

# Community Environmental Grants

## Round 2

### Information and Guidelines 2018/2019

## Introduction

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.

## Purpose of the grant

Non-recurrent grants of between \$500 and \$5,000 are made available to schools and community organisations to undertake projects that will deliver solid environmental outcomes. Grants are funded on the merit of project proposals and availability of funds.

Grants will be awarded to schools and community-based organisations in the Lockyer Valley that focus on environmental initiatives, education, management, conservation and enhancement and build on the capacity for long-term sustainability. The objectives of the 2018/19 funding round include:

- protection, maintenance and restoration of the natural environment supporting native fauna and flora
- education of the community about the importance of protecting, maintaining and restoring the natural environment
- flora and fauna survey work which raises community awareness of environmental values of the LVRC area and assists in the protection and or restoration of the natural environment.

## Timetable for Round 2 of the 2018/19 CEG

Applications Open	Friday 1 March 2019
Applications Close	5.00pm Friday 29 March 2019
Assessment of Applications	April 2019
Recommendation to Council	May 2019
Funds Granted	June 2019
Project completion	12 months after funds provided
Grant Acquittal	3 months after project completion

## Eligibility Criteria

- School or non-profit community group located within the Lockyer Valley
- Community groups - have significant local membership.
- Community group 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 Community Environmental Grant 2018/19 application form

- Use of the LVRC Community Environmental Grant monies as leverage to obtain further grants for the project from another program within the same financial year are eligible to apply, provided funds are expended within 12 months of provision of grant.
- If projects are not acquitted by the required date then the group may not be able to apply for future funding until the project has been fully acquitted in accordance with council's Grant procedures.
- Consideration will be given to the amount of financial assistance Council has provided to the non-profit community group 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.
- In addition to criteria outlined in Council's Community Grants and Assistance Procedure, criteria used to assess the LVRC Community Environmental Grant applications include:
  - the achievement of funding objectives through the proposed project
  - a project plan outlining how the project will be achieved
  - "in kind" contribution by the school or community group towards the project, "in kind" support includes volunteer time.
  - Linkages with Council's Community Plan 2012-2022 and Corporate Plan 2012-2017

Canvassing of elected members or Council Officers may lead to disqualification.

### **Assessment Criteria**

Applications for funding will be evaluated and assessed against criteria as part of a competitive process.

Council will assess applications for funding projects based on their ability to:

- Contribute to landscape protection, monitoring and rehabilitation of biodiversity and address major ecological threatening processes (e.g. Rural & urban runoff, clearing of vegetation, riparian corridors and linkages, pest management)
- Promote waterways and catchment health and reduce erosion and sediment runoff into waterways
- Establish partnerships and links with external agencies and residents that improve the protection, restoration and/or management of the region's environment (particularly on lands adjoining or lying within the immediate vicinity of existing conservation areas, land for wildlife properties, conservation parks, national parks, nature refuges, and council bushland reserves)
- Facilitate investment by state government and/or regional bodies for natural resource management, research organisations, community groups and industry in priority environmental projects in the region
- Environmental research projects that are directly relevant to improving the protection, restoration or management of the region's environment and are guided by existing environmental strategies
- Provide opportunities that strengthen and enhance our environment, in particular waterways, revegetation, regeneration, and erosion mitigation
- Strong vigorous research into protected fauna/flora/ecosystems
- Projects that have strong environmental outcomes

## Funding Conditions

Grants will be provided based on the following conditions:-

- Expended on items as described in the application and budget and not for any other purpose
- Applicants are required to provide details of previous grant applications
- Grants are awarded on budgetary allocations
- The organisation will meet all reporting requirements
- The organisation will provide evidence of Council acknowledgement, e.g. Branding, signage
- Within two (2) months of the completion of the project, funded organisations must provide a completed Grant Acquittal Form and supporting material to Council
- 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.

## Full information about the grant

Information about the grant program is contained in this guideline and full Community Grants Policy can be downloaded from the LVRC Website [www.lockyervalley.qld.gov.au](http://www.lockyervalley.qld.gov.au)

## Assessment of applications

Applications must be lodged online using the Lockyer Valley Community Grants Smarty 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.

## Community Grants Guidelines

Remaining applications will be assessed, prioritised and scored on:

- Evidence of need
- Fit with Councils policies and priorities
- Community involvement and inclusion
- Equity and access for the community
- Environmental sustainability
- Overall expected benefits

Council will determine the grant allocations 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.

## 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.

## Conditions of grant, reporting and acquittal

Successful applicants are expected to:

- Use the grant only for the approved project and within the specified timeline
- Return any unspent part of the grant to Council
- 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
- Complete an acquittal form which is to be submitted to Council within 2 months of the completion of the project
  - Acquittal includes the form, digital photos, reports and all invoices and receipts

## Related documents

- Community Grants & Assistance Policy
- Community Grants & Assistance Procedure
- Community Environmental Grants Application Form
- Community Environmental Grants Acquittal Form

## 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.