



Australian Government  
Australian Renewable  
Energy Agency

**ARENA**

[DATE]

Attention: [Insert name]  
[Insert name of Applicant]  
ABN [Insert]

[insert address for notices]

GPO Box 643  
Canberra ACT 2601  
Tel: +61 2 6276 1000  
ABN: 35931927899  
[www.arena.gov.au](http://www.arena.gov.au)

Dear [Insert name],

**Letter of Agreement between ARENA and [INSERT NAME] (Applicant) - ARENA Renewable Energy Commercialisation Workshop Participation Scheme**

We refer to the ARENA Renewable Energy Commercialisation Workshop Participation Scheme (**Scheme**). Under this Scheme ARENA will provide funding for participation in the ARENA Renewable Energy Commercialisation Workshop (**Workshop**). This Workshop is being held in collaboration with the Commonwealth Scientific and Industrial Research Organisation's ON Prime6 Program (**Prime Program**).

This letter and its attachments constitute an agreement between ARENA and the Applicant for ARENA to provide funding to the Applicant for its team to attend and participate in the Workshop, on the terms and conditions set out at **Attachment A (Agreement)**.

The Agreement will take effect from the date the Agreement is countersigned by the Applicant. The signed Agreement must be returned to ARENA by 3 May 2019. If not received by this date, ARENA may at its discretion not accept or further consider the application.

Please note that participation in the Workshop is an eligibility criterion for applying to ARENA's Commercialisation of R&D Funding Initiative Pilot (**Commercialisation Pilot**), which will be open for applications from [date]. Further information on the Commercialisation Pilot can be accessed at [insert].

Applicants for funding to attend the Workshop under the Scheme are not required to submit an application for ARENA's Commercialisation Pilot in order to be considered for Workshop funding. However, participation in the Workshop is an eligibility criterion for Commercialisation Pilot applicants.

Please feel free to contact ARENA on [Contact TBD] if you have any questions with respect to any matters arising in the letter.

Yours sincerely,

[Insert delegate name]

[Insert delegate position]

Australian Renewable Energy Agency

## Attachment A – Terms and Conditions

---

1. The Applicant represents and agrees that it is eligible to receive funding under the Scheme in accordance with the Scheme Guidelines set out at **Attachment B** to this Agreement (**Guidelines**).
2. The Applicant must ensure its team that is participating in the Prime Program, including:
  - (a) [Applicant to insert list of team members involved in Prime Program to attend the Workshop],  
**(Team Members)**, attend and participate in the Prime Program, and the ARENA Renewable Energy Commercialisation Workshop (**Workshop**).
3. In accordance with the Guidelines, ARENA has agreed to reimburse the Applicant the cost of the Team Members' attendance at and participation in the Workshop by way of a grant under the Scheme. Subject to the Applicant's compliance with its obligations under this Agreement, ARENA will pay one lump sum amount reimbursing the Applicant for the following costs:
  - (a) where applicable, return economy class airfares (best fare of the day) within Australia to and from [Workshop location] for each Team Member to attend the Workshop;
  - (b) where applicable, costs of accommodation for the Team Members in [Location] for the night immediately prior to the Workshop date, up to a total amount of \$300.00 (including GST) per Team Member; and
  - (c) meals and incidental costs associated with the Team Members' attendance at the Workshop (including taxi and public transport fares) up to a total amount of \$200.00 (including GST) per day per Team Member.
4. To receive payment under clause 3, the Applicant must prepare and submit the following:
  - (a) an itemised invoice to ARENA that complies with the requirements of clause 5 and outlining disbursements and costs incurred in relation to the Team Members' attendance at the Workshop;
  - (b) proof of payment and receipts for all airfares and accommodation costs;
  - (c) a request for total reimbursement using the template provided by ARENA; and
  - (d) a response to the Workshop feedback form by [the date specified on that form / insert date].
5. An invoice submitted by the Applicant under clause 4(a) must, to be correctly rendered:
  - (a) meet the requirements of a tax invoice as set out in the GST Law (within the meaning set out in *A New Tax System (Goods and Services Tax) Act 1999* (Cth));
  - (b) be in a form approved by ARENA; and
  - (c) set out the amount of funding to be paid by ARENA together with the supporting documentation and other evidence specified in clause 4.
6. All documentation required to be submitted by the Applicant to ARENA under this Agreement (including invoices) must be submitted using the following details:

Attention: [Insert]

Postal address: [Insert]

Email: [Insert]

7. The Applicant acknowledges and agrees that ARENA's total liability under this Agreement is limited to the funding amount specified in this Agreement. The Applicant indemnifies and will keep indemnified ARENA for any loss or damage arising out of a Team Member's travel, accommodation or attendance at and participation in the Workshop.
8. This Agreement is governed by the law of the Australian Capital Territory and each party irrevocably and unconditionally submits to the exclusive jurisdiction of the courts of the Australian Capital Territory.

**Countersigned** by **[INSERT NAME OF APPLICANT]** by its duly authorised representative in the presence of

\_\_\_\_\_  
Signature of witness



\_\_\_\_\_  
Signature of representative



\_\_\_\_\_  
Name of witness (print)

\_\_\_\_\_  
Name of representative (print)

Date executed by the Applicant

## Attachment B – Guidelines

---

### Part 1. Overview

#### Purpose of Guidelines

- 1.1. The purpose of the Guidelines is to provide information to Applicants on ARENA's Renewable Energy Commercialisation Workshop Participation Scheme (**Scheme**), including its objectives and eligibility criteria.
- 1.2. In the event of any inconsistency between other ARENA materials and the Guidelines, these Guidelines will prevail.

#### Objectives

- 1.3. The objective of ARENA's Renewable Energy Commercialisation Workshop (**Workshop**) is to support the translation of Renewable Energy Technology R&D into commercial outcomes. To facilitate this objective, the Scheme aims to provide travel grants to ON Prime6 Program participants to support their attendance at the Workshop. The Workshop is expected to deliver the following outcomes:
  - a research teams and/or individual researchers demonstrating increased confidence and capability in planning and carrying through commercialisation of R&D; and
  - b strengthening of networks through new contacts made between researchers and commercialisation partners.
- 1.4. Renewable Energy Technologies are defined as those that use natural processes to generate energy such as solar, wind, water, biomass, ocean and geothermal. Under the definitions in the ARENA Act, Renewable Energy Technologies can include hybrid technologies and technologies that enable renewable energy technologies.

#### Commercialisation of R&D Funding Initiative Pilot

- 1.5. Participation in the Workshop is an eligibility requirement of application to ARENA's Commercialisation of R&D Funding Initiative Pilot, the Guidelines and documents for which can be accessed on ARENA's webpage: <https://arena.gov.au>.

### Part 2. Application process

- 2.1. Applicants who intend to access funding under the Scheme should indicate their interest on their application to the CSIRO's ON Prime6 Program.
- 2.2. Eligible applicants will be contacted by ARENA after they have confirmed their participation in the CSIRO's ON Prime6 Program, and invited to submit a short application form.

## Key Dates

Stage	Opening Date	Closing Date and Time
Application to the CSIRO's ON Prime6 Program	Monday 4 February 2019	Monday 4 March 2019 11:59pm AEDT
Application to ARENA's Renewable Energy Commercialisation Workshop Participation Scheme	ARENA will contact eligible applicants following confirmation of participation in Prime6	A due date will be provided for submission of applications
The CSIRO's Prime6 Program runs	Monday 6 May 2019	Friday 2 August 2019
ARENA's Renewable Energy Commercialisation Workshop	18 June 2019 (provisional date)	

## Part 3. Eligibility Criteria

- 3.0. All of the following eligibility criteria must be satisfied for funding under the Scheme:
- a the applicant must have confirmed its participation in the CSIRO's ON Prime6 Program;
  - b the applicant must enter into an agreement to participate in the Workshop on terms and conditions satisfactory to ARENA;
  - c the applicant's team members participating in the ON Prime6 Program (**Team Members**) must participate in the Workshop; and
  - d the applicant must be able to demonstrate, to the satisfaction of ARENA, that the its proposed activity involves Renewable Energy Technologies, which may include:
    - i. hybrid technologies; and
    - ii. technologies (including enabling technologies) that are related to renewable energy technologies.

## Part 4. Eligible Expenditure for funding under the Scheme

- 4.1. The following expenditure is eligible for funding, by way of reimbursement, under the Scheme:
- a Where applicable, return economy class airfares (best fare of the day) to and from the Workshop location, for each Team Member to attend the Workshop from an Australian location;
  - b Where applicable, costs of accommodation for the Team Members in the Workshop location for the night immediately prior to the Workshop date, up to a total amount of \$300.00 (including GST) per Team Member; and

- c Meals and incidental costs associated with the Team Members' attendance at the Workshop (including taxi and public transport fares) up to a total amount of \$200.00 (including GST) per day per Team Member.
- 4.2. In order to receive payment for eligible expenditure under item 4.1 above, the applicant must prepare and submit the following after the Team Members' attendance at the Workshop:
  - a an itemised invoice to ARENA that complies with ARENA's invoicing requirements and outlining disbursements and costs incurred in relation to the Team Members' attendance at the Workshop;
  - b supporting documentation, such as proof of payment and receipts for all airfares and accommodation costs;
  - c a request for total reimbursement using a template provided by ARENA; and
  - d a completed feedback form in relation to the Workshop by a date specified by ARENA.