

**Important: This form is to be completed and submitted along with your Application form.**

*This Project Evaluation form is provided to assist applicants prepare their applications for Crown loan funding and ensure all applications are treated in a fair and consistent manner.*

*Please ensure you complete each section. All responses should be brief and factual.*

*Where relevant, please include additional supporting documents.*

*Where data in the Project Evaluation form is repeated in the Application form, it is necessary to complete both forms. Do not put “refer Project Evaluation form” or “see attached”.*

***Important:*** *Remove all prompts (all blue italicised text) on completion of this Project Evaluation form.*

*Handwritten Project Evaluation forms will not be accepted.*

1. **Applicant Details**

|  |  |
| --- | --- |
| Name of organisation |  |
| Name of project manager / contact person: |  |
| Date of application |  |

1. **Description of the Project**

|  |  |
| --- | --- |
| Title of project:  |  |
| Total project cost (excl GST) |  |
| EECA loan amount |  |
| Non-EECA funding | List all other sources of funding for this project |
| Location of project (physical address / s) |  |
| Project description* *Provide an outline of the project, the rationale for the project and expected outcomes.*
* *Ensure the evaluation panel clearly understands what the project is trying to achieve.*
 |

1. **Energy and cost savings**

|  |
| --- |
| **Summary of savings by measure** |
| **Description** | **Demand reduction (kW)** | **Electricity savings (kWh)** | **Other fuel savings (kWh)** | **Project Cost ($)** | **Energy & Demand Savings ($)** | **Non energy savings ($)** | **Project Payback (Years)** |
| *e.g Lighting* |  |  |  |  |  |  |  |
| *e.g BMS upgrade* |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |



*Describe how the energy and cost savings above are going to be achieved. On completion of this section, a reviewer should:*

* + *know what technologies are being employed and how the savings are being achieved. It should include calculations or a spreadsheet or both.*
	+ *have confidence the savings projections are realistic and achievable.*

*In order to achieve this it is necessary to specify the type of technology, quantities, hours of use and energy tariffs e.g. consider a lighting upgrade:*

*Type of technology Replacing twin 36 watt T8 fluorescent fittings at 90 watts / fitting (includes ballast losses) with twin T5 28 watt fittings at 62 watts / fitting to achieve reductions of 28 watts / fitting*

*Quantities 120 fittings*

*Hours of use 3,000 hours p.a.*

*Tariffs 18 cents / kWh*



1. **Impact of the project on the site’s total energy use:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Fuel type** | **Current use p.a. (kWh)** | **Proposed use p.a. (kWh)** | **Reduction / Savings (kWh)** | **Current cost p.a. ($)** | **Proposed cost p.a. ($)** | **Reduction / Savings ($)** |
| *Electricity* |  |  |  |  |  |  |
| *Gas* |  |  |  |  |  |  |
| *LPG* |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |

1. **Greenhouse gas reductions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Fuel type saved** | **Energy (fuel) savings** | **Conversion factor \*** | **CO2 reductions (tonnes)** |
| *Electricity* |  | *0.0000780 tCO2/kWh* |  |
| *Natural Gas* |  | *0.000202 tCO2/kWh* |  |
| *Diesel*  |  | *0.00268 tCO2/litre* |  |
| *LPG* |  | *0.00297 tCO2/kg* |  |
| *Petrol* |  | *0.00237 tCO2/litre* |  |
| *Coal & Other* | Refer MfE website:[Measuring\_Emissions\_Emission Factors\_Workbook\_2024.xlsx](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fenvironment.govt.nz%2Fassets%2Fpublications%2FMeasuring-Emissions-2024%2FMeasuring_Emissions_EmissionFactors_Workbook_2024.xlsx&wdOrigin=BROWSELINK) |

 *\* Includes Transmission & Distribution Losses, for Electricity and Natural Gas*



1. **Co - benefits of the Project**

|  |  |
| --- | --- |
| **Project benefit**  | **Description** |
| *(e.g. maintenance cost savings, improved working environment, productivity increases, noise reduction, health and safety etc.)* | *Provide details of the expected benefit of the project. Include details of any equipment that the funding will make redundant.**Provide details of payback period or IRR where applicable.* |
|  |  |
|  |  |

1. **Ability to be Replicated**

*If available, provide any information you have on how many other organisations in New Zealand could utilise this technology or already are using it.*

*How can this project be replicated or learned from for use in other situations?*

*What is the current market share of the technology in New Zealand?*

1. **Likelihood project will proceed**

|  |  |  |
| --- | --- | --- |
|  | **Likelihood (%)** | **Comment** |
| In event this application is successful, the likelihood of the project proceeding is: |  |  |



1. **Project Timeline**

Proposed project timeline (key activities / milestones):

|  |  |
| --- | --- |
| **Date** | **Activity / milestone** |
|  | *Project tender* |
|  | *Loan funds received from EECA* |
|  | *Goods ordered* |
|  | *Installation start date* |
|  | *Commissioning date* |
|  | *Practical completion* |

*This should be limited to about 6 key milestones including project tender and evaluation, installation start date, 2-3 key project activities or milestones, commissioning and acceptance, and the date of practical completion.*

*Note: the commitment of project funds (e.g. entering into contracts with service providers, ordering of equipment etc.) needs to occur after EECA advises loan funding for this project has been approved – not prior to EECA approving loan funding for this project.*

1. **Project Auditing and Monitoring**

*Provide details about how you intend to report on the projects progress.*

*Describe how the success of the project can be measured and reported.*

*Consider what information needs to be collected to make a good case study for EECA to publish on its website or to share with other government organisations and businesses.*

*Provide details on how the project can be audited to assess product quality or durability and installation quality.*



1. **Additional information**

**List any additional information attached in the following table.**

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |

**SIGNATURE:**

**NAME:**

**POSITION:**