

## **EXECUTIVE OFFICER'S GRANTS PROGRAM GUIDELINES**

The Consumer Utilities Advocacy Centre (CUAC) provides an independent, proactive and informed advocacy voice on electricity, gas and water issues for Victorian consumers, particularly low-income, rural and disadvantaged consumers.

CUAC's constitutional objectives are

- To provide a voice for Victorian utility consumers in the policy and regulatory debate
- To increase the capacity of consumers and consumer advocates to influence the policy and regulatory debate, particularly on issues affecting low-income, disadvantaged and rural consumers
- To research and fund research into consumer utility issues, with a particular focus on low-income, disadvantaged and rural consumers, and to disseminate that knowledge as widely as possible
- To monitor consumer utilities issues, particularly those affecting low-income, disadvantaged and rural consumers

CUAC provides funding through its Grants Program to facilitate research on consumer utility issues, and to support projects that enable Victorian consumers to participate effectively in the marketplace.

Because timelines for regulatory and policy reviews are tight, CUAC established a separate program from which to fund consumer research into those reviews.

Applications are open to all. Grants from this program are approved by the CUAC Executive Officer paying close attention to CUAC's constitutional objectives in the decision-making process. **Grant amounts are capped at \$8000 (including GST).**

### **Funding guidelines**

Projects will be assessed according to the following criteria:

- Projects are in accordance with CUAC's constitutional objectives.
- Projects add value to the ability of Victorian utility consumers to influence the policy and regulatory debate.
- Projects address areas of shortcomings of knowledge or expertise among consumers in the debate.
- Projects are well managed and financially viable, with feasible and clear estimations of required resources.

### **Confidentiality**

Grant applications will not be published or distributed outside of CUAC. In order to facilitate the decision-making process, CUAC Board and staff may consult with stakeholders of particular expertise relating to a specific initiative.

## **Intellectual Property**

CUAC reserves the right to publish on its website and distribute publicly any publications or reports funded, wholly or in part, by CUAC. Authorship of a piece of work or project management by an organisation will always be acknowledged.

All documents funded by CUAC should contain the following disclaimer:

The views and interpretations expressed in this paper are those of the author (or organisation) and do not necessarily represent the views of the Consumer Utilities Advocacy Centre Ltd.

Where CUAC has funded an advocacy project where a written report is not produced, CUAC funding should be acknowledged and a statement made to the effect that the views expressed are not necessarily those of CUAC.

As appropriate, CUAC will provide a separate letter endorsing the project's recommendations/research.

## **Application form**

The following information should be provided to CUAC about the project. CUAC is happy to discuss your application and encourages you to contact us with any queries, by email to [info@cuac.org.au](mailto:info@cuac.org.au) or by phone to 1300 656 767.

1. Contact details for project manager (who can answer questions about the application)and, if applicable, times available
2. Level of support requested from CUAC
  - a. How will CUAC's support be acknowledged?
3. How will the project help Victorian utility consumers? Is there a focus on low-income, disadvantaged and/or rural consumers? If so, how?
4. Have other organisations been approached for funding? If so, who?
5. Is there any potential for conflicts of interest in the project?
6. Are there areas of community opposition?
7. Description of project
  - a) Objective(s)  
*What is the aim of the project?*
  - b) Target audience/ sector of community  
*Who will the project assist?*
  - c) Methodology  
*How will the project be undertaken?*
  - d) Timeline and relevant milestones  
*When will work on the project begin? How long will the project take from start to completion? When will each stage of the project be completed?*
  - e) Key performance indicators  
*What are the criteria used to assess the project's development and its ability to meet its objectives?*

f) Monitoring and evaluation procedures

*How will the project's development be monitored? And by who? Is there planning in place to revise project methodology if objectives are not being met?*

g) Outputs

*What will the project produce (e.g. a report, publication, increased capacity in a community)?*

h) Advocacy strategy (where applicable)

*How will the project be used to advocate on behalf of Victorian utility consumers? What is your organisation's advocacy strategy?*

i) Detailed budget

*Provide information on the human, financial and capital resources required to complete the project. (Attached template can be used if desired).*

j) Personnel details

*Who will manage the project? Provide a short CV, highlighting details of relevant recent experience.*

8. Information about organisation seeking grant

- a. What is the organisation's mission and objectives?
- b. Can the organisation enter into a legally binding agreement?
- c. Is the organisation registered for GST?
- d. Attach copy of the organisation's most recent audited financial statement or annual report.

**Lodging applications**

Applications can be sent by the following methods:

*Email:* [info@cuac.org.au](mailto:info@cuac.org.au)

*Fax:* 03 9639 8966

*Mail:* CUAC, Suite 3, Level 2, 172 Flinders St, Melbourne VIC 3000

Applications will be acknowledged upon receipt