



# Lower Hutt Low Carbon Acceleration Fund Response Form

Round 2: March 2025

Lower Hutt City Council

Recipient

**Example club**

**Example solar project for changing room roof**



RFP released:	9pm, Friday 28 February 2025
Deadline for Questions:	4pm, Tuesday 25 March 2025
Deadline for Proposals:	12pm, Monday 31 March 2025
Decision to be announced:	May 2025



## Completing the Response Form

If you need any assistance with completing this form, please contact the HCC Point of Contact:

Name: Miriam Randall

Email: [LCAFund@huttcity.govt.nz](mailto:LCAFund@huttcity.govt.nz)

Phone: 027 452 3526

Any contact should be made by 4pm, Tuesday 25 March 2025.

## Proposal Checklist

**Before you apply, be sure to complete the following:**

<input checked="" type="checkbox"/>	Read the RFP and any supporting information to ensure you have understood the application process and criteria against which Proposals will be assessed.
<input checked="" type="checkbox"/>	Check Hutt City Council Website for any updates relating to this RFP.

**When filling out this form, please ensure:**

<input checked="" type="checkbox"/>	All answers are typed into the space provided for each section in Calibri or Arial font no smaller than size 10.
<input checked="" type="checkbox"/>	You meet the requirements of each question. This includes any guidance on word limits that are specified. Word limits do not reflect any specific weightings or importance.
<input checked="" type="checkbox"/>	You have read and understood the declaration details outlined in Section 6 and 7 and have signed the declaration (if you are applying as part of a consortium, only the lead Applicant needs to sign the declaration).
<input checked="" type="checkbox"/>	You have completed the form in full.

**Once you have completed this form:**

<input checked="" type="checkbox"/>	Email a copy of the completed form to Hutt City Council's point of contact <a href="mailto:LCAFund@huttcity.govt.nz">LCAFund@huttcity.govt.nz</a> and ensure that you attach any supporting information you wish to provide. Please provide a Word version of the Proposal.
<input checked="" type="checkbox"/>	Do not include a zipped (.zip) or an executable (.exe) file with your Proposal.
<input checked="" type="checkbox"/>	If you do not receive Hutt City Council's emailed confirmation of receipt of your Proposal within two working days please contact the point of contact <a href="mailto:LCAFund@huttcity.govt.nz">LCAFund@huttcity.govt.nz</a> 027 452 3526.

Please note: Hutt City Council (HCC) will not accept Response Forms received by post, fax or hand delivery.

## Deadlines

Completed Proposals must be received by email at [LCAFund@huttcity.govt.nz](mailto:LCAFund@huttcity.govt.nz) no later than **12pm, Monday 31 March 2025**.



## Section 1 Proposal and Applicant

### Key Details

Please enter answers in the right-hand column, and make sure the costs in this table match your calculations in section 5 of this document.

<b>A. Proposal key details</b>	
<b>Lead applicant organisation name</b>	<b>Example club</b>
<b>Title</b> [A short title for your project, of no more than 10 words]	<b>Example solar project for changing room roof</b>
<b>Brief summary of your project</b> [Maximum of 60 words. Note this may be used in media releases or other communications]	Example club has a goal to make club and club rooms lower emissions and more climate friendly to ensure it is setting the best example it can for its members including tamariki and rangatahi.  Installing solar panels is the first step in a suit of climate related changes that the club is working towards.
<b>Project success</b> [Maximum of 80 words. Describe what success looks like for this Project.  In addition, list the factors that, if met, will count your Project a success. These may be key performance indicators, proven benefits, or other critical success factors]	Having solar installed on the club room roof will help to reduce the clubs electricity emissions reduce the operational costs for the club and demonstrate to our members our commitment to doing our bit for climate change.  The cost saving made will be funnelled into the next emissions reduction project in future years.
<b>Estimated total cost of project (excl. GST)</b> [Do not include in-kind contributions, existing expenses such as current staff, or costs already incurred]	\$30,000.00
<b>Total amount of co-funding to be provided by <u>you</u>, any co-applicants and others (excl. GST)</b> [Must be at least 50 per cent of estimated total cost of project - cannot include in-kind contributions, existing expenses such as current	\$15,000.00



<b>A. Proposal key details</b>	
staff, or costs already incurred]	
<b>Amount of LCA funding sought (excl. GST)</b> [This is the difference between the two figures above. This cannot be more than 50 per cent of the estimated total cost of project, unless the project meets the conditions in sections 3.5 and 3.6 of the RFP]	\$15,000.00
<b>Incremental cost (excl. GST)</b> [This is the difference between the business as usual cost of undertaking your project and the cost to purchase, create or implement a low emission solution. Refer to section 3.6 of the RFP document for guidance and examples.	Does not apply for this project.

<b>B. Lead Applicant key details</b> [Fill out all fields unless otherwise indicated]	
<b>Legal name</b>	Example Sports Club Trust
<b>Trading as (if different)</b>	Example Club
<b>Type of organisation</b>	Trust
<b>NZ Company Number (if a company)</b>	NZBN12345678 (example)
<b>NZ Business Number (NZBN)</b>	NA
<b>Charitable Trust or Incorporated Society number (if applicable)</b>	Charity number 12345678 (example)
<b>Street address</b> [Include postcode]	123 Example Street, Lower Hutt 5010.



**C. Contact person details**

[This will be the only person who receives all the correspondence relating to the Proposal.  
Fill out all fields unless otherwise indicated]

<b>Name</b> [Title, First and Last name]	Ms Jo Smith
<b>Job title or role</b> [For example, Director, Manager, etc.]	Club President
<b>Contact phone number</b>	123 456 7890
<b>Contact email address</b>	<a href="mailto:jo.smith@example.com">jo.smith@example.com</a>

**D. Co-Applicant key details – If applicable**

Fill out all fields for each Co-Applicant unless otherwise indicated.  
Use the copy and paste function to add additional Co-Applicants if required.

<b>Legal name</b>	Example Athletics Club Trust
<b>Trading as (if different)</b>	Example Club 2
<b>Type of organisation</b>	Trust
<b>NZ Company Number (if a company)</b>	NA
<b>NZ Business Number (NZBN) (if applicable)</b>	NA
<b>Charitable Trust or Incorporated Society number (if applicable)</b>	CC12345678 (example)
<b>Website address (if applicable)</b>	www.exampleathleticsclub.com



## Section 2 Proposal Description

In order for the Panel to assess your Proposal, it needs to understand what it is you are trying to do and achieve. Use this section to describe your project, where in Lower Hutt it would be implemented, and what you are seeking funding for. You can also include images also.

### A. Proposal summary

#### Provide a summary of the project

During the off season the club is seeking to install 30 solar panels on the roof of the club rooms along with a 20 kw battery. A quote has been obtained from ExampleSolarProvider company which is attached to this application for reference.

The roof has been confirmed as suitable for solar panel installation, meeting both the weight and orientation requirements for optimum solar harvesting.

The panels are estimated to generate an average of 15 kw per day with more in summer and less in winter. This will be sufficient for most of the clubs needs particularly when coupled with a battery that will be able to store electricity and deploy it during peak use.

Although the panels will not provide a full replacement of the current grid usage the club has, it will significantly reduce grid electricity usage resulting in carbon and cost savings.

The club has been fundraising for the solar panels for the last year and has raised \$5,500.00 though these efforts, in addition there is \$4,500.00 in the clubs facility maintenance budget available for the project. The club shares the club rooms with the Example Athletics Club Trust who is pitching in another \$5,000.00 for this project, bringing the total contribution to 15,000.00.

It would be unachievable for the club to raise enough funds for the full cost of the solar panels in the next 10-15 years for few reasons:

- The concerted fundraising effort delivered by the club has relied heavily on both time and money and other donations from businesses (for things like raffles). Our club members have lent heavily on their connections, which is not sustainable to continue over the longer term.
- The \$4,500.00 in the clubs facility maintenance budget has accumulated over a 4 year period in anticipation of this project, it would be another 12 years at least to get an additional \$15,000.
- The longer we wait to deliver this project the more inflation will erode the funds we have already raised (as well as delaying the emissions reductions) which is why we are applying for additional funding support.

Its is estimated that the panel and battery system will provide 90% of the clubs electricity needs resulting in an annual emission savings of 359kgCO<sub>2</sub>-e and a cost saving of \$876.00 per year.

As mentioned installing solar panels on the roof is the first step of a list of changes planned for the club. Solar panels were chosen as the first step as they will provide a reduction in operating cost



## **A. Proposal summary**

which can in turn free up more funds for further carbon reduction projects.

In future years the club plans to:

- Install double glazing and insulate the building.
- Install 7kw and/or 22kw electric car chargers for our members or visitors to use. Chargers will have a paid fee so the club will receive revenue from selling the electricity.
- Remove gas hot water and replace with an electric heatpump option.
- Introduce recycling of glass, paper/cardboard and plastics. Currently the club only has rubbish collection.
- Purchase an electric 12 seater van suitable for transporting our teams to inter regional games. There are currently vans available with 250km range which would suit our needs for games as far as Palmerston North and Masterton.

### **Outline what specifically you would apply LCA funding towards (e.g. vehicles, charging infrastructure, operational costs, project personnel costs etc.)**

The funding would go towards 50% of the costs of the following:

- Purchase of 30 solar panels
- Purchase of a 20 kw battery
- Professional services to install and connect the solar system to the grid.
- Wellington electricity fees for an upgraded two way meter and connection fees.



### Section 3 Minimum Eligibility Conditions

Note: Any Proposals that do not meet all of the minimum eligibility conditions will not be progressed to a full assessment.

To see the eligibility conditions please refer to section 3 of the RFP document.

<b>A. Eligible entity and project</b>	
<b>Is the lead organisation associated with this project an eligible entity?</b> [Refer to sections 3.4 of the RFP document to find about what entities are eligible for funding]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Will the project be delivered in Lower Hutt?</b> [Projects that would be delivered in another city/district are not eligible to receive LCA funding]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<b>B. Identified co-investment of at least 50 percent</b>	
<b>Do you (and your co-applicants, if applicable) have the ability to co-invest at least 50 per cent of the estimated total project cost (excl. GST)?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Identify the source of your co-investment (including amounts if multiple sources)</b> [If there is funding which is not yet fully committed to the project, state this, and identify what conditions must be met (e.g. board approval, bank loan approval) for funding to be fully committed]	\$5,500.00 fundraised \$4,500.00 Maintenance budget \$5,000.00 contribution from Example Athletics Club Trust TOTAL: \$15,000.00
<b>Are you (and your co-applicants, if applicable) requesting co-funding of more than 50% of total project costs?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>If yes, please provide justification for why your funding request is for more than 50% of total project costs</b> [Funding requests exceeding 50% will only be considered in exceptional circumstances, as identified in section 3.5 of the RFP document]	



**B. Identified co-investment of at least 50 percent**

NA

**Will the project result in any new assets (either tangible or intangible)?**  Yes  No

**Please provide details of all asset(s) created, their location(s) and who will own each asset at the conclusion of the project**

Asset	Location	Owner
30 solar Panels	123 Example Street, Lower Hutt 5010.	Example Sports Club Trust
20 kw battery	123 Example Street, Lower Hutt 5010.	Example Sports Club Trust

**C. Project size**

**The project funding request is at or below \$40,000 (excl. GST).**  Yes  No  
[Funding requests exceeding \$40,000 will only be considered in exceptional circumstances, as identified in section 3.5 of the RFP document]

**If no, please provide justification for why your funding request is for an amount exceeding \$40,000**



<b>C. Project size</b>	
NA	

<b>D. Other external funding</b>	
<b>Have you received any other external funding for the proposed project?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, please identify the amount of other funding, and the source.</b> [All amounts should be in \$NZD and exclude GST]	\$5,000.00 from the Example Athletics Club Trust who share the club rooms and will benefit from this project. This finding is confirmed, the club has it in their budget and its ready to be paid provided LCA funding is approved for the rest of the project costs.
<b>Have you applied for, or do you have an agreement for funding for parts of, or all of, the proposed project?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>If yes, please identify the amount of funding, the source and stage of application process</b> [All amounts should be in \$NZD and exclude GST]	

<b>E. Health, safety, reputation</b>	
<b>Are you committed to working safely, and ensuring the health and safety of workers and others affected by the proposed project work, and do you have appropriate systems and processes to undertake the work safely?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



<b>E. Health, safety, reputation</b>	
<b>If your proposal is successful, do you agree to provide Hutt City Council with more detail relating to your health and safety policies, plans and procedures, if required?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you committed to working in a manner that will not damage Hutt City Council's reputation?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



## Section 4 Assessment Criteria

The following sections include details of the assessment criteria that will be used by the Decision Making Panel when assessing Proposals to the LCA Fund.

Your Proposal will be scored against your answers to these criteria. Aim to give answers that are relevant, concise, and comprehensive.

Each of the four assessment criteria is considered to be of equal importance and all criteria are therefore weighted equally at 25%.

If you have made any assumptions about the delivery of the project, clearly state these assumptions.

Hutt City Council's intention is to gain sufficient information from each Applicant to fully inform the assessment and decision making process. Please attach any further information or supporting documentation that will support or verify any statements made in response to these questions.

<b>A. Objectives and emissions reduction</b>	<b>Weighting 25%</b>
<p>Please describe the extent to which your proposed project aligns with the objectives of the LCA Fund. To what extent will the Project result in emission reductions in Lower Hutt? How will the Project accelerate action? What is the magnitude of emission reductions? See section 3.2 and 4.4 of the RFP</p>	
<p>Currently the club rooms uses an average of 5,475 kwh electricity per year, using the <a href="#">MFE emissions factors</a> for 2023 (0.0729) then the emissions from the current electricity in a year are 399.12kgCO<sub>2</sub>-e.</p> <p>Estimates show that the 30 solar panels will be able to generate 7,321 kwh per year on average, this should provide a replacement of nearly all the clubs electricity needs noting that allowances need to be made for potential peak usage at time where the battery has not stored enough to provide for the need during winter / night usage.</p> <p>Its is estimated that the panel and battery system will provide 90% of the clubs electricity needs resulting in an annual emission savings of 359kgCO<sub>2</sub>-e and a cost saving of \$876.00 per year.</p> <p>This cost saving will then be pooled and put into the next emissions reduction project which is likely to be removing gas hot water.</p>	

<b>B. Capability and resourcing</b>	<b>Weighting 25%</b>
<p>Please describe to what extent you have the expertise, resources, relationships and commitment necessary to deliver the Project. Do you have a track record in delivering, and how is this demonstrated? Have you credibly identified risks and barriers to success and how they will be addressed? See section 4.4 of the RFP</p>	



<b>B. Capability and resourcing</b>	<b>Weighting 25%</b>
<p>The trustees of the club are a committed and dynamic group whom have a diverse range of skills for project managing this work.</p> <p>One trustee has construction experience and understands the requirements around project management and working with contractors to ensure all swift and smooth delivery.</p> <p>Our treasurer will be overseeing the budget for this project and has experience doing this with other maintenance work the club has delivered on the club rooms. They have been in this roles for the last 5 years.</p> <p>The club administrator will be keeping club members and facility users up to date with closure periods and other health and safety notices that will be necessary to keep this project moving smoothly.</p> <p>The solar installation company has 15 years experience delivering these systems and comes with excellent reviews and with a tract record of delivering on time and on budget.</p>	

<b>C. Ability to deliver</b>	<b>Weighting 25%</b>
<p>Please describe whether you can implement the Project within the next 6 to 18 months, and realise associated carbon emission reductions. Will the Project run over multiple years or within a shorter period? When will the Project deliver the benefits promised in the Proposal? See section 4.4 of the RFP</p> <p>With the season finishing in about 2 months club room usage will reduce significantly aligning well for the installation of the solar system.</p> <p>The installation company have already provided a quote and have confirmed they have capacity to install in 2-3 months time.</p> <p>The project period is estimated to be up to 6 weeks, however installation only take between 3-6 days. The additional time is allowed for the electricity provider to install a two way meter and for the safety testing to be done. This is completed by a third party whose schedule is less visible to us.</p> <p>The standard industry safety and sign off timeframe is 6 weeks. Even allowing for time over runs we can confidently say that the project will be complete within 6 months.</p>	

<b>D. Value for money</b>	<b>Weighting 25%</b>
<p>Please describe the Project benefits in relation to its cost? How will the Project lead to emission reductions and how large are those reductions expected to be compared to the funding being sought from the LCA Fund? How innovative is the Project compared to any equivalent business as usual</p>	



<b>D. Value for money</b>	<b>Weighting 25%</b>
<p>activities the Applicant would normally be undertaking? How important is the Fund to supporting the delivery, scale, or speed with which these emission reductions will be realised? What can still be achieved without funding? See section 4.4 of the RFP</p>	
<p>With a cost of \$15,000 in funding for an annual reduction of 359kgCO<sub>2</sub>-e this may not seem large however this compounds to 3,590kgCO<sub>2</sub>-e over a 10 year period.</p> <p>In addition, the savings in operating cost will then be funnelled into additional emissions reductions projects so the knock on effect of this funding will grow into far larger emissions saving in the long term.</p> <p>It is also the hope of the club to act as an example to other clubs and show that they can also take the same actions as us. For example if all clubs have EV charging it would enable and give confidence to member to use EV such as vans to arrive for games as they will have confidence they can charge while they play their games.</p> <p>Above all this is about being a good kaitiaki for the younger generation that will be coming through the club in years to come and starting the process for them to continue.</p>	

## Section 5 Project Components

In order for the Panel to assess your Proposal, it needs to understand the different components of the project, their cost, and how performance and delivery would be measured. The milestones you provide here may be used to help inform the milestones in any Funding Agreement with Hutt City Council.

<b>Major milestones of project</b> This table must be completed. Please use the 'insert row' function if you wish to add more milestones. Ensure the totals match section 1A.								
	<b>Project component</b> [Provide a high-level description of key project components or deliverables including number of hours and charge out rates for all project personnel.	<b>Key performance indicator(s)</b>	<b>Estimated start date</b>	<b>Estimated end date</b>	<b>Total cost to deliver this milestone (excl. GST)</b>	<b>Incremental Cost</b> [What is the additional cost compared to equivalent business as usual activity?]	<b>Expected LCA funding</b> [Cannot be more than 50% of the individual milestone]	<b>Your co-funding</b> [Must be at least 50 per cent of the individual milestone]
1	Down payment for purchase of solar and battery system	Signed contract with installer and receipt that all parts have been ordered	1 June 2025	1 July 2025	\$10,000.00	NA	\$5,000.00	\$5,000.00
2	Payment installation labour and additional material	Solar and batter installed and ready for testing	1 July 2025	1 August 2025	\$10,000.00	NA	\$5,000.00	\$5,000.00
3	Safety testing and livening the two way meter.	Testing complete and system is live	1 August 2025	1 September 2025	\$10,000.00	NA	\$5,000.00	\$5,000.00
<b>TOTALS (Must equal the equivalent project costs detailed in Section 1)</b>					\$30,000.00		\$15,000.00	

## Section 6 Proposed Funding Agreement

Together with the RFP document we have provided you with a Proposed Funding Agreement. We need to know whether or not you are prepared to accept the terms and conditions set out in the Proposed Funding Agreement.

Please indicate below your acceptance of the Proposed Funding Agreement.

**Either:**

<input checked="" type="checkbox"/>	Having read and understood the Proposed Funding Agreement for this round on the Hutt City Council website, I confirm that the terms and conditions within the agreement are acceptable. If successful, I agree to sign the Proposed Funding Agreement.
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**Or:**

If there are any clauses that you wish to amend in the Proposed Funding Agreement this is where you tell us, and note below any suggestions or changes you wish to propose, referencing the appropriate clause number.

<input type="checkbox"/>	Having read and understood the Proposed Funding Agreement for this round on the Hutt City Council website, I have the following suggestions to make. If successful, I agree to sign a Funding Agreement based on the Proposed Funding Agreement subject to negotiating the following clauses:
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It is important that, if asked, you are able to explain why your changes are important to you.

Clause	Concern	Proposed solution
[insert number]	[briefly describe your concern about this clause]	[describe your suggested alternative wording for the clause or your solution]
[insert number]	[briefly describe your concern about this clause]	[describe your suggested alternative wording for the clause or your solution]

Please use the 'insert row' function if you wish to add more clauses.

## Section 7 Declaration

I declare on behalf of the Applicant, including any Co-applicants:

### Please check

<input checked="" type="checkbox"/>	that I have read this form and the RFP document and I fully understand the procedures, terms, conditions and criteria
<input checked="" type="checkbox"/>	that this Response Form (Proposal) and the RFP document together outline the basis on which this Proposal is made and the procedures, terms, conditions and criteria for the Low Carbon Acceleration Fund
<input checked="" type="checkbox"/>	that the statements in this Proposal are true and the information provided is complete and correct and there have been no misleading statements or omission of any relevant facts nor any misrepresentations made
<input checked="" type="checkbox"/>	that all named key personnel have agreed to be included in this proposal
<input checked="" type="checkbox"/>	that Hutt City Council and its advisers may disclose to or obtain from any government department or agency, private person or organisation, any information about the Applicant or project (except that marked as "Confidential") for the purposes of gaining or providing information related to the processing and assessment of this application
<input checked="" type="checkbox"/>	that the Applicant will, if requested by Hutt City Council or its advisers in connection with this funding process, provide any additional information sought and provide access to its records and suitable personnel
<input checked="" type="checkbox"/>	that if successful, I consent to the public release, including publishing on the internet, of the name of the Applicant, the amount of grant sought, the amount of funding offered, contact details of the Applicant and a description of the activity/project, and undertake to cooperate with Hutt City Council on communications relating to this Proposal, which may be in the form of a media release, case study, web content, conference presentation or whitepaper, sharing via social media, or other form as agreed with Hutt City Council
<input checked="" type="checkbox"/>	that I understand Hutt City Council's obligations under the Local Government Official Information and Meetings Act and that, notwithstanding any relationship of confidence created as a result of this Proposal, the provisions of this Act apply to all of the information provided in this Proposal
<input checked="" type="checkbox"/>	that all activities in the proposed project are lawful activities that will be carried out lawfully
<input checked="" type="checkbox"/>	the Applicant is not in receivership or liquidation nor will the project be managed by someone who is undischarged as bankrupt or prohibited from managing a business
<input checked="" type="checkbox"/>	where external providers are being employed as part of the project/activity, the relevant providers are not employees or directors of the Applicant, and nor do they have any other direct or indirect interest in the Applicant, whether financial or personal unless specifically stated in the Proposal
<input checked="" type="checkbox"/>	that Hutt City Council has sole discretion to determine which Proposals (if any) will receive LCA funding investment and that I understand that there is no agreement for Hutt City Council to provide funding until both parties have signed a Funding Agreement

<input checked="" type="checkbox"/>	that all necessary internal approvals (CEO, Board etc.) and relevant budgets for the project to proceed, subject to successful LCA fund application, will be in place before the Project commences.
<input checked="" type="checkbox"/>	that I have flagged changes to the contract that I would like to discuss with Hutt City Council
<input checked="" type="checkbox"/>	that I have considered any possibility for real or perceived conflict of interest as defined in section 6.4 of the RFP document and confirm that:  <input checked="" type="checkbox"/> I have no real or perceived conflict of interest  OR  <input type="checkbox"/> I may have a real or perceived conflict of interest as detailed below:  Insert details here...
<input checked="" type="checkbox"/>	that I am authorised to make this Proposal on behalf of the Applicant (including any Co-applicant) identified in Section 1 of this form.

**Signature**

This declaration must be signed by a person with the legal and financial authority to commit your organisation to a transaction.

<b>Signature</b>	
Name <b>Title</b> <b>ORGANISATION</b>	Ms Jo Smith <b>Club President</b> <b>EXAMPLE SPORTS CLUB TRUST</b>
Date:	(3 March 2025)