted.
- f. Describe how you have considered the consumer experience at your Fast Charging Stations.

### ATTACHMENTS:

- a. **Project timeline (mandatory):** You must include a Project timeline that includes the indicative timeline of each workstream.
- b. **Risk Management Plan (mandatory):** You must include a Risk Management Plan, which should include:
  - i. Identification of risks (including but not limited to schedule and Project delivery, safety, regulatory, technical, environmental and commercial) and the proposed mitigation strategies; and
  - ii. Work Health and Safety Management System Plan.
- c. **Supplementary details (optional):** You may include an attachment of up to 10 pages which may include any additional supporting information not included elsewhere. Any additional details must be easily readable and conform to the following minimum presentation:
  - i. font: Arial, font size 11;
  - ii. page margins: at least 1.5cm for top, bottom and side margins; and
  - iii. application: Microsoft Word or Adobe PDF.
- d. **Letters of Support and other evidence (optional):** You may include any additional evidence to support Project readiness and the level of commitment from Partner Organisations (e.g. letters of support, procurement contracts etc).
- e. **Compliance Table (mandatory):** (using ARENA's Funding Agreement template available at <https://arena.gov.au/funding/future-fuels-fund>) setting out any proposed departures from the



general conditions of the draft Funding Agreement template, including clauses that the Applicant does not accept, accepts in part, or does not consider to be applicable.

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## MERIT CRITERION D - FINANCIAL VIABILITY AND CO-FUNDING COMMITMENT

### OVERVIEW

- 4.17 This Merit Criterion assesses the financial ability of the Applicant and any Project partners to deliver the Project and the level of cost certainty over total Project costs.
- 4.18 Assessment of this Merit Criterion includes consideration of the following:
- a. The cost of the Project (which is the project for the applicable Geographic Zone, as detailed in Table 1).
    - i. Quality and detail of the Project budget and key assumptions provided for the Project.
    - ii. The level of cost confidence, including equipment and capital cost estimates, security over site and site lease costs and level of accuracy of grid upgrade costs.
    - iii. The level of contingency and quality of plans to manage cost overruns in the Project delivery.
    - iv. Demonstrated understanding of the scope and cost of operating expenditure.
  - b. The financial capacity of the Applicant and Project partners to deliver the Project.
    - i. The financial capacity and/or financial resources available to commit to the successful delivery of the Project and the ongoing operations of the Fast Charging Stations.
    - ii. The level of conditionality of any funding commitments from Partner Organisations.
- 4.19 Applicants should refer to the Eligible Expenditure Guide at Appendix A for information on what the ARENA funding may and may not be used for.
- 4.20 Applicants should be aware that the following may be considered of higher merit:
- a. Applications with more credible sources of funding available with lower conditionality.
  - b. Applications with plans and contingencies to manage any cost overruns.

### DEMONSTRATING AGAINST THE CRITERION

- 4.21 The Applicant should demonstrate merit against this Criterion in the Application as follows:
- a. Submission of a Project budget, which should include the following:
    - i. the total cost of the Project;
    - ii. a detailed breakdown of expected expenses (including assumptions) for the Project;
    - iii. the requested funding amount from ARENA;
    - iv. details and amounts of cash and In-Kind Contributions from the Applicant and all other sources; and
    - v. incorporation of the costs of the Knowledge Sharing activities into the overall Project budget.
  - b. Outline the level of cost certainty over key cost items including equipment, installation, site costs and grid connection costs. Any relevant evidence (such as quotes or supplier contracts) can be included as an attachment to the Application.
  - c. Outline the approach to managing cost-overruns.
  - d. Outline a clear financing strategy for all capital required for the Project. Include any relevant supporting evidence such as countersigned term sheets with any equity financiers setting out the key terms of investment and conditions or letters of support.

#### ATTACHMENTS:

- a. **Project budget (mandatory):** A detailed Project budget in Excel which includes information relating to the source behind and level of confidence in the key assumptions.
- b. **Supplementary cost evidence (optional):** You may include any additional evidence to support the Project budget and cost certainty of the Project partners (e.g. quotes, supply agreements etc).
- c. **Financial capacity evidence (mandatory):** Evidence to confirm the Applicant (and any Project partners) has (have) or, has an appropriate plan to obtain by the commencement of the Project, the financial capacity to fund its proposed share of the Project costs for the duration of the Project (e.g. letters of support, term sheets, financing plan).
- d. **Financial Model (mandatory):** A financial model describing expected costs and revenue for the Project.

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# PART 5. FUNDING AGREEMENTS

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## FUNDING OFFERS

- 5.1 All funding offers and any payment of funds under the Fund are conditional upon the execution of a Funding Agreement with ARENA.
- 5.2 Applicants must ensure that funding offers are kept confidential until the execution of the Funding Agreement by both the Applicant and ARENA.
- 5.3 Any public statements relating to the Application or the proposed Project by the Applicant between the Application lodgement date and execution of the Funding Agreement require ARENA's prior written consent.
- 5.4 ARENA may withdraw its offer of funding should an Applicant not comply with item 5.2 and 5.3 of these Guidelines.
- 5.5 ARENA may reduce the grant funding if the Project Eligible Expenditure is less than the ARENA Grant Requested.

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## FUNDING AGREEMENT

- 5.6 The Funding Agreement will provide the legal framework for the obligations of each party and payment in relation to the Project. Applicants should review and understand the draft Funding Agreement prior to submitting an Application.
- 5.7 Details of the process for management and variation of the Funding Agreement will be set out in the Funding Agreement.
- 5.8 During Funding Agreement negotiations, ARENA may mutually agree with Applicants to make minor changes to the proposed locations of their Fast Charging Stations to achieve better geographical coverage within a Geographic Zone.

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## USE OF FUNDING

- 5.9 Applicants are required to prepare a budget for the Project, which is to be submitted with the Application.
- 5.10 An agreed budget will form part of the Funding Agreement for the Project.
- 5.11 Funding from ARENA must be used only for approved expenditure on the Project, as set out at Appendix A (Eligible Expenditure) of these Guidelines.

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## KNOWLEDGE SHARING AND PUBLICATION OF PROJECT INFORMATION

- 5.12 A condition of funding through the Fund is agreement to a Knowledge Sharing Plan to inform industry and the broader community about the Project's development and findings. ARENA will adopt a standardised process for refining knowledge sharing requirements for the Project. The template Knowledge Sharing Plan is included on the Future Fuels Fund website in the ARENA Funding Agreement Template for Round 1.
- 5.13 An approved Knowledge Sharing Plan will form part of the Funding Agreement for the Project.

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# PART 6. FURTHER FUND INFORMATION

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## CONFIDENTIALITY AND DISCLOSURE OF INFORMATION

- 6.1 Subject to item 6.2, information of a confidential nature which is provided by an Applicant as part of or in connection with any application or negotiation process (if any) will be treated as commercial-in-confidence information by ARENA and will only be disclosed with the consent of the Applicant.
- 6.2 Despite 6.1 above, commercial-in-confidence information provided by Applicants may be disclosed by ARENA to the following parties:
- a. the Minister and the Minister's office;
  - b. the Parliament of the Commonwealth of Australia in response to a request by a House or a Committee of the Parliament of the Commonwealth of Australia;
  - c. the Auditor General, Ombudsman, Information Commissioner or Privacy Commissioner;
  - d. the Australian Energy Market Operator (AEMO);
  - e. ARENA staff, Consultants and advisers;
  - f. any Commonwealth agency or body, or any other organisation or individual considered by ARENA to have a need or an entitlement to know that information (including any state or territory agency or body), where that need or entitlement arises out of or in connection with ARENA's assessment, verification or due diligence of any aspect of an Application; or
  - g. where authorised or required by law to be disclosed.
- 6.3 Any ARENA Confidential Information provided to the Applicant as part of this process is not to be disclosed to any third party, unless required by law or with ARENA's prior written consent.
- 6.4 ARENA may publicly release the names of successful Applicants and the locations of intended public Fast Charging Stations following the announcement of successful Applications.

## ACKNOWLEDGEMENT AND PUBLICITY

- 6.5 Unless otherwise agreed, ARENA requires that all funding Recipients acknowledge the financial and other support received from ARENA in all publications, promotional and advertising materials, public announcements, events and activities in relation to the Project, or any products, processes or inventions developed as a result of that Project. The form of any such acknowledgement will be set out in the Funding Agreement.

## REVIEW OF DECISIONS AND COMPLAINTS

- 6.6 ARENA has in place a Complaints Handling Policy, which is available here and on the ARENA website at <https://arena.gov.au>. Any complaints concerning assessments or processes should be discussed with the ARENA official involved in the assessment or process in the first instance. If the Applicant is not satisfied following the discussion with the ARENA official, a formal complaint can be made at [complaints@arena.gov.au](mailto:complaints@arena.gov.au).

## CONFLICTS OF INTEREST

- 6.7 ARENA has in place policies to manage any conflicts of interest that may arise with respect to the ARENA Board, personnel and Advisory Panel members.
- 6.8 Applicants must advise ARENA in writing of any actual, apparent or potential conflicts of interest that arise in its Application and during any part of the Application process.
- 6.9 The Applicant must comply with any directions from ARENA as to the management of a material conflict of interest.

6.10 ARENA reserves the right to cease consideration of an Application at any stage of the process, where a conflict arises that ARENA considers, in its sole discretion, cannot be appropriately managed.

## ARENA'S DISCRETION

6.11 By submitting an Application, you acknowledge and agree to ARENA's right to reject, refuse to consider or cease evaluating your Application, at any time, as set out in these Guidelines.

## NO CONTRACT OR LIABILITY

6.12 Despite anything in the Guidelines or in any Application submission, or any other documentation that forms part of this process (in part or together), by submitting an Application, each Applicant:

- a. Acknowledges that neither ARENA nor the Applicant intends to create any contract or other relationship under which ARENA is obliged to conduct the process in relation to the Fund in any manner or at all, and that there is in fact no such contract or other relationship in existence.
- b. Acknowledges that neither the Guidelines nor any submission will create any legal or other obligation upon ARENA to conduct the process in any manner or at all.
- c. Agrees that ARENA will not be liable whatsoever for any costs incurred by the Applicant in preparing an Application for the purposes of applying for funding under this Fund.
- d. Releases ARENA from any claim it might otherwise have been able to make or bring against ARENA, arising out of or in connection with ARENA's conduct of, or failure to conduct, the process in any manner or at all.

## WORK HEALTH AND SAFETY

6.13 All organisations have obligations under relevant Work Health and Safety law (WHS Law) to ensure the health and safety of workers so far as is reasonably practicable and that the health and safety of other persons is not put at risk from their undertakings. This obligation includes funding Recipients ensuring that safe systems of work are in place for each of their activities. ARENA expects Applicants to be committed to health and safety management in the proposed Project.

6.14 ARENA also has a policy of ensuring that it enters into agreements with, or provides funding to, only those organisations that take a proactive approach to managing work health and safety risks in accordance with the requirements of WHS Law.

## OTHER APPLICABLE REQUIREMENTS

6.15 All Applicants must disclose any litigation, arbitration, mediation, conciliation or proceeding or any investigations (Proceedings) that to the best of the Applicant's knowledge, after having made proper enquiry, are taking place, pending or threatened, against them or a Related Body Corporate (as defined in the *Corporations Act 2001* (Cth)), where such Proceedings have the potential to affect either:

- › the Applicant's capacity to undertake the proposed Project, or
- › the Applicant's reputation.

6.16 A range of Commonwealth policy and legislative requirements may also affect the conduct of Projects funded through the Fund. Applicants should seek their own advice on any relevant legislation that may be applicable under the Funding Agreement.

6.17 ARENA will not enter into a Funding Agreement with an organisation on the list of persons and entities designated as terrorists. The list and more information on the anti-terrorism requirements are available at [http://www.dfat.gov.au/icat/UNSC\\_financial\\_sanctions.html](http://www.dfat.gov.au/icat/UNSC_financial_sanctions.html).

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# APPENDIX A. ELIGIBLE EXPENDITURE

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- A.1 This Appendix A regarding Eligible Expenditure specifies the kinds of expenditure that are eligible or ineligible for Projects funded through the Fund. Eligible Expenditure requirements are incorporated in the Funding Agreements for the Fund, and are to be followed:
- a. in the preparation of the Project budget that is submitted with an Application for funding under the Fund; and
  - b. in the preparation of reports required under the Funding Agreements.
- A.2 Budgets should be realistic and feasible in relation to the nature of the Project and the expected cash flow. As part of an Application, Applicants are required to:
- a. explain any underlying assumptions in the calculation of proposed expenditure;
  - b. indicate where quotes have been received or contracts are already in place; and
  - c. provide relevant document(s) to support expenditure calculations.
- A.3 If a proposal is accepted for funding and a Funding Agreement is executed, ARENA will make payments as per the terms of the Funding Agreement. The amount and timing of funding to be paid will be determined on a case by case basis as part of the process of negotiating the Funding Agreement. Where an Applicant is in any doubt as to the eligibility of proposed expenditure, the Applicant must bring the matter to ARENA for decision. ARENA's determination on the eligibility of expenditure will be final.

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## GENERAL PRINCIPLES

- A.4 The following general principles apply in the consideration of Eligible Expenditure:
- a. Eligible Expenditure is expenditure related directly to the undertaking of the Project and is calculated net of GST;
  - b. non-cash and In-Kind Contributions may be considered as Eligible Expenditure, provided that the Applicant can demonstrate to the satisfaction of ARENA that the requirements in these Eligible Expenditure Guidelines are satisfied;
  - c. In-Kind Contributions are non-monetary resources used on the Project where no cash has been transferred to the Recipient's account(s) for the Project;
  - d. expenditure that is undertaken prior to the signing of the Funding Agreement may be eligible, if prior written approval has been granted by ARENA;
  - e. Opportunity Costs are not Eligible Expenditure: Opportunity Costs are any benefits or production lost due to the allocation of resources to the Project ahead of any other possible activities by the Recipient;
  - f. where resources are used on a Project and on unrelated activities elsewhere in the Recipient organisation, the cost of those resources should be apportioned to the Project on the basis of the proportion of those resources that were used by the Recipient in undertaking the Project. Where it is not possible to make such a proportionate allocation, the Recipient should allocate the cost of the resources on a reasonable basis and provide information to ARENA to support this allocation of the cost of the resources;
  - g. related party transactions must be treated on an at cost basis, without any cost mark-up, unless the Recipient can demonstrate to the satisfaction of ARENA that the transaction has been calculated on an arm's-length basis; and
  - h. generally accepted accounting principles are to be followed and it must be possible to track expenditure relating to the Project through a Recipient's accounting system to meet the financial reporting and audit requirements in the Funding Agreement.

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## SPECIFIC ELIGIBILITY PROVISIONS

A.5 The following is Eligible Expenditure:

- a. Eligible contract expenditure, is the cost of any activities to support the Project performed for the Recipient by another organisation. Such work to be performed on a Project must be substantiated with a written contract, which includes a letter or purchase order. If the contractor and the Applicant or Recipient are not at 'arms-length', ARENA may request further information in order to satisfy itself whether the amounts charged were reasonable. Organisations considered not at 'arm's-length' include related companies and companies with common directors or shareholders. It is not a requirement for contracts to be in place at the time an Applicant submits an Application to ARENA.
  - b. Labour expenditure, such as salaries and wages, including reasonable on-costs for personnel employed directly on the Project. Labour on-costs include: workers' compensation insurance, employer contributions to superannuation, recreation and sick leave, long service leave accrual and payroll tax. Labour expenditure is further described in A.8 - A.11 below;
  - c. administrative expenses, including expenses incurred on communications, accommodation, computing facilities, travel, recruitment, printing and stationery, where such expenses are related directly to the Project;
  - d. expenditure for plant installed for the Project at the full delivered cost of the plant;
  - e. expenditure on plant used for the construction of a Project, calculated on the basis of hire or lease costs, and running costs directly related to the construction of the Project, such as rent, power, fuel and repairs and maintenance;
  - f. expenditure activities that directly contribute to or enable knowledge including database development, websites, applications and reports;
  - g. expenditure on legal, audit and accounting costs related directly to the Project;
  - h. expenditure related to the raising of funds for the Project, or the formation of consortia or joint ventures or other partnering arrangements, where such activities can be related directly to the Project;
  - i. expenditure such as relevant licence fees or intellectual property purchase costs, where the Applicant needs to access specific technology to undertake the Project; and
  - j. expenditure related directly to obtaining government approvals to undertake the Project.
- A.6 Expenditure that does not fall under Eligible Expenditure can be included in the total Project cost as ineligible expenditure, however, ARENA funds can only be used for Eligible Expenditure. .
- A.7 For the avoidance of doubt, expenditure that is not Eligible Expenditure includes, but is not limited to:
- a. expenditure related to the general operations and administration of the Applicant or Recipient that the Applicant or Recipient could reasonably be expected to undertake in the normal course of business, other than costs that are directly related to the Project;
  - b. expenditure on activities that a local, state, territory or Commonwealth government agency has the responsibility to undertake, unless the Applicant or Recipient can demonstrate to the satisfaction of ARENA that the expenditure is related to a co-contribution;
  - c. interest on loans for new and pre-existing capital items used for the Project;
  - d. expenditure on the acquisition of land for a Project;
  - e. sales or promotional activities that do not directly support the successful completion of the Project;
  - f. membership fees;
  - g. donations; and
  - h. any other expenditure that does not directly support the delivery of the Project.

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## ELIGIBLE LABOUR EXPENDITURE

- A.8 Eligible labour expenditure is the gross amount paid or payable to an employee of the Applicant or Recipient's company or organisation. Eligible salary includes any components of the employee's total remuneration package that are itemised on their Pay As You Go (PAYG) annual payment summaries submitted to the Australian Taxation Office (ATO).
- A.9 Where personnel are already engaged by the Recipient prior to the commencement of the Project and have not been engaged specifically to work on the Project, this cost should be classified as an In-kind Contribution, as opposed to a cash contribution. In addition, where an existing member of personnel is transferred to work on the Project (for all or part of the time), then the proportion of time that is spent on the Project shall be classed as an In-kind Contribution.

- A.10 Recipients must provide evidence to demonstrate the amount of time that an employee spent on the Project. Evidence to support Eligible Expenditure on labour could include timesheets, job cards or diaries.
- A.11 Labour costs cannot be claimed based on an estimation of the employee's worth to the company, where no cash has changed hands.
- 

## ELIGIBLE CONTRACT EXPENDITURE

- A.12 Eligible contract expenditure is the cost of any activities to support the Project performed for the Recipient by another organisation. Work to be performed on a Project must be the subject of a written contract, including a letter or purchase order, which specifies the nature of the work to be performed for the Recipient and the applicable fees, charges and other costs payable. The written contract must be executed prior to the commencement of the work undertaken under the contract.
- A.13 It is not a requirement for contracts to be in place at the time an Applicant submits an Application to ARENA. However, for major items of contract expenditure, such as purchases of major items of hardware to be incorporated in the Project, Applicants will be expected to have some form of documentary evidence, such as written quotes from suppliers, to substantiate the expenditure included in the budget for the Project.
- A.14 Where the contractor and the Applicant or Recipient are not at 'arm's-length', the amount assessed for work performed will be an amount considered to be a reasonable charge for that work and contain no unacceptable overheads and no element of 'in group profit'. Organisations considered not at 'arm's-length' include related companies and companies with common directors or shareholders.
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## EXPENDITURE PRIOR TO EXECUTION OF THE FUNDING AGREEMENT

- A.15 ARENA reserves the right to approve expenditure incurred after ARENA has made a funding offer, but before a Funding Agreement has been executed. Requests must be submitted in writing after an offer of funding has been made. Note that any expenditure made before the execution of a Funding Agreement in the absence of ARENA's prior approval is ineligible expenditure and incurred at the sole risk of the Applicant.
- 

## OVERSEAS EXPENDITURE

- A.16 No ARENA funds awarded to a Project may be spent overseas, with the exception of the purchase or use of equipment and materials. ARENA may consider a specific request for exemption for critical activities. Any such request should be made in writing before the Application is lodged with an explanation of why Project activity conducted overseas:
- a. cannot be done in Australia; and/or
  - b. would benefit from being performed outside Australia.
- A.17 Following execution of a Funding Agreement, expenditure on goods and services overseas may be subject to approval by ARENA as specified in the Funding Agreement.
- 

## ACCOUNTING SYSTEMS

- A.18 Recipients and any relevant Project partners are required to have suitable accounting systems in place that allow for:
- a. the separate and accurate identification of contributions and Eligible Expenditure on the Project; and
  - b. a clear audit trail of all Project funding contributions and Eligible Expenditure to be available upon request and as required to meet the requirements in the Funding Agreement.

# APPENDIX B. DEFINITION OF GEOGRAPHIC ZONES

Appendix B defines the location of each of the Geographic Zones. Each of the Geographic Zones have been defined to align with Significant Urban Area (SUA) definitions as published by the Australian Bureau of Statistics (2016 edition).

The below table summarises how each Geographic Zone maps to SUA definitions and postcodes.

#	GEOGRAPHIC ZONE	LOCATION DEFINITION BY SUA NAME (SUA CODE)
1	Sydney, Wollongong, Central Coast and Newcastle regions	Sydney (1030), Wollongong (1035) Central Coast (1009), and Newcastle-Maitland (1023)
2	Melbourne and Geelong regions	Melbourne (2010) and Geelong (2007)
3	Brisbane, Gold Coast and Sunshine Coast regions	Brisbane (3001), Gold Coast-Tweed Heads (3006), Sunshine Coast (3014)
4	Perth	Perth (5009)
5	Adelaide	Adelaide (4001)
6	Canberra	Canberra-Queanbeyan (8001)
7	Hobart	Hobart (6003)
8	Darwin	Darwin (7002)

Details (including downloadable resources such as postcodes and shapefiles) are available at the below link to help applicants understand the full extent of each Geographic Zone.

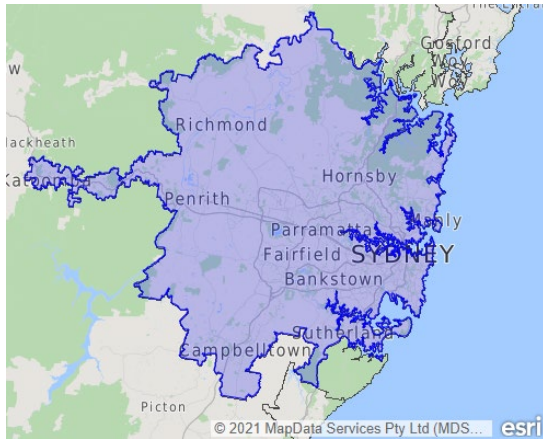
[https://www.abs.gov.au/ausstats/abs@.nsf/Lookup/by%20Subject/1270.0.55.004~July%202016~Main%20Features~Significant%20Urban%20Area%20\(SUA\)~5](https://www.abs.gov.au/ausstats/abs@.nsf/Lookup/by%20Subject/1270.0.55.004~July%202016~Main%20Features~Significant%20Urban%20Area%20(SUA)~5)

Indicative maps of the extent of each Geographic Zone are provided below (for illustrative purposes only) and an interactive map is available through the link below (where the extent of SUA regions can be viewed): <https://itt.abs.gov.au/itt/r.jsp?ABSMaps>

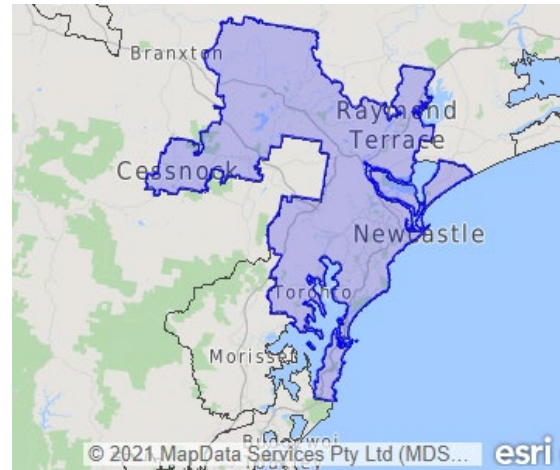


**GEOGRAPHIC ZONE #1: SYDNEY (1030), WOLLONGONG (1035) CENTRAL COAST (1009), AND NEWCASTLE-MAITLAND (1023)**

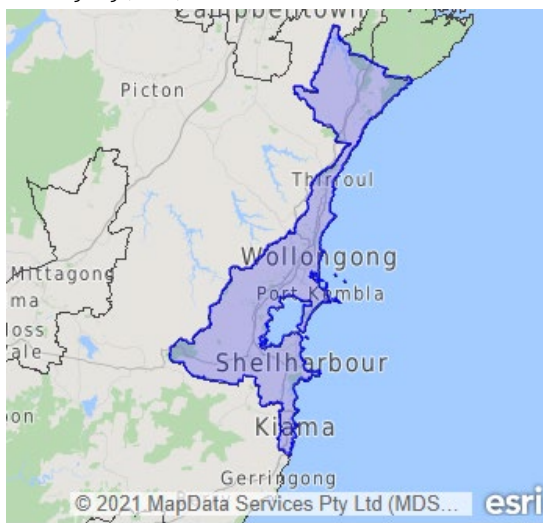
Sydney (1030)



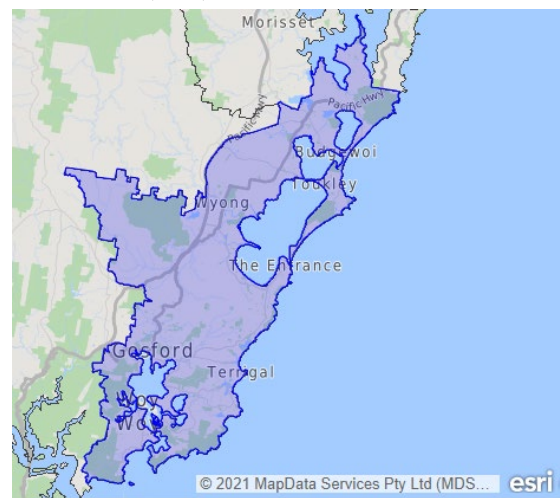
Newcastle-Maitland (1023)



Wollongong (1035)



Central Coast (1009)

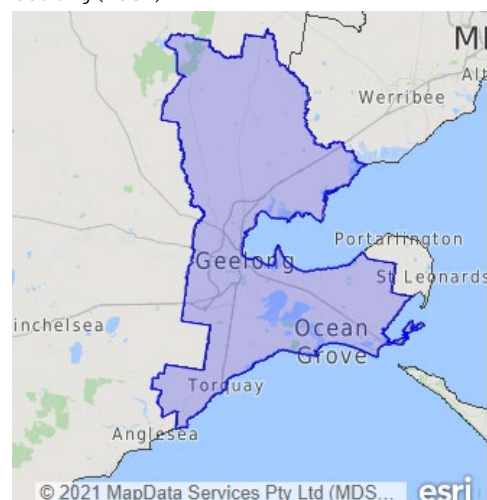


**GEOGRAPHIC ZONE #2: MELBOURNE (2010) AND GEELONG (2007)**

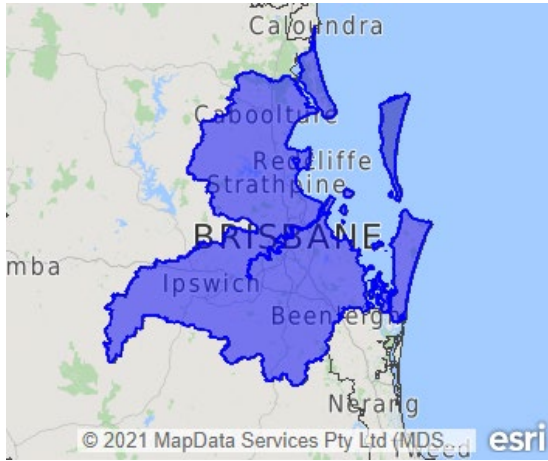
Melbourne (2010)



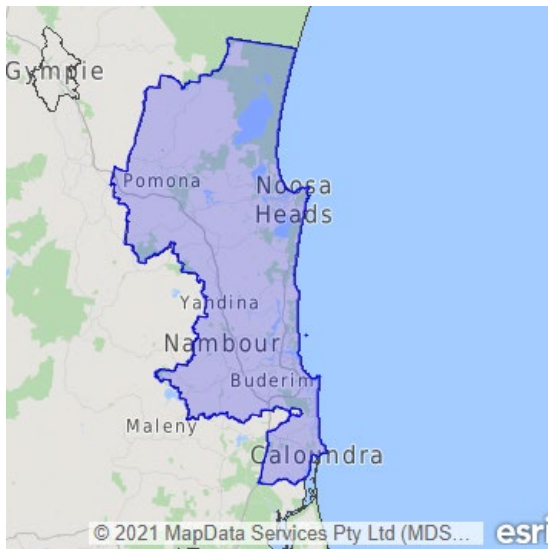
Geelong (2007)



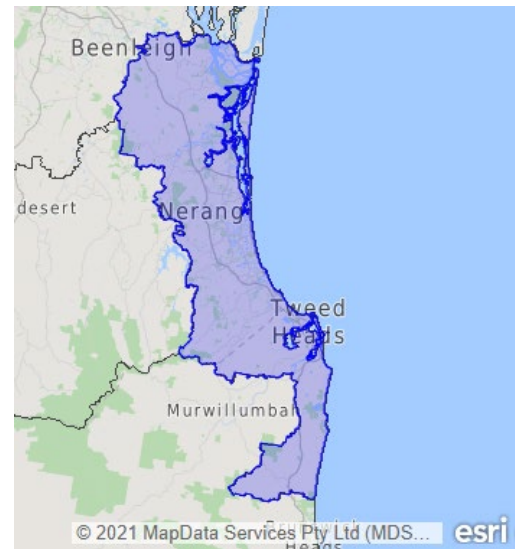
Brisbane (3001)



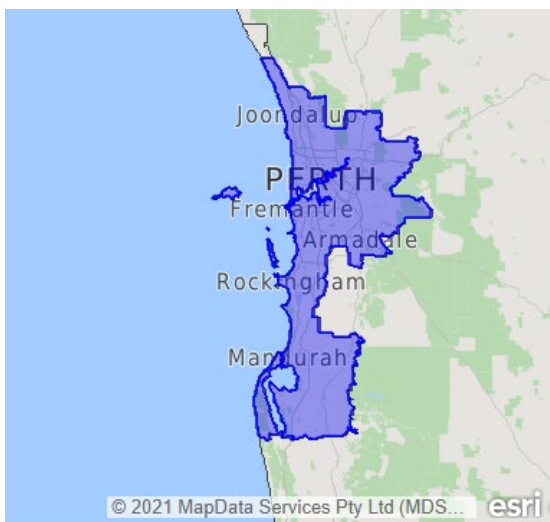
Sunshine Coast (3014)



Gold Coast-Tweed Heads (3006)



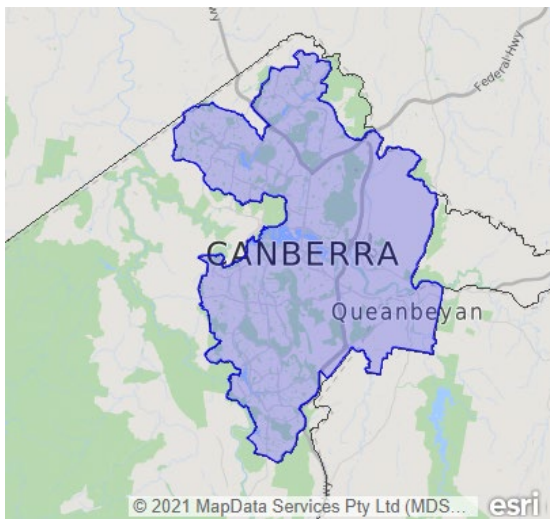
**GEOGRAPHIC ZONE #4: PERTH (5009)**



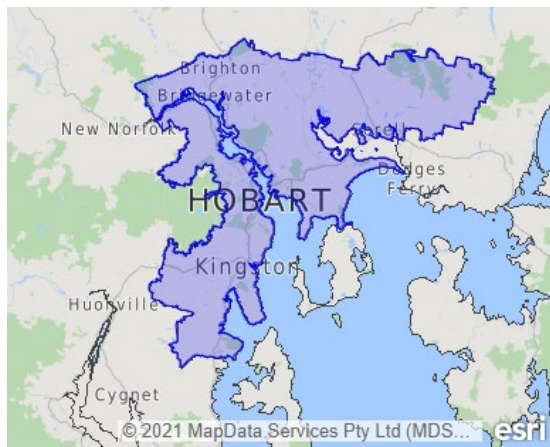
**GEOGRAPHIC ZONE #5: ADELAIDE (4001)**



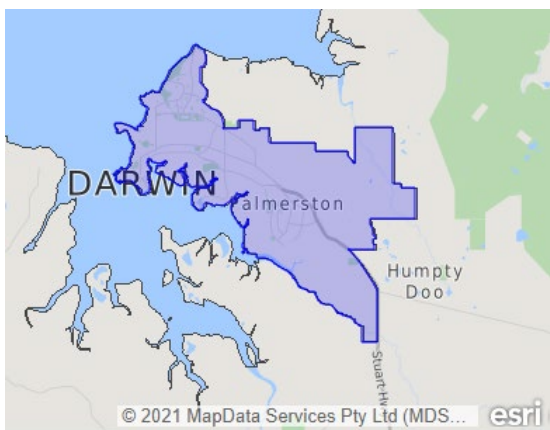
**GEOGRAPHIC ZONE #6: CANBERRA-QUEANBEYAN (8001)**



**GEOGRAPHIC ZONE #7: HOBART (6003)**



**GEOGRAPHIC ZONE #8: DARWIN (7002)**



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# GLOSSARY

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**Applicant** - an eligible institution as defined in item 3.2 of these Guidelines that has submitted a proposal for funding under Round 1 of the Fund.

**Application** - An application for ARENA Grant funding that is submitted by an Applicant through the ARENANet Application form for funding under Round 1 of the Fund.

**ARENA Grant Requested** - the amount of ARENA Grant funding requested by an Applicant for the purposes of delivering the Project. The amount requested should be equal to or less than the Grant available for the specified Geographic Zone. In instances where requesting the full Grant available would not be considered an efficient use of funds or readily justified, a lesser amount may be requested.

**BEV** - Battery Electric Vehicle, which includes battery powered passenger vehicles.

**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.

**Consultant** - a Consultant engaged by ARENA pursuant to section 63 of the ARENA Act to provide services to assist ARENA in the performance of its functions.

**Corresponding WHS Law** - as defined in the *Work Health and Safety Act 2011* (Cth), means each of the following:

- › the *Work Health and Safety Act 2011* of New South Wales
- › the *Occupational Health and Safety Act 2004* of Victoria
- › the *Work Health and Safety Act 2011* of Queensland
- › the *Occupational Safety and Health Act 1984* of Western Australia
- › the *Work Health and Safety Act 2012* of South Australia
- › the *Work Health and Safety Act 2012* of Tasmania
- › the *Work Health and Safety Act 2011* of the Australian Capital Territory
- › the *Work Health and Safety (National Uniform Legislation) Act 2011* of the Northern Territory
- › any other law of a State or Territory prescribed by the regulations, as amended from time to time.

**Eligibility Criteria** - the Eligibility Criteria for Projects listed Part 3 of these Guidelines.

**Eligible Expenditure** - expenditure of the kind set out in Appendix A of these Guidelines.

**Fast Charging Station** - A Fast Charging Station is a publicly accessible location that can charge a BEV at 50 kW or above. For a Fast Charging Station to be eligible under Round 1, it must be capable of charging two cars concurrently at 50 kW or above.

**Full Time Equivalent (FTE)** - the ratio of the total number of paid hours during a period (part time, full time, contracted) by the number of working hours in that period Mondays through Fridays. The ratio units are FTE units or equivalent employees working full-time. In other words, one (1.0) FTE is equivalent to one employee working full-time.

**Fund** - the Future Fuels Fund, as described in the Executive Summary.

**Funding Agreement** - the agreement between a Recipient and ARENA for funding under the Fund.

**Geographic Zones** - the Geographic Zones are detailed in Appendix B.

**Grant** - an amount awarded for a particular Project in return for the completion of specified milestones. A Grant is not to be confused with a gift or a loan. In the case of Round 1, the Grant is the amount identified in the Funding Agreement.

**Green Certificates** - includes large-scale generation certificates (LGC) traded through the Clean Energy Regulator's REC Registry.

**Guidelines** - the Future Fuels Fund Round 1 Guidelines.

**In-Kind Contribution** - non-monetary resources used on the Project where no cash has been transferred to the Recipient's account(s) for the Project.

**Investment Plan** - the ARENA Investment Plan, a document that ARENA releases annually, outlining ARENA's investment Programs and initiatives.

**Knowledge Sharing Plan** - an agreement entered into between ARENA and the Applicant under a Funding Agreement to share knowledge from the Project.

**Merit Criteria** - the Merit Criteria listed in Part 4 of these Guidelines.

**Opportunity Costs** - any benefits or production lost due to the allocation of resources to the Project ahead of any other possible activities by the Recipient.

**Partner Organisations** - a person, organisation or institution that the Applicant has engaged as a joint venturer, contractor, financier or consultant to help deliver the Project as part of its Proposal.

**Project** - the project proposed to be delivered as set out in the Application. Activities involving the construction of a network of Fast Charging Stations within a selected Geographic Zone that meets the Round 1 Objectives as advised in these Guidelines. Eligible Projects are defined in item 3.3 of these Guidelines.

**Recipient** - An entity that has entered into a Funding Agreement with ARENA for funding of a Project.

**Renewable Energy** - includes energy that is produced using natural resources that are constantly replaced and never run out. Renewable energy sources include solar PV, wind, hydro, geothermal, bioenergy and ocean energy.

**Satellite Area** - Satellite Areas are sub-regions incorporated into a Geographic Zone to extend its reach from capital cities to neighbouring population centres. In order to meet eligibility requirements, Applicants must install the minimum number of Fast Charging Station (as specified in Table 1) in each Satellite Area.

**WHS Law or WHS Legislation** - the *Work Health and Safety Act 2011* (Cth), Corresponding WHS Law or superseded work health and safety or occupational health and safety law in any jurisdiction. The WHS Law includes regulations established under the relevant Acts.

**WHSMS** - work health and safety management system.

Further information is available at  
[arena.gov.au](http://arena.gov.au)

**Australian Renewable Energy Agency**

Phone +61 1800 804 847

*Postal Address*

GPO Box 643  
Canberra ACT 2601

*Location*

2 Phillip Law Street  
New Acton ACT 2601

*Engage with us*

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