



# Tune Up Canberra

Program and application guidelines

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ACT Planning &  
Land Authority

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# Tune Up Canberra

## What is Tune Up Canberra?

Tune Up Canberra offers financial incentives to building owners to improve the energy and/or water efficiency of the ACT's existing commercial office building stock.

Tune Up Canberra is a \$2 million dollar-for-dollar grants program that aims to:

- encourage owners to 'tune up' their commercial office buildings to improve energy and/or water efficiency
- increase knowledge about how commercial office buildings in the ACT can be 'tuned up'
- demonstrate tune ups are economically beneficial and provide significant ongoing environmental and cost benefits.

The ACT Government has identified that commercial buildings provide an opportunity to address some environmental issues. A 2009 study by the Centre for International Economics found that investment in energy efficiency in the built environment will deliver reductions in emissions faster and more economically than alternative approaches.

## The program

Tune Up Canberra is a two-stage program providing funding to building owners who own Class 5 office buildings exceeding 500m<sup>2</sup> in gross floor area. Successful applicants will be required to meet Tune Up Canberra funding commitments at least dollar-for-dollar.

Applicants may apply for both stage one and two, but should note that being granted funds in stage one does not guarantee funding for stage two.

### Stage 1: Preparing a Tune Up Report

The Tune Up report is to have the following four (4) parts:

1. Details of the building's current energy and/or water use i.e. a NABERS rating, electricity and/or water bills.
2. Recommendations as to how energy and/or water savings can be made i.e. what tune up of building equipment and/or upgrades or building will decrease energy and/or water usage.
3. Details of what energy and/or water savings if the recommendations outlined in part 2 of the Tune Up report are implemented.
4. Details of the cost associated with implementing the energy and/or water savings.

The maximum funding available will be the less of **\$8000** (GST inclusive) or **50 per cent** of the report cost. For example, if the report costs \$10,000, Tune Up Canberra may fund half - \$5,000. If it costs \$16,000, Tune Up Canberra may fund up to \$8,000.

### Stage 2: Applying for capital works funding

Applicants can apply to undertake agreed capital works:

- based on the findings and recommendations contained in the Tune Up report prepared during Stage 1 or
- based on the findings/recommendations of an independently produced report recently commissioned/produced by the applicant which contains the same information required for a Tune Up report.

The maximum funding available will be the less of **\$100,000** (GST inclusive) or **50 per cent** of the proposed capital works cost. For example, if a project has a value of \$100,000, Tune Up Canberra may fund \$50,000 and the applicant will be required to fund the remainder of the work.

## Stage 1

# Who can apply?

### Eligibility criteria

To be eligible for the Tune Up Canberra Stage 1 funding, an applicant must:

- ensure the application form is signed by:
  - the owner/s or
  - an agent of the owner/s acting on behalf of the owner/s of the building that is the subject of the application
- submit only one application per building
- confirm the building is a commercial office building Class 5 as defined by the Building Code of Australia
- confirm the building has a gross floor area of 500m<sup>2</sup> or more
- confirm that the application is to purchase works to be used solely in the ACT
- seek no more than the maximum amount of available funding, \$8,000 (GST inclusive)
- advise if the owner/s of the building have previously received funding from the ACT Government
- advise of any outstanding grants from the ACT Government for either the building owner/s or for the subject building
- confirm the building owner/s have fulfilled previous ACT Government funding reporting requirements including submission of completed evaluation forms, acquittal reports and audited financial statements
- agree to providing the ACT Government with the details of all outcomes pertaining to the project for internal reporting processes
- provide details of insurance as required by this guideline
- provide rationale for the proposed funding amount, such as a quote from a consultant, and
- provide a written response to all assessment criteria for Stage 1 as outlined in this guideline.

### What will be funded?

The following items are considered eligible expenditure:

- cost of consultants required to complete the Tune Up report.

## What won't be funded?

The following items of expenditure will not be funded by the Tune Up Canberra program:

- projects and/or activities that do not contribute to the aims of Tune Up Canberra
- any project that does not occur in the ACT
- the cost of obtaining NABERS or Green Star ratings
- retrospective costs — projects or purchases which have already taken place
- salary costs for the time spent by employees on the project
- the costs of preparing the original grant application, any project variation requests and any project reports required under the grant agreement
- obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations
- administration expenses including communications, accommodation, utilities costs, office computing facilities, printing and stationery, postage, legal and accounting fees, and bank charges
- travel and accommodation expenditure
- existing projects or services
- commitments such as contracts, hire purchases or rental agreements for any goods beyond the period funded, and
- costs of products or activities which are core business of the organisation. These include the infrastructure costs associated with running an organisation (e.g. employment of core staff, equipment, core programs, leasing or maintaining real estate).

This list is not exhaustive. Other activities or specific expenditure may be ineligible because the program delegate decides it does not directly support the achievement of the planned outcomes of the program or is contrary to the spirit and intention of the Tune Up Canberra program.

## What needs to be in the Tune Up report?

The Tune Up report is to have the following four (4) parts:

1. Details of the building's current energy and/or water use. Any rating tool (i.e. NABERS, Green Star or energy/water bills demonstrating building performance over a continuous 12 month period) can be used.  
  
Note 1: Tune Up Canberra will not fund the cost of obtaining NABERS or Green Star ratings.  
  
Note 2: If the applicant is eventually successful in securing funding for Stage 2, the final baseline measurement will need to be provided using the same measurement tool.
2. Recommendations as to how energy and/or water savings can be made i.e. what tune up of building equipment and/or upgrades or building will decrease energy and/or water usage.
3. Quantifiable details of energy and/or water savings if the recommendations outlined in part 2 of the Tune Up report are implemented.
4. Details of the cost to implement the energy and/or water savings.

# What happens after submission?

## How will applications be assessed?

- Application assessment will not start until that application round has closed (see page 16 or the ACTPLA website for dates).
- Assessment and approval of each round of applications will take between four (4) and six (6) weeks.
- Only eligible applications will be assessed. To be eligible, the application must meet all criteria outlined on page 3 of this guideline.
- Applications will be assessed against the criteria outlined below by an assessment panel.

## Assessment criteria

Stage 1 applications will be assessed against the following criteria.

<b>Criteria 1</b>
<b>Align with Tune Up Canberra aims and deliver a result that benefits the ACT environment.</b>
The project has the potential to:
<ul style="list-style-type: none"> <li>▪ encourage other building owners to ‘tune up’ their commercial office buildings to improve energy and/or water efficiency.</li> </ul>
<ul style="list-style-type: none"> <li>▪ increase knowledge about how commercial office buildings in the ACT can be ‘tuned up’.</li> </ul>
<ul style="list-style-type: none"> <li>▪ demonstrate tune ups are economically beneficial and provide significant ongoing environmental and cost benefits.</li> </ul>
<b>Criteria 2</b>
<b>Sound project planning.</b>
The applicant has:
<ul style="list-style-type: none"> <li>▪ provided a project plan which includes a project timeline showing completion of the project within 12 weeks of receiving funding.</li> </ul>
<ul style="list-style-type: none"> <li>▪ demonstrated they have the resources available to complete the project. In particular they have provided details of key employees and contractors and their role in the project.</li> </ul>
<b>Criteria 3</b>
<b>Realistic and value for money.</b>
The applicant has:
<ul style="list-style-type: none"> <li>▪ provided a budget breakdown which clearly details all expenditure for the project, i.e. details of proposed works, including an itemised schedule of works and accurate costing</li> </ul>
<ul style="list-style-type: none"> <li>▪ demonstrated they will be able to fund the cost of the project not met by Tune Up Canberra funding, i.e. details from an accountant confirming ability to fund the costs of the project not met by Tune Up Canberra have been provided.</li> </ul>

These criteria do not carry equal weightings and are not ranked in order of priority. Each application will be assessed according to the overall merits of the application when assessed against these criteria.

## How will applications be decided?

- Applications will be decided based on the assessment panel's assessment of the application against the assessment criteria and the availability of funds.
- The assessment panel may request further information from the applicant if deemed necessary.
- Recommendations for funding will be made to the ACT Minister for Planning for final approval. Once the decision has been reached, successful applicants will be informed and a public announcement made. Due to this process, the ACT Planning and Land Authority is unable to provide feedback on the outcome of applications before the assessment process finishes.
- The ACT Minister for Planning's decision regarding successful applicants and the size, terms and conditions of the grant, will be final.
- There will be no review of decisions.
- On request, feedback to unsuccessful applicants will be provided following public announcement of the outcome of the application round.

## How will recipients of funding be announced?

- If an applicant is successful, a written letter or email of offer will be sent. The applicant will have 30 business days to execute a funding agreement with the ACT Government from the date of offer. Failure to execute a funding agreement in this time may result in the ACT Planning and Land Authority withdrawing the offer.
- If an application is unsuccessful, the ACT Planning and Land Authority will provide notification in writing.
- Following completion of the assessment period successful projects will be listed on the Tune Up Canberra webpage. Details on the webpage may include:
  - name of the entity/entities or associated beneficiary entity
  - title of the project
  - a description of the project and its intended outcomes
  - amount of funding awarded.
- Following completion of the assessment period successful projects may be publicly announced by the Minister for Planning. Public announcements may include:
  - name of the entity/entities or associated beneficiary entity
  - title of the project
  - a description of the project and its intended outcomes
  - amount of funding awarded.

## What happens once funding has been approved and announced?

### **Deed of Grant**

A copy of a standard Deed of Grant for stage one of the program can be found on the project webpage. The ACT Government reserves its right to amend the terms of the published standard Deed of Grant, from time to time. Once a successful application has been announced, a Deed of Grant based substantively on the standard Deed of Grant, will be sent to the applicant. Successful applicants will be required to execute this Deed of Grant if they wish to receive funding. Once the Deed of Grant is signed and co-signed by the ACT Government, funds will be released in accordance with the payment schedule outlined later in this guideline. The Deed of Grant will identify certain legal obligations associated with the grant, including project activities, requirements concerning the use of grant funds, project evaluation and financial reporting. In some instances the ACT Government will offer funding on the basis that certain conditions are met. These will be made clear before the Deed of Grant is signed.

Once a successful application has been announced the Deed of Grant will be sent to the applicant. This Deed of Grant is a standard document which successful applicants will be required to sign if they wish to receive funding. A copy of the Deed of Grant can be found on the project webpage. Once the Deed of Grant is signed and co-signed by the ACT Government, funds will be released in accordance with the payment schedule outlined later in this guideline. The Deed of Grant identifies certain legal obligations associated with the grant including projects activities, requirements concerning the use of grant funds, project evaluation and financial reporting. In some instances the ACT Government will offer funding on the basis that certain conditions are met. These will be made clear before the Deed of Grant is signed.

## Insurance

All applications must demonstrate that the consultants engaged to complete the Tune Up report for Stage 1 must effect and maintain for the Term:

- all insurance coverage required to be effected by it by law, and professional indemnity insurance with coverage in the amount of \$5 million in respect of each claim and in the annual aggregate with a prescribed insurer and must produce evidence of that insurance as required by the ACT Government.

## Acquittal of grant funds

Successful applicants must expend the funds within twelve (12) weeks of receipt of funds or at the completion of the project, whichever is sooner. The funds must be expended in accordance with the project outlined in the grant application and in the Deed of Grant. An acquittal of the grant must be provided within 30 days of the completion of the grant project.

Any unexpended funds are to be returned at the time of acquitting the grant. Successful applicants unable to appropriately expend the funds and/or complete the project in the time allowed must notify the Tune Up Canberra Program Secretariat as soon as possible.

## Reporting

Upon completion of the grant project, the applicant is to submit to the ACT Planning and Land Authority:

- a copy of the completed Tune Up report,
- a copy of the consultant's invoices for preparing the Tune Up report.

## Payment schedule

Milestone	Percentage of approved funding paid upon reaching milestone
The Deed of Grant is signed and co-signed by the ACT Government.	80%
The ACT Planning and Land Authority receives a copy of the completed Tune Up report.	20%

# Stage 2

## Who can apply?

### Eligibility criteria

To be eligible for the Tune Up Canberra Stage 2 funding an applicant must:

- ensure that the application form is signed by:
  - the owner/s or
  - an agent of the owner/s acting on behalf of the owner/s of the building that is the subject of the application.
- submit only one application per building
- confirm the building is a commercial office building Class 5 as defined by the Building Code of Australia
- confirm the building has a gross floor area of 500m<sup>2</sup> or more
- confirm the application is to purchase works to be used solely in the ACT
- seek no more than the maximum amount of available funding, \$100,000 (GST inclusive)
- advise if the owner/s of the building have previously received funding from the ACT Government
- advise of any outstanding grants from the ACT Government for either the building owner/s or the subject building
- confirm the building owner/s have fulfilled previous ACT Government funding reporting requirements including submission of completed evaluation forms, acquittal reports and audited financial statements
- agree to providing the ACT Government with the details of all outcomes pertaining to the project for internal reporting processes
- provide details of insurance as required by this guideline
- have successfully completed Stage 1 of the Tune Up Canberra program or provide an independently produced report recently commissioned/produced by the applicant which contains the same information required for a Tune Up report
- confirm that all builders, electricians, plumbers, drainers, gasfitters, plumbing plan and building certifiers to be used as part of the project will be licensed or registered in the ACT, and
- provide a written response to all assessment criteria for Stage 2 as outlined in this guideline.

### What will be funded?

The following items are considered eligible expenditure:

- the cost of any project activities performed for the applicant by another organisation or an individual engaged under separate contract, unlimited in value except for the cost of obtaining pre-project, predicted and post-project baseline measurement assessment, and

- expenditure on the acquisition or construction of plant and equipment, including associated freight costs, of which the grantee is the financial owner.

## What won't be funded?

The following items of expenditure will not be funded by the Tune Up Canberra program:

- projects and/or activities that do not contribute to the aims of Tune Up Canberra
- any project that does not occur in the ACT
- the cost of obtaining NABERS or Green Star ratings
- upgrading of items and equipment operated by tenants, such as office equipment, electrical appliances, refrigeration, vending machines, washing machines, dishwashers, microwaves and ovens
- retrospective costs — projects or purchases which have already taken place
- upgrading of office equipment and electrical appliances owned or operated by building managers and/or owners
- salary costs for the time spent by employees on the project
- the costs of preparing the original grant application, any project variation requests and any project reports required under the grant agreement
- obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations
- opportunity costs relating to foregone rent or lease revenue as a result of the project
- administration expenses including communications, accommodation, utilities costs, office computing facilities, printing and stationery, postage, legal and accounting fees, and bank charges
- travel and accommodation expenditure
- in-kind or non-cash contributions
- existing projects or services
- commitments such as contracts, hire purchases or rental agreements for any goods beyond the period funded
- costs of products or activities which are core business of the organisation. These include the infrastructure costs associated with running an organisation (e.g. employment of core staff, equipment, core programs, leasing or maintaining real estate)
- professional services (i.e. engineers, architects etc), and
- costs associated with administration should not exceed more than 20 per cent of the total project's budget.

This list is not exhaustive. Other activities or specific expenditure may be ineligible because the program delegate decides it does not directly support the achievement of the planned outcomes of the program or is contrary to the spirit and intention of the Tune Up Canberra program.

# What happens after submission?

## How will applications be assessed?

- Application assessment will not start until that application round has closed (see page 16 or the ACTPLA website for dates).
- Assessment and approval of each round of applications will take between four (4) and six (6) weeks.
- Only eligible applications will be assessed. To be eligible, the application must meet all criteria outlined on page 3 of this guideline.
- Applications will be assessed against the criteria outlined below by an assessment panel.

## Assessment criteria

Stage 2 applications will be assessed against the following assessment criteria.

<b>Criteria 1</b>
<b>Align with Tune Up Canberra aims.</b>
The project has the potential to:
<ul style="list-style-type: none"> <li>▪ encourage other building owners to ‘tune up’ their commercial office buildings to improve energy and/or water efficiency. The applicant has demonstrated this by:               <ul style="list-style-type: none"> <li>▪ detailing how outcomes such as cost savings, energy and/or water savings and productivity gains will be collected, measured and interpreted.</li> <li>▪ detailing what cost effective technologies/tune up techniques are to be used that could be more widely adopted by other building owners.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>▪ increase knowledge about how commercial office buildings in the ACT can be ‘tuned up’.</li> </ul>
<ul style="list-style-type: none"> <li>▪ demonstrate tune ups are economically beneficial and provide significant ongoing environmental and cost benefits.</li> </ul>
<b>Criteria 2</b>
<b>Deliver a result that benefits the ACT environment.</b>
The applicant:
<ul style="list-style-type: none"> <li>▪ demonstrated how the works to be undertaken will improve energy and/or water efficiency in the short and long term.</li> </ul>
<ul style="list-style-type: none"> <li>▪ proposed strategies to ensure the project achieves and sustains the improvements projected in the Tune Up report or similar.</li> </ul>
<b>Criteria 3</b>
<b>Sound project planning.</b>
The applicant has:
<ul style="list-style-type: none"> <li>▪ provided a project plan which includes a project timeline showing completion of the project</li> </ul>

within 12 months of receiving funding.
<ul style="list-style-type: none"> <li>demonstrated they have the resources available to complete the project. In particular have they provided details of key employees and contractors and their role in the project?</li> </ul>
<ul style="list-style-type: none"> <li>identified if/what approvals will be required as part of project implementation i.e. development application approvals and building works approvals are included in their timelines.</li> </ul>
<b>Criteria 4</b>
<b>Realistic and value for money.</b>
The applicant has:
<ul style="list-style-type: none"> <li>provided a budget breakdown which clearly details all expenditure for the project.</li> </ul>
<ul style="list-style-type: none"> <li>demonstrated they will be able to fund the cost of the project not met by Tune Up Canberra funding.</li> </ul>
<ul style="list-style-type: none"> <li>provided a budget breakdown which includes quotes from all relevant tradespersons.</li> </ul>

These criteria do not carry equal weightings and are not ranked in order of priority. Each application will be assessed according to the overall merits of the application when assessed against these criteria.

### How will applications be decided?

- Applications will be decided based on the assessment panel's assessment of the application against the assessment criteria and the availability of funds.
- The assessment panel may request further information from the applicant if deemed necessary.
- Recommendations for funding will be made to the ACT Minister for Planning for final approval. Once the decision has been reached, successful applicants will be informed and a public announcement made. Due to this process, the ACT Planning and Land Authority is unable to provide feedback on the outcome of applications before the assessment process finishes.
- The ACT Minister for Planning's decision regarding successful applicants and the size, terms and conditions of the grant will be final.
- There will be no review of decisions.
- On request, feedback to unsuccessful applicants will be provided following public announcement of the outcome of the application round.

### How will recipients of funding be announced?

- If an applicant is successful, a written letter or email of offer will be sent. The applicant will have 30 business days to execute a funding agreement with the ACT Government from the date of offer. Failure to execute a funding agreement in this time may result in the ACT Planning and Land Authority withdrawing the offer.
- If an application is unsuccessful, the ACT Planning and Land Authority will provide notification in writing.
- Following completion of the assessment period successful projects will be listed on the Tune Up Canberra webpage. Details on the webpage may include:

- name of the entity/entities or associated beneficiary entity
- title of the project
- a description of the project and its intended outcomes
- amount of funding awarded.
- Following completion of the assessment period successful projects may be publicly announced by the Minister for Planning. Public announcements may include:
  - name of the entity/entities or associated beneficiary entity
  - title of the project
  - a description of the project and its intended outcomes
  - amount of funding awarded.

## What happens once funding has been approved and announced?

### Deed of Grant

Once a successful application has been announced the Deed of Grant will be sent to the applicant. This Deed of Grant is a standard document which successful applicants will be required to sign if they wish to receive funding. A copy of the Deed of Grant can be found on the project webpage. Once the Deed of Grant is signed and co-signed by the ACT Government, funds will be released in accordance with the payment schedule outlined later in this guideline. The Deed of Grant identifies certain legal obligations associated with the grant including projects activities, requirements concerning the use of grant funds, project evaluation and financial reporting. In some instances the ACT Government will offer funding on the basis that certain conditions are met. These will be made clear before the Deed of Grant is signed.

### Insurance

All applications MUST demonstrate that the consultants engaged to complete the Tune Up report for Stage 2 must effect and maintain for the Term:

- all insurance coverage required to be effected by it by law
- public liability insurance with coverage in the amount of not less than \$20 million in respect of each claim
- professional indemnity insurance with coverage in the amount of \$10 million in respect of each claim and in the annual aggregate, and
- with a prescribed insurer and must produce evidence of that insurance as required by the Territory.

It is possible that an organisation may be required to obtain insurance at a higher level. It is your responsibility to ensure you have the correct level of insurance for your project.

### Acquittal of grant funds

Successful applicants must expend the funds within twelve (12) months of receipt of funds or at the completion of the project, whichever is sooner. The funds must be expended in accordance with the project outlined in the grant application and in the Deed of Grant. An acquittal of the grant must be provided within 30 days of the completion of the grant project.

Any unexpended funds are to be returned at the time of acquitting the grant. Successful applicants unable to appropriately expend the funds and/or complete the project in the time allowed must notify the Tune Up Canberra program secretariat as soon as possible.

## **Reporting**

Upon completion of the grant project the applicant is to provide the ACT Planning and Land Authority with the information outlined directly below. Payment of the final outstanding 20% of funds will not be made until the following information is provided:

- a copy of the before and after baseline reading of energy and/or water usage. The after reading is to be provided in the same format as the before reading was taken i.e. if water and electricity bills were initially provided, please provide them again
- a copy of either the Tune Up report prepared as part of Stage 1 or a similar report prepared by the building owner before Stage 2 works commenced
- copies of invoices for all works undertaken as part of Stage 2
- a spreadsheet in which details of all invoices have been entered and total cost is calculated
- a copy of the certificate of occupancy and use if building works was undertaken
- a copy of the certificate of compliance for plumbing from the licensed plumber if plumbing works was undertaken
- a copy of the certificate of electrical safety from the testing licensed electrician if electrical works was undertaken
- a copy of ACT Gas Certificate of Compliance from the licensed gasfitter if gas works was undertaken
- a report which answers the following questions:
  - What was the dollar cost per square metre?
  - What works made the biggest difference in the cost of running the building i.e. best value for money?
  - Have any of the works made the building more comfortable for its occupants?
  - Were there any unexpected positive or negative effects?
  - Were any behaviours change strategies for building occupants also put in place during/after the works being undertaken for Stage 2?
  - Were there any difficulties finding skilled people to undertake the work?

## **Advertising**

Any advertising undertaken by successful applicant/s and/or building owner/s in relation to Tune Up Canberra funded projects must appropriately acknowledge the ACT Government for the assistance provided.

## Payment schedule

Milestone	Percentage of approved funding paid upon reaching milestone
The Deed of Grant is signed and co-signed by the ACT Government.	20%
Sixty percent of the approved funding is paid in accordance with milestones agreed by the ACT Planning and Land Authority and the applicant.	60%
The ACT Planning and Land Authority receives a baseline measurement in the same format as in the Tune Up report post completion of capital works so that it can be seen that an improvement in the building's performance has been achieved.	20%

# General

## Additional/other costs

Where the applicant experiences unforeseen circumstances during the course of the project and there is an expectation that the project will run over budget, the organisation must advise the Program Secretariat as soon as possible.

Should the project cost exceed the amount awarded, the ACT Government will not be responsible nor obliged to pay any monies additional to the notified amount awarded under the original grant.

## How can I apply?

### Application forms

This guideline and the application forms can be downloaded from the ACT Planning and Land Authority's web site at: <http://www.actpla.act.gov.au/tuneupcanberra> or the ACT Grants Portal at [www.grants.act.gov.au](http://www.grants.act.gov.au)

### Tips for completing a Tune Up Canberra application

1. Complete the questions in the application forms as fully and accurately as possible.
2. Ensure that application forms are signed by the owner/s of the building that is the subject of the application or an agent of the owner/s acting on behalf of the owner/s of the building that is the subject of the application.
3. Submit five unbound applications if the application is submitted by post or hand.
4. Do not bind or staple applications. For ease of scanning and copying, secure completed application form and supporting documentation with a paper clip/bulldog clip.
5. Ensure all supporting documentation is submitted with application forms. Choose a method for submission that allows you to meet this criterion as incomplete applications will not be assessed.
6. Keep a copy of the application for your records.

### When can applications be submitted?

There are four remaining application rounds. Application rounds indicate when the ACT Planning and Land Authority will receive applications for assessment.

Round	Announce	Closes	Stage application accepted
1	Monday 12 April 2010	Friday 11 June 2010	1 and 2
2	Monday 12 July 2010	Friday 10 September 2010	1 and 2
3	Monday 11 October 2010	Friday 3 December 2010	1 and 2
4	Monday 17 January 2011	Friday 11 March 2011	1 and 2
5	Monday 11 April 2011	Friday 3 June 2011	1 and 2

All applications must be received by 5:00pm local time on the day the application round closes. Applications postmarked the day on which the application round closes will be accepted.

Applications lodged after the round closes will not be considered during that round's assessment. Instead, they will be assessed during the next round's assessment period. Applications lodged after the closing of round 5 will not be considered unless an extension has been negotiated with the Tune Up Canberra program secretariat before the closing date for applications. An extension will only be provided when exceptional circumstances prevent the organisation meeting the due date.

## How should an application be submitted?

Applications may be submitted:

**By email to:** [tuneupcanberra@act.gov.au](mailto:tuneupcanberra@act.gov.au)

**By post to:** **Tune Up Canberra program**  
**ACT Planning and Land Authority**  
**GPO Box 1908**  
**Canberra ACT 2601**

**By hand at:** **Tune Up Canberra program**  
**ACT Planning and Land Authority**  
**Ground Floor South Building**  
**Dame Pattie Menzies House**  
**16 Challis Street**  
**Dickson ACT 2602**

## More information or assistance

For more information or assistance please contact the Tune Up Canberra program secretariat by:

**Phone:** **02 6205 9872**

**Email:** [tuneupcanberra@act.gov.au](mailto:tuneupcanberra@act.gov.au)