

# Guideline



## Community Environmental Grants Guidelines

2023/2024

### Introduction

Lockyer Valley Regional Council's Community Environmental Grants Program outlines the grants and financial assistance available to eligible schools and community organisations, and the process for submitting applications to Council.

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

### Purpose of the grant

Non-recurrent grants of between \$500 and \$5000 will be made available to schools and community organisations to undertake projects that will deliver solid environmental outcomes, depending upon availability of funds and the merit of project proposals.

These grants will be awarded to schools and community-based organisations in the Lockyer Valley that focus on:

- Environmental initiatives
- Environmental education
- Environmental management
- Environmental conservation
- Environmental enhancement
- Building capacity for long-term sustainability

## Timetable for 2023/2024 grant

Applications Open	15 February 2024
Applications Close	15 April 2024
Assessment of Applications	April/May 2024
Recommendation to Council	15 May 2024
Funds Granted	May/June 2024
Grant Acquittal	12 months after completion of project

## 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 and 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 which 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.
- Provide 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.
- Provide strong vigorous research into protected fauna/flora/ecosystems.
- Provide projects that have strong environmental outcomes.

## Funding conditions

Grants will be provided based on the following conditions:

- Grants provided are to be expended on items as described in the application form and budget, and not for any other purpose.
- Applications 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 etc.

- Within three 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 the full Community Grants Policy can be downloaded from the [Lockyer Valley Regional Council website](#).

## Assessment of applications

Applications must be lodged using the Lockyer Valley Community Grants Application Form by the closing date.

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 and prioritised and scored on:

- Evidence of need
- Fit with Council's 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.

## Payments 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.
- Have 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 three months of the completion of the project.

## Related documents

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