# **Queensland Energy and Jobs Plan**

# **Enable Grants Program: 2023–2025**

# **Project narrative form**

This document has been prepared by the Department of Energy and Public Works for applicants to the Enable Grants Program that opened on 12 September 2023.

This document, when completed, forms part of the project proponent’s application. This document should be submitted along with the application form (which is a separate web form).

The Project Narrative is the applicant’s project proposal. It defines a project's scope and purpose, and it explains how it will be executed. The project narrative should be succinct, organised, and written in clear, direct language.

This project narrative form contains two parts:

**Part A:** Narrative Template—please use this formatting structure to prepare the project narrative (you may wish to copy and paste this structure to upload as a separate document).

**Part B:** Guidance on Preparing a Project Narrative—additional information on how to respond to each selection criteria and sub-criterion including examples.

Depending on the size of the grant sought, the project narrative should reflect the scope and complexity of the proposed project and the expected deliverables.

For more information about the application process and formatting recommendations, refer to Section 5 of the [Enable Grants Program Guidelines](https://www.epw.qld.gov.au/about/initiatives/household-energy-programs/enable-grants-program).

**Note on preparing your application:**

This project narrative form (Part A) should be used to prepare your application. Applicants should use the headings in Part A to respond to each selection criteria and to each sub-criterion.

Please ensure that all the tables (5 in total) are included and completed as part of the application. The information in Part B has been provided to explain in more detail the type of information on which the application will be assessed.

If you wish to submit a separate document using your organisation’s templates, you may copy and paste the layout below into a new MS Word document.

Submit the completed Project Narrative by **20 October 2023** as part of your uploaded documentation when you complete the online application form via [the Department’s website](https://www.epw.qld.gov.au/about/initiatives/household-energy-programs/enable-grants-program).

For information or assistance in completing this form please contact [enable@epw.qld.gov.au](mailto:enable@epw.qld.gov.au)

## Part A: NARRATIVE TEMPLATE

**Preliminary information**

|  |  |
| --- | --- |
| **Project Name** |  |
| **Applicant Organisation** |  |
| **Contact Person (Name, phone number)** |  |

**Project Narrative**

**1. Project design and methodology**

**1.1 Overview**

[insert response here]

**1.2 Timeline**

[insert response here]

**1.3 Table 1: Project deliverables: activities, timelines, milestones and outcomes**

**Table 1: Project deliverables: activities, timelines, milestones and outcomes**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities** | **Timeline** | **Milestones** | **Outcomes** |
| [insert response here] |  |  |  |
|  |  |  |  |
|  |  |  |  |
| [Add more rows as needed] |  |  |  |

**2. Ability to achieve objectives**

**2.1 Increase energy efficiency**

[insert response here]

**2.2 Improve energy literacy**

[insert response here]

**2.3 Share benefits**

[insert response here]

**2.4 Build capacity**

[insert response here]

**3. Capabilities and Experience**

**3.1 Organisation**

[insert response here]

**3.2 Project team**

[insert response here]

**3.3 Team structure**

[insert response here]

**Table 2: Team roles and responsibilities**

|  |  |
| --- | --- |
| **Team role** | **Responsibilities** |
| [insert response here] |  |
|  |  |
|  |  |
| [Add more rows as needed] |  |

**3.4 Risk and mitigation strategies**

[insert response here]

**Table 3: Risk and mitigation strategies**

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Risk description** | **Likelihood** | **Mitigation strategy** |
| [insert response here] |  |  |  |
|  |  |  |  |
|  |  |  |  |
| [Add more rows as needed] |  |  |  |

Definitions of likelihood:

Almost certain—several times within the next year

Likely—once within the next year

Possible—at least once within the next two years

Unlikely—once with the next two years

**4. Budget and efficiency of resources**

**4.1 Budget justification**

[insert response here]

**4.2 Project budget**

[insert response here]

**Table 4: Project budget**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task (by major task)** | **Funding sought excl. GST** | **GST** | **Total with GST** |
| [insert response here] |  |  |  |
|  |  |  |  |
|  |  |  |  |
| [Add more rows as needed] |  |  |  |
| **TOTAL** |  |  |  |

**4.3 Partner contributions**

[insert response here]

**Table 5: Partner contributions**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Partner name** | **In-kind or cash support** | **What type of support are they providing?** | **Amount of support ($)** | **Is the support confirmed?** | **Letter of support** |
| [insert response here] |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| [Add more rows as needed] |  |  |  |  |  |

## PART B: GUidance on preparing a project narrative

**You may wish to delete this information before submitting.**

## 1. Project design and methodology

Selection Criteria 1 asks applicants to detail the project design and methodology by outlining the project’s scope of works including the purpose, objectives, timelines and outcomes.

* 1. **Overview:** Provide an overview of your project, including the purpose and objectives and how the project will meet the additional considerations (See section 4 of the Enable Grants Program Guidelines).
  2. **Timeline**: Provide a project timeline, including commencement date.
  3. **Table: Deliverables:** Prepare a table detailing the scope of works of the project (see example below) and the activities that the project will undertake (this will become the scope of works schedule in the Deed Grant). The deliverables should have a clear timeline and major milestones to understand how they will be completed.

Please outline in **Table 1** how these deliverables will achieve one or more of the Enable program outcomes:

* enable the greatest reach and impact to households experiencing vulnerability
* increased energy literacy with greater awareness/knowledge of household energy usage
* support consumer behaviour changes toward energy efficiency
* delivers co-benefits such as household health and well-being, comfort and air quality and is delivered efficiently and effectively.

**Table 1: Deliverables: project activities, timelines, milestones and outcomes**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities** | **Timeline** | **Milestones** | **Outcomes** |
| *\*Example: Project management* | *2023-2025* | *Project milestone reports delivered in timely manner (every 6 months)* | *NA* |
| *\*Example: Preparation of energy efficient resources for household target audience* | *Jan -March 2024* | *Energy efficient resource available for householders* | *Increased energy literacy with greater awareness/knowledge of household energy usage* |
| *\*Example: Hold energy efficiency workshops* | *June – December 2024 monthly* | *6 workshops held* | *Support consumer behaviour changes toward energy efficiency*  *Enable the greatest reach and impact to households experiencing vulnerability* |
| *\*Example: Installation or provision of energy efficiency kits* | *April 2024 – May 2025* | *Deliver and install energy efficiency kits in 500 households across northern Queensland* | *Support consumer behaviour changes toward energy efficiency*  *Enable the greatest reach and impact to households experiencing vulnerability* |

## 2. ability to achieve objectives

Selection Criteria 2 asks applicants to demonstrate how the project addresses the overall Enable program objectives and the ability to provide a targeted and customised approach to a particular cohort of households experiencing vulnerability.

**Note:** The responses for this section should provide detail of the measurable benefits that will be quantified, and how these will be measured and reported against (for example, numbers of households, electricity usage reductions, workshops held, participants attending, energy kits distributed).

* 1. **Increase energy efficiency:** Describe how the activities will help households manage their energy use and reduce electricity bills and how the applicant will measure these interventions.
  2. **Improve energy literacy:** Describe how the project will improve energy literacy of households so that they can better navigate energy matters.
  3. **Share benefits:** Outline how the project will benefit the beneficiaries, including ensuring accessibility of the project activities and provide clear, plausible and justifiable potential benefits, including how challenges faced by the beneficiaries will be addressed.
  4. **Build capacity:** Describe how the project will support the applicant’s capacity to reach the beneficiaries.

## 3. capabilities and Experience

Selection Criteria 3 asks applicants to demonstrate the project team’s capability and experience in delivering the project, the applicant should provide a statement demonstrating the qualifications, experience and capability to complete the project.

* 1. **Organisation:** Identify the qualifications, experience and capabilities of the organisation
  2. **Project team:** Identify the qualifications, experience and capabilities of the project team
  3. **Team structure:** Explain the team structure (including the role of partners) and how various tasks will be managed in this **Table 2** below.

**Table 2: Team roles and responsibilities**

|  |  |
| --- | --- |
| **Team role** | **Responsibilities** |
| *Example: Project manager* | *Manages the project team to deliver the project* |
| *Example: Project support* | *Provides support to the project manager to ensure efficient delivery, will be undertaking workshops to deliver energy efficient information to householders.* |
| *Example: Partner organisation X* | *Will provide energy efficient technical expertise to prepare energy efficiency resources* |

* 1. **Risks and mitigation strategies:** Describe any potential risks that may impact the timeline for the project and identify mitigation strategies in **Table 3** below.

**Table 3: Risk and mitigation strategies**

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Risk description** | **Likelihood** | **Mitigation strategy** |
| *Example: Lack of role clarity* | *Project does not have clarity with roles of all partner organisations and could impact initiative delivery, household relationships and data handling* | *Possible* | *Ensure clear roles and responsibilities for each organisation* |
| *Example: Key coordinators availability changes* | *Project-critical employees circumstances change, expertise no longer available* | *Possible* | *Contingency workforce plan in place, backup staffing and business continuity planning.* |
| *Example: Accessibility due to Covid* | *Disruption due to health risks associated with Covid* | *Possible* | *Ensure a clear health plan is in place to address any issues associated with health risks.* |
| *Example: lack of householder recruitment* | *Overly complex and multiple step sign-up processes are a barrier to recruitment* | *Possible* | *Ensure that the sign-up processes are not complex or multi-step but simple and easy to participate* |

Definitions of likelihood:

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Unlikely—once with the next two years

## 4. Budget and efficiency of resources

Selection criteria 4, requires the applicant to demonstrate the financial viability of the project and how resources will be efficiently used and any partner contributions.

* 1. **Budget justification:** Justify the requested funds against the project purpose, objectives and scope, and outline any in-kind contributions.
  2. **Project budget:** Prepare an indicative project budget (see example in **Table 4** below) that outlines the activities and resources required, including and excluding GST. This should be linked to the activities outlined in Table 1 above. Note if you prefer to do this in an excel format please attach it with your submission.

**Table 4: Project budget**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task (by major task)** | **Funding sought excl GST** | **GST** | **Total with GST** |
| *Example: Administration (should not exceed 10% of grant funding)* |  |  |  |
| *Example: Project management* |  |  |  |
| *Example: Travel* |  |  |  |
| *Example: Materials and equipment* |  |  |  |
| **TOTAL** |  |  |  |

* 1. **Partner contributions:** Please outline if you will receive additional funding or in-kind support from partner organisations in **Table 5** below.

Applications that include a partnership will be favourably considered. If you list a partner who will be essential to deliver the project, you must provide a letter from them, outlining the types of support they are offering (e.g. funds, staff, support services), as well as the dollar value.

**Table 5: Partner contributions**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Partner name** | **In-kind or cash support** | **What type of support are they providing?** | **Amount of support ($)** | **Is the support confirmed?** | **Letter of support** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |