



# ACT Sustainable Household Scheme

**Community**

Vendor Checklist

# 4 steps

## How to make a community group application

The Sustainable Household Scheme (SHS) created by the ACT Government, is now open to eligible community groups.

Brighte manages the loan product for ACT SHS.

We'll explain the eligibility criteria for a loan, and take you through the process step by step.

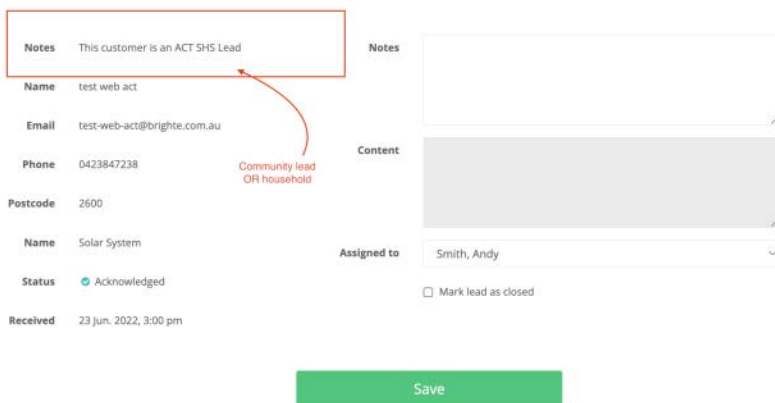
If you need help or have any questions please contact your BDM directly.

## STEP 1

### You receive an application

Community organisations will request a quote via the Brighte marketplace.

Please note, the [Brighte Vendor Portal](#) will tell you if this is a community group lead that has requested a quote.



The screenshot shows a web form for a Brighte application. On the left, a list of fields is displayed: Notes (with a red box around the text 'This customer is an ACT SHS Lead'), Name (test web act), Email (test-web-act@brighte.com.au), Phone (0423847238), Postcode (2600), Name (Solar System), Status (Acknowledged with a blue checkmark icon), and Received (23 Jun. 2022, 3:00 pm). On the right, there are larger input areas for Notes and Content, an Assigned to dropdown menu (showing 'Smith, Andy'), and a checkbox for 'Mark lead as closed'. A red arrow points from the 'Community lead OR household' text to the 'Notes' field. At the bottom center is a green 'Save' button.

Notes	This customer is an ACT SHS Lead
Name	test web act
Email	test-web-act@brighte.com.au
Phone	0423847238
Postcode	2600
Name	Solar System
Status	<input checked="" type="checkbox"/> Acknowledged
Received	23 Jun. 2022, 3:00 pm

Notes

Content

Assigned to

Smith, Andy

☐ Mark lead as closed

Save

## STEP 2

# Quote and application

Once the applicant is ready to apply, login to the [Brighte Vendor Portal](#) and navigate to **'Referrals'**.

Under 'Purpose of purchase' select **'Organisation/Business'**.

## Referrals

Branch name

Medical Solar

Is this purchase an ACT SHS Loan?

Yes

No

Purpose of purchase

Residential

Organisation / Business

Is this customer eligible for ACT Home Energy Support?

Yes

No

Product category

Select product category

Purchase total

\$

Deposit amount

(Optional)

\$

Reference #

(Optional)

During this process, the applicant on behalf of the community group will need to provide the organisation's ABN, and will also select their preferred repayment term at the point of referral.



As always, please ensure that the applicant has reviewed and has met all eligibility criteria set out by ACT Government to access this loan.

## Eligibility Criteria

- A not-for-profit community organisation that operates in the ACT (You can verify they're based in the ACT by checking the address on a utility bill or lease agreement) and is listed on one or both of the following registers:
  - [Access Canberra ACT Incorporated Associations Public Register](#) → ;or
  - [Australian Charity and Not-for-profit Commission Register](#) →
- The community group must be financially able to repay the loan. A credit check and credit assessment will be undertaken to assess the groups financial suitability.
- Participated in either An Actsmart workshop - [they can register here](#) → or have participated in The Business & Energy Water program.

### STEP 3

## Email sent to applicant

Similar to a households application, the applicant is emailed a link to their to begin their application. They'll be asked to supply the following info:

- ACNC or Access Canberra Incorporations Register number
- Years of trading and number of employees
- Registered business address
- Proof of business property ownership or lease agreement
- Brighte will request financial statements including a P&L statement and/or a balance sheet, to support your organisation's capacity to repay.

The Brighte credit team will assess the application, once it has been submitted with all the above. The outcome will be shown in the [Brighte Vendor Portal](#) and it will also be sent to the applicant via email.

You can keep track of all your applications in the [Brighte Vendor Portal](#) via loan type just look for '**ACT Community Loan**'.



#### STEP 4

### Request payment

Once the job is complete, the process to request payment remains the same as before.

Simply login to the [Brighte Vendor Portal](#), request payment and upload the relevant invoice.

The applicant will be notified, and asked to confirm the job is complete (delivery or installation of goods). Once Brighte receives confirmation from the applicant, we'll pay you.