



Australian Government

Department of Industry, Science and Resources

Department of Climate Change, Energy,
the Environment and Water

Sample application form

Dealership and Repairer Initiative for Vehicle Electrification Nationally (DRIVEN) Program – DRIVEN Charger Rebate Stream

This document shows the questions included in the online application form for this grant opportunity. It will help you prepare your responses and the mandatory attachments you need before you apply online.

Instructions

The online form captures the information required by the department to assess and manage your application for services and funding.

The first page of the application page contains the following instructions.

Completing your application

The application consists of separate pages as shown in the navigation menu on the left hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered. If a question is not mandatory it will be clearly marked – Optional.

Saving your responses

You can save your changes at any time by using the Save button.

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all of the information you have entered. A green tick indicates a validated page.

You can modify saved responses up until you submit your application.

Participants

You may invite others to assist in completing your application via the application summary page. To do this:

- Select the Participants button
- Enter the details

An email will be sent to your participant inviting them to assist with your application.

Submitting your application

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

- On Windows: The latest versions of Mozilla Firefox, Google Chrome and Microsoft Edge
- On Mac: The latest versions of Safari and Google Chrome

Getting help

If you require further assistance completing this form, [contact us](#) by email or web chat or on 13 28 46.

A. Program selection

Before you start your application, we need to first identify what type of entity is applying.

Some programs we offer allow entities without an ABN to apply. The form is designed to accommodate these entities. However for this grant opportunity, an ABN is mandatory. If you do not have an ABN this grant opportunity will not appear in the program selection at the bottom of the first page and you will not be able to continue.

If you are a trustee applying on behalf of a trust we will need details of both the trust and trustee.

Before you start you should have the following details ready if they are applicable to you.

- Australian Business Number (ABN)
- Your business's Australian financial institution bank account details
- Your dealer or trader licence number
- Proof of association as a service centre with a licenced motor dealer/trader
- Proof your staff member/s qualification to undertake work on Electric Vehicles (EVs)

A.1. Program selection

You must select from a drop-down menu the program that you are applying for. If you have been provided with an Invitation code, you will be able to enter it here which will select the program for you.

- Field 1 select - DRIVEN Charger Rebate Stream
- Field 2 select - DRIVEN Charger Rebate Stream

When you have selected the program, the following text will appear.

This grant opportunity forms part of the DRIVEN Program under the Driving the Nation Fund.

This grant opportunity will run over 4 years from 2024-25 to 2027-28.

The DRIVEN Charger Rebate Stream grant opportunity will provide \$40 million for EV chargers to dealerships and repairers.

The intended outcomes of the grant opportunity are:

- increase in the number of EV charging stations throughout the country including remote and regional areas
- increase in the number of EVs on the roads.

Rebate amounts available for installed eligible smart EV chargers are:

- \$2,000 rebate per AC plug with 7 kW charging speed
- \$2,500 rebate per AC plug with 11-22 kW charging speed
- \$2,500 rebate per DC plug with 50 kW or less charging speed.

Multiple plugs can be installed on your eligible site up to a rebate maximum amount of \$20,000.

You should read the [grant opportunity guidelines](#) before filling out this application. We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

You may submit an application at any time over the life of the grant opportunity.

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

Sample

B. Eligibility

We will ask you the following questions to establish your eligibility for the DRIVEN Charger Rebate Stream grant opportunity.

Questions marked with an asterisk are mandatory.

Select which type of entity your organisation is.

- a licenced motor dealer/trader
- a service centre associated with a licenced motor dealer/trader
- an automotive repair business compliant with Australian Standard 5732:202 2 (EV operations – maintenance & repair) and which has at least one current member of staff suitably qualified to undertake work on EVs
- none of the above.

You must select one of the eligible options from a drop down menu to proceed to next question.

Does your project have a minimum expenditure of \$2,000?

You must answer yes to proceed to next question.

Has an eligible EV charger/s been purchased and installed on your premises by a licenced electrician on or after 26 March 2024?

You must answer yes to proceed to next question.

Do you have tax invoices and a Certificate of Compliance or Electrical Safety Certificate from the licenced electrician who installed the eligible EV charger?

You must answer yes to proceed to next question.

Has the eligible EV Charger been installed on an eligible site as per the Grant Opportunity Guidelines.

- contains a dealership rooftop/showroom, service centre or automotive workshop
- has a unique street address (GPS coordinates required)
- is owned by you or you have full authority and approvals from the owner to have installed the product(s) chosen, including strata approvals (if applicable)
- is not the subject of a previous successful claim under the program (except for additional applications by the same dealership who conducts business on the site for multiple vehicle manufacturers).

You must answer yes to all the questions proceed to the next section.

C. Applicant address

C.1. Applicant street address

You must provide your street address.

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

C.2. Applicant postal address

You must provide your postal address.

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

D. Key contacts

You must provide the details of a primary contact for your application.

The primary contact is the person authorised to act on behalf of the applicant and we send all email correspondence to this person. If you are not the primary contact, we will send an email to this person to invite them to register as a participant in the application. It is important that they register, or our emails will not be received. We recommend you let them know this.

If these details change, inform us as soon as possible so emails can be redirected.

- Title
- Given name
- Family name
- Phone number
- Email address
- Relationship to applicant

E. Claim information

On this page you must provide the detailed information about your proposed project.

If your application is successful, we will publish some grant details on [GrantConnect](#) and other government publications. Published details include:

- *name of the grant recipient*
- *a project title*
- *a brief project description and its intended outcome*
- *amount of grant funding awarded.*

E.1. Dealership, service centre or repairer details

Business name:

Business address where eligible EV chargers have been installed:

This information will be used to verify the address is an approved commercial premise and not a business operating out of a residential premise.

E.2. EV Charger details

Provide details of the type of EV Charger installed on your premises:

Brand name:

Model:

Eligible smart EV charger/s:

AC plugs with 7 kW charging speed

AC plugs with 11-22 kW charging speed

DC plugs with 50 kW or less charging speed.

Number of chargers installed:

This information will ensure an eligible EV charger has been installed.

E.3. Installation details

Name of licenced electrician:

Electrician's licence number:

Date installed:

This information will need to match the Certificate of Compliance/Electrical Safety certificate provided with your application.

F. Claim amount

You must provide your total claim amount below.

Your claim for rebate amount should be for installed eligible smart EV charger/chargers on your premises based on the type of charger.

Your claim must be supported by paid tax invoices in the name of the applicant. You must attach these later in the form. We only provide funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure. To be considered eligible, your project must have a minimum expenditure of \$2,000.

Maximum rebate amounts available for purchase and installation of eligible smart EV chargers under the DRIVEN Charger Rebate Stream are:

- \$2,000 rebate per installed AC plug with 7 kW charging speed*
- \$2,500 rebate per installed AC plug with 11-22 kW charging speed*
- \$2,500 rebate per installed DC plug with 50 kW or less charging speed.*

The maximum rebate for applications with multiple installations of eligible EV chargers is \$20,000.00 per dealership or repair site.

You can make one application per eligible dealership or repairer site. Dealerships operating under multiple franchisee agreements out of the one rooftop site may make an application for each vehicle manufacturer they have a franchise agreement with.

Applicants with multiple dealerships or repairer sites (such as franchises) must make a separate application for each eligible site.

Eligible expenditure amount

Type of charger	Total
AC plug with 7 kW charging speed	\$
AC plug with 11-22 kW charging speed	\$
DC plug with 50 kW or less charging speed	\$
Total	\$

F.1. Rebate amount sought

The rebate amount sought has been automatically calculated based on 100 per cent of your eligible expenditure up to a total of \$20,000.

You will only be reimbursed up to the value of your incurred eligible expenditure.

G. Bank account details

G.1. Bank account details

If your application is successful we will need to set up a payment process to pay your rebate. We need your bank account details to do this. If your application is not successful we will not process these details.

We can only pay the rebate to the applicant organisation. You must provide bank account details for this organisation.

G.2. Account details

All payments are in AU\$ and must be made into an account with an Australian financial institution.

Account name

BSB

Account number

G.3. Payment contact

We will send the payment remittance advice to this person. All other notifications are sent to the primary contact whose details you provide on the last page of this application.

Given name

Family name

Email address

Phone number

H. Application finalisation

You must answer the following questions and add any supporting documentation required.

H.1. Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.

If yes, describe the perceived or existing conflicts of interest.

Your response is limited to 750 characters including spaces and does not support formatting.

If yes, describe how you anticipate managing this conflict.

Your response is limited to 750 characters including spaces and does not support formatting.

H.2. Additional information

The total of all attachments cannot exceed 20 MB. Filenames should only include letters or numbers and should be fewer than 40 characters.

You must attach additional supporting documentation here. You should only attach documents that we have requested.

Individual files must be smaller than 2.0MB, and be one of the following types: doc, docx, rtf, pdf, xls, xlsx, csv, jpg, jpeg, png, gif.

Filenames should only include letters or numbers and should be fewer than 40 characters.

A copy of your motor trader/dealer licence (where applicable)

If you are applying as a dealership and/or service centre, you must attach a copy of your motor trader/dealer licence.

A copy of evidence of completion of a relevant course for the repair of EVs (where applicable)

If you are applying as an automotive repair business, you must provide evidence of at least one member of staff being qualified to work on EVs. Refer to FAQs for listing of relevant courses.

Photographic evidence of EV chargers installed on site

The images must be clear and include at least one image of the whole charger(s) including plug(s) and one image of the charger(s) taken from approx.5-10 meters away to show location on site

Paid Australian Tax Invoice/s or equivalent overseas invoices/proof of payment including evidence of payment for the purchase of eligible equipment

See [Australian Tax Office website](#) for tax invoice examples. You must include evidence of payment for the purchase of eligible equipment (with purchase date on or after 26 March 2024).

Paid Australian Tax Invoice including evidence of payment for the installation of eligible equipment (with installation date on or after 26 March 2024)

See [Australian Tax Office website](#) for tax invoice examples. You must include evidence of payment for the purchase of eligible equipment (with purchase date on or after 26 March 2024).

A Certificate of Compliance or Electrical Safety Certificate

Certificate must demonstrate a licenced electrician installed the EV charger (s) on or after 26 March 2024. The certificate must also show the licenced electrician's name and licence number. The licensed electrician name and licensed number must match the details provided in the tax invoice for installation

Evidence of owner's authority (if applicable).

You should attach approvals from the owner to have installed the product(s) chosen, including strata approvals (where applicable).

H.3. Program feedback

Your responses help us improve the design and delivery of programs. They will not affect the assessment or outcome of this application.

How did you hear about the grant opportunity?

You must select from a drop-down menu.

Did you read the grant opportunity guidelines?

You must select from a drop-down menu.

How useful were the guidelines in completing your application?

You must select from a drop-down menu.

We welcome any additional feedback on the guidelines.

Your response is limited to 750 characters including spaces and does not support formatting.

How satisfied were you with the process of applying for this grant?

You must select from a drop-down menu.

We welcome any additional feedback on the application process

Your response is limited to 750 characters including spaces and does not support formatting.

I. Declaration

In order to submit your application you will be required to agree to the following declaration.

I.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Data and Digital Strategy](#)
- [Commonwealth Grants Rules and Principles](#)
- grant opportunity guidelines
- applicable Australian laws.

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the grant opportunity guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

I.2. Applicant declaration

I declare that I have read and understood the grant opportunity guidelines, including the grant agreement, privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the applicant and any project partners are not listed on the [National Redress Scheme](#) list of institutions, where sexual abuse has occurred, that have not joined or signified their intent to join the Scheme.

I declare that the applicant is not named by the [Workplace Gender Equality Agency](#) as an organisation that has not complied with the *Workplace Gender Equality Act 2012*.

I confirm that the applicant, project partners and associated activities are in compliance with current [Australian Government sanctions](#).

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I approve the information in this application being communicated to the department in electronic form.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.

By checking this box I agree to all of the above declarations and confirm all of the above statements to be true