

# NATIONAL TREE DAY GRANTS

Information and Guidelines 2019

## Introduction

National Tree day commenced in 1996 and has now grown to Australia's largest community tree planting and nature protection event. Each year, about 300,000 people volunteer to plant native trees and shrubs across the country. Lockyer Valley Regional Council is proud to assist schools and community organisations to participate in National Tree Day by providing grants to purchase plants and associated supplies. National Tree Day is Friday 26 July 2019 for Schools and Sunday 28 July 2019 for Community Organisations.

This document outlines the grants and financial assistance available to eligible schools and community organisations, and the process for submitting applications to Council.

Grants provided by Council are aimed at building community capacity and/or providing supplementary funding to assist with environmental outcomes that contribute to sustainable practices within the natural environment of the Lockyer Valley Region.

## Purpose of the grant

Non-recurrent grants of up to \$500 are available to schools and community organisations to undertake vegetation planting projects that will deliver solid environmental outcomes. Grants are funded within the Lockyer Valley region on the merit of project proposals and availability of funds. Higher value grants may be considered if the organisation can demonstrate requirements for ongoing maintenance and/or materials to ensure plant survival.

## Timetable 2019 National Tree Day grants

|                            |                   |
|----------------------------|-------------------|
| Applications Open          | May 2019          |
| Applications Close         | 5pm, 21 June 2019 |
| Assessment of Applications | 24-26 June 2019   |
| Recommendation to Council  | 10 July 2019      |
| Funds Granted              | July 2019         |
| Project completion         | 31 July 2019      |
| Grant Acquittal            | 30 September 2019 |

## Eligibility Criteria

- ✓ School or non-profit community organisations located within the Lockyer Valley
- ✓ Community organisations have significant local membership
- ✓ Organisations must be registered with the Australian Tax Office as a Not-for-Profit organisation or have an Incorporated body prepared to endorse their application
- ✓ School applications must have the approval of the School Principal

- ✓ All applicants must complete a National Tree Day Grant 2019 application form via SmartyGrants.
- ✓ Consideration will be given to the amount of financial assistance Council has provided to the non-profit community organisation or school in the preceding twelve-month period. However, projects that exhibit continued, new or longer term environmental management, conservation or education are encouraged to reapply.

## Assessment of applications

Applications must be lodged online using the Lockyer Valley National Tree Day Grants process by the closing date: <https://lockyervalley.smartygrants.com.au/>

The Community Grants Assessment Committee will assess applications to determine whether they meet the basic eligibility requirement. Applications from organisations or for purposes that do not meet the requirements will not be considered further.

Remaining eligible applications will be evaluated and assessed against criteria as part of a competitive process. Council will assess applications for funding projects based on:

- The ability to provide opportunities that strengthen and enhance our environment, in particular waterways, revegetation, regeneration, and erosion mitigation.
- The species to be planted are appropriate to the proposed planting area. Council are able to provide advice on appropriate local species.
- The use of local suppliers for plants and related materials (e.g. tree guards, jute mats, mulch, watering materials, educational materials such as species name tags).
- The provision of “in kind” contribution by the school or community organisation towards the project (“in kind” support includes volunteer time).
- The ability to provide ongoing maintenance to plants until they are self-sufficient.
- Linkages with Council’s Community Plan 2012-2022 and Corporate Plan 2012-2017.
- Spread throughout the region (geographic locations/catchment).

Council will determine the grant allocations (which may be ratified at a Council Meeting) and may allocate less than the full amount for which an application is made.

All applicants will be advised of the results of their application. Successful applicants will be advised in writing and requested to submit an invoice for the value of the grant allocated.

## Funding Conditions

Grant funding will be provided based on the following conditions:

- Expended on items as described in the application and not for any other purpose
- Expended within specified timeframes
- Applicants are required to provide details of previous grant applications
- Grants are awarded on budgetary allocations

- The organisation will provide evidence of Council acknowledgement, e.g. Branding, signage, newsletter
- If the recipient is unable to apply the funds for the agreed purpose or is unable to comply with the agreed conditions, Council must be notified immediately. In such circumstances, Council may require funds to be repaid.
- Follow sound governance practices, comply with all laws and regulations, adequately support and supervise volunteers
- Ensure Public Liability Insurance cover for the project and indemnify Council against any legal claims arising out of the project

## Payment of grants

Grant amounts will be determined by Council exclusive of GST. Payments to organisations that are registered for GST will include an additional GST component.

An organisation that does not have an ABN must complete a 'statement by supplier' (to be provided by Council) to accompany the invoice. Auspicing bodies will be responsible for submitting an invoice for any auspiced project and will be responsible for the funds. Payment will be made to the auspicing body.

## Please note

This guideline is current as at the date of approval. Refer to Council's website [www.lockyervalley.qld.gov.au](http://www.lockyervalley.qld.gov.au) to ensure this is the latest version.