

NSW Solar for Apartment Residents

Grant submission guide

Resources:

- [Stage 1 - EOI overview video guide](#)
 - [Stage 2 - Full Application overview video guide](#)
 - [Resolution Template - created by Wattblock](#)
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- Stage 1 Submission - Expression of Interest (EOI)
 - Stage 2 Submission - Full application
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Stage 1 Document Requirements (for strata committee)

- Copy of Insurance for your strata building
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Stage 2 Document Requirements (Tick per box)

- Evidence of Sustainability Infrastructure resolution being passed (e.g. EGM minutes)
 - Must include motions for use of common property for solar **and** expenditure for solar project **and (if needed)** use of strata finance
- Preferred Solar Installer supporting documentation
 - Simple Payback period calculation (before rebates)
 - Proposed Solar Panel Layout (Screenshot is fine)
- Owners Corporation Letter of Support (Signed by 2x OC members)
 - Must define that resolutions have been passed,
 - that the OC authorises the installation,
 - that the system will share proportionately to all residents,

- that the cost will be shared proportionately to all owners

Solar Overall Quotation from 2x installers (both must be uploaded)

Stage 2 short answer question Prompts (Tick as you complete, make sure you save progress after each question on the portal).

Project Focus

- Short Rationale for project - Why is the project being completed?

What benefits come out of this?

E.g. cost savings, electrification journey, sustainability increases, being battery ready, reducing emissions etc.

Leveraging the grants to catalyse the uptake of solar and to help sway investor landlords.

Note if this fits into any other additional projects such as batteries and EV charging.

Community Support

- Description of how the community was consulted and support was shown. What buy-in was there from the building? E.g. Surveys, Q&A's, committee meetings, Whatsapp discussions etc.

Mentioning of AGM/EGM discussions on sustainability

Strata resident engagement approach

- Examples: Regular electronic notifications, lobby noticeboard, mailbox flyers, strata Whatsapp chats,
- Key things to be communicated: SolReady process (data collection from residents for initial solar application after funding deed received from government), when contractors are on site, when there may be interruptions to power, when meters are being upgraded (where applicable), monitoring portal setup guidance.

Risk/dependency examples (broader project management related examples can be researched)

- Impacts of weather such as rain, high winds etc
- Availability of materials
- Cost of materials changing
- Scheduling issues
- Unforeseen project events, e.g. discovery of asbestos, roof leaks etc.
- Change in OC's financial situation
- Key Project personnel
 - OC committee solar champion, chairperson, solar installer contact, solar installer project manager, strata manager, building manager (if applicable), sustainability consultant (if applicable), Allume.
- Stakeholders
 - Personnel
 - Committee of SPxxxx
 - Owners and residents of SPxxxx
 - NSW DCCEEW (SoAR team)
 - Interest/Impact
 - Their impact, i.e. receiving savings via solar, installation impacts, trades on site, receiving milestone reports
 - Engagement strategy
 - Method of engagement to ensure this stakeholder has been consulted/kept informed, such as digital communication, noticeboards etc.
- Outcomes
 - Reduced electricity bills, becoming fully electrified, removing gas from the building, facilitates EV charging, becoming more self-sufficient from the grid, reduction of environmental impact, increased property value and attractiveness of the property for potential buyers/renters

- Sharing of benefits
 - Mention the components used in the shared solar system, specifically SolShare, and how it will be set up to equitably distribute energy per calendar month to all apartments in the building.
 - Owner occupiers can receive savings via their own unit bills and via common area bill
 - Landlords will receive savings via common area bill savings
 - Renters will receive savings via their own unit electricity bills
- Expenditure - Eligible costs (use information from installer supplied **SoAR Quotation Template**).
- Enabling works budget
 - Any costs (up to 10% of total project value) that are there to facilitate solar, e.g. meter board upgrade
- Budget ineligible costs such as batteries etc.
- Final declaration

For any queries on the application process, please reach out to the Allume team for assistance, for any installer specific queries, please reach out directly to your preferred installer.