



Lake Macquarie Environmental Sustainability Grants 2018-19 Round One

Guidelines for applicants

Lake Macquarie City Council is pleased to invite applications from community groups, organisations and schools to undertake environmental sustainability projects. Grants of up to \$3000 are available to fund projects that have clear environmental sustainability outcomes and contribute to lasting improvements to the environment of the City.

There are two rounds of Environmental Sustainability Grants each year. For this round, applications **open Monday 9 July 2018** and **close Monday 20 August 2018, 5pm**. Applications will not be accepted after this date.

The Environmental Sustainability Grants process is competitive. To ensure your funding application has the best chance of success, it is a good idea to familiarise yourself with these guidelines, the application form and to contact the nominated Sustainability Engagement Officer before you apply. Potential applicants are encouraged to attend the information session about the grants (details below).

Who can apply?

Any not for profit community organisation can apply including community groups, school Parents and Citizens groups, community based pre-schools, service clubs, bush regeneration or conservation groups and Sustainable Neighbourhood Groups.

- Grants are only available to incorporated bodies. If your group is not incorporated, you must arrange for another legal entity (for example, an incorporated community group) to sponsor your group, whereby they accept and administer funding on your behalf. The sponsoring body is responsible for financial expenditure, project progress, and reporting. The sponsor may charge an administration fee.
- Schools must apply through their Parents and Citizens Association.

Note: State and Commonwealth agencies are not eligible for funding.

Funding available

Grants of up to \$3000 are available for projects located in Lake Macquarie City. Projects must be completed within 12 months from receipt of the grant.

It is required that applicants demonstrate, at a minimum, a matching dollar-for-dollar investment in the project. The applicant's contribution may include in-kind contributions such as materials and volunteer labour (to be calculated at \$30/hour). The nature and calculations of the contribution must be documented within the application.

Funding will **not** be provided for the following:

- activities that are considered the core business of Commonwealth, State or Local government;
- ongoing operational or administrative costs of an organisation including capital equipment purchases;
- projects that include modifications to leased buildings or land where written approval from the property owner has not been provided;
- projects where half or more of grant funds pay for labour (to engage expert presenters for example);
- beautification projects without an environmental outcome;
- individual pursuits; and
- gifts and prizes.

How to apply

Grant applicants must submit the completed Environmental Sustainability Grants Application Form to Council by the closing date.

The Application Form can be downloaded from the link on the Environmental Sustainability Grants page at lakemac.com.au. Please download an electronic version of the form and submit a typed application.

Please make sure you use Adobe Standard and Adobe Professional software. Alternatively, you can print the form and complete by hand.

All sections of the form must be completed. It is the applicant's responsibility to provide sufficient details about the project to enable the assessment panel to reach a fair decision concerning the application. Dot points are encouraged.

Additional pages may be attached to the application as required. Please attach:

- quotes to support the budget, and
- written approval from the property owner to undertake the project works (where applicable).

Other examples of attachments that may strengthen your application are:

- location map
- site plan and/or photos
- species planting list; and
- letter(s) of support from organisations your application identifies as partners in the project.

Applications need to be signed by two members of the Executive of the applicant organisation and sponsoring organisation (where applicable).

Council will retain your application; please keep a copy for your own records.

All applicants will be notified in writing of the outcome of their application within three months of the closing date.

Completed and signed applications should be marked to the attention of:

Karen Keogh, Sustainability Engagement Officer

Application delivery methods:

1. **Email** kkeogh@lakemac.nsw.gov.au
2. **Deliver a hard copy** in person to Council's Administration Building, 126-138 Main Rd, Speers Point
3. **Post** to Lake Macquarie City Council, Attn: Sustainability Department
Box 1906, HUNTER REGION MAIL CENTRE, NSW, 2310

Funding obligations

If you are awarded funding, you will be required to sign a Grant Acceptance Form that details your obligations, including:

Risk and insurance

- Provide a copy of your organisation's current insurance certificate showing public liability insurance to value of \$20 million
- Assume all normal commercial responsibilities including public risk and/or any other appropriate insurance cover for the project.

Tax invoice

- Provide an invoice for the grant funds awarded.

Timing

- Complete project within 12 months from receipt of grant.

Publicity

- Acknowledge Council's support in all project media releases, print, signage and online material. We will provide you with a logo kit and wording. You must submit documents to the nominated Sustainability Engagement Officer for approval prior to finalisation or print. Please allow a minimum of one week for approval.
- Invite a Council representative to open day/launch days. Please send the invitation to the nominated Sustainability Engagement Officer with two weeks advance notice.

Reporting at completion of the project

- Submit a final report using the template provided
- Submit funding acquittal (financial statement) including copies of purchase receipts
- Submit copies of any project educational materials or resources, promotional publications and media coverage showing acknowledgement of Council's funding support
- Photos from your grant project journey are always greatly appreciated.

Variations

- You must contact the nominated Sustainability Engagement Officer to seek approval before making any significant changes to your project (including scope, budget and timeframe). Following this discussion, staff will advise if you will need to submit a written request for variation.

Grant funds not expended for the purpose outlined in the application must be returned to Council, unless agreement has been reached to use these funds for other approved purposes. Failure to meet Council's funding obligations may result in the termination of funding; the applicant will be notified prior to any action being taken.

How funding is decided

All eligible grant applications received on time will be assessed according to the criteria outlined below by an appointed assessment panel.

The assessment panel consists of two nominated Councillors, a Landcare representative, a Sustainable Neighbourhood Alliance representative, a NSW Department of Education and Communities representative, Indigenous representative and Council staff members. The panel will assess applications against the criteria listed below and then make funding recommendations to Council based on their findings.

Environmental Sustainability Grant assessment criteria

A. Eligibility criteria

Projects **must meet these criteria** in order to be considered by the assessment panel

- Applicant is a not-for-profit community organisation
- Applicant organisation is incorporated or auspiced by an incorporated body, the 'sponsor'
- Project is located in Lake Macquarie City and benefits our environment and communities
- If the applicant has received an Environmental Sustainability Grant in the past, the project is complete and all reporting requirements have been met
- All questions in the grant application have been answered and sufficient detail provided
- The project has not commenced. Realistic timelines showing project to complete within 12 months of grant funds being received.
- Less than half of grant funds spent on labour (to engage expert presenters for example)

B. Assessment criteria

(i) General criteria

- Clear, well-balanced and realistic budget which demonstrates matching funds including a cash contribution and in-kind contribution if appropriate. *Quotes are to be attached to support the budget. Detailed calculations showing value of volunteer labour in-kind contribution are required (showing task, people, hours x \$30p/hr)*
- Priority given to applicants that have not received Council funding within the last year
- Project is outlined in an organisation level strategic or planning document (e.g. Action Plan)
- Consultation with relevant Council staff has been undertaken and the information session has been attended

(ii) Environmental sustainability criteria

- Demonstrate a clear vision and delivery of high quality environmental sustainability outcome/s linked to one or more of Council's campaigns namely:
 - **Your Dollars, Your Choices** - reducing resource consumption through adoption of sustainable living practices - project examples include promotion of active transport (for example walking and cycling); renewable energy initiatives; water and energy efficiency; and sustainable food production and consumption
 - **Backyard and Beyond** - increasing the awareness of, and involvement in, the natural environment – project examples include ecosystem enhancement; habitat and ecosystem protection; and addressing localised litter and illegal dumping issues;
 - **Waste Awareness** - promotion of sustainable waste services – project examples include development of organisation-wide recycling, composting and worm farm systems; and other resource recovery activities; or
 - **Be Ready, Be Safe** - increasing community resilience in order to prepare, respond and recover from natural disasters – project examples include localised emergency planning; hazard reduction initiatives; and bush fire or flood awareness raising

For more information on Council's campaigns and helpful resources visit lakemac.com.au/environment/sustainability-programs.

(iii) Education, engagement and awareness-raising criteria

- Clear strategy for education and/or engagement of the community, participants and/or audience
- Involvement of multiple stakeholders from the wider community
- Effective promotion of project outcomes to a wide audience, this includes recognition of Council's contribution

Does your project use grant funds to purchase re-useable items for distribution?

Does your proposed project use grant funds to purchase re-useable items for distribution to a target audience to assist with lowering their consumption of single use disposable items such as re-useable shopping bags, re-useable coffee cups or other behaviour-change prompts? If so, this section applies to your grant application.

The grants assessment panel encourages innovative grant applications that encourage sustainable behaviour change. The panel is open to funding these types of project applications based on the merit of the individual application in consideration of the following criteria:

1. Behaviour change
 - Does the project clearly identify a desired behaviour-change resulting in a positive, longer-term environmental outcome(s)?
2. Target audience
 - Does the project clearly identify a target audience who are currently not aware of/ doing the desired behaviour(s), and live primarily in Lake Macquarie City?
3. Enabling object
 - Is the re-useable item to be purchased and distributed to the target audience an 'enabling object'? An enabling object will assist the recipient by addressing a barrier, or by being a practical tool, to adopting the desired behaviour change.
4. Access to the enabling object
 - Considering the socio-economic status of the of target audience, is it a worthwhile use of Council funds to support the target audience to have subsidised access to the enabling object?
5. Supporting education
 - Does the project provide quality education and/or organisational policy initiatives to support the target audience to understand and adopt the desired behaviour change?
6. Intent of the project
 - What is the overall intent of the project? Does it support the intent and purpose of the Environmental Sustainability Grants? Is there a better way to achieve the desired outcome?

The Committee is to satisfy itself that the project application meets mandatory criteria 1,5 and 6 above, and has sufficient merit based on consideration of criteria 2, 3 and 4.

Case study

The Toronto Area Sustainable Neighbourhood Group was awarded grant funds for the development of a native fire retardant garden built by the community, for the community at the Toronto Fire Station. The garden has now become a popular model native fire retardant garden for the community.

Grant funds were used to purchase materials including plants, signage and mulch.

In-kind contributions include volunteer hours, which total more than the funds awarded from Council.

Two successful open days were held at the Fire Station, with guided tours for the community ongoing.

Signage, guided tours and the garden itself provide a permanent source of information on the benefits of having an attractive and fire retardant native garden.



Information session

Potential applicants are encouraged to attend the information session about the grants.

If you are thinking of applying for a grant, we encourage you to come along to the information session which covers topics such as:

- the type of projects that can be funded (including examples of past projects)
- completing the application form;
- the assessment and approval process; and
- an opportunity for you to ask questions.

For this round, the information session will be held

Wednesday 25 July 2018

5.30pm – 6.30pm

Committee Room, Lake Macquarie City Council Administration Building
126-138 Main Road, Speers Point

To reserve your spot, please RSVP online via the Eventbrite link on the Environmental Sustainability Grants page at lakemac.com.au or call 02 4921 0333.

Tea, coffee and light refreshments provided.

Further information

Karen Keogh, nominated Sustainability Engagement Officer
Lake Macquarie City Council lakemac.com.au

Phone: 4921 0333 Email: kkeogh@lakemac.nsw.gov.au

