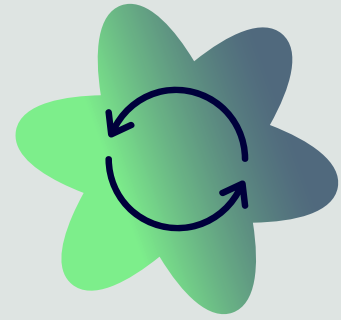


GUIDELINES

# ENVIRONMENT & BIODIVERSITY GRANTS



# OVERVIEW



More than a third of the Clarence City Local Government Area is natural bushland. Clarence City Council contains 88 bush and coastal reserves.

These spaces are planned for and managed through the Reserve Activity Planning process. This grant program is designed to support local communities and volunteer groups to sustainably manage and enhance the natural environment, in alignment with council's strategic and reserve plans.

Projects under this grant program should align with one or more of the following principles:

- Connecting our community to the natural environment
- Conserving the natural environment
- Collaborating for the natural environment.

Proposals that do not align with these principles are unlikely to be successful.

Whilst projects will predominantly be on council land, projects on other tenure are still eligible, but the application needs to demonstrate outstanding environment and biodiversity outcomes and requires land owner consent prior to submitting an application.

## Who is eligible?

Incorporated or auspiced organisations, including:

- Community or resident groups
- Not-for-profit associations
- Registered charity organisations
- School groups.

*If your group is not incorporated, you can still apply for a grant provided that your application is auspiced and administered by an organisation that is incorporated.*

Auspicing entities must accept responsibility for the management of advanced funds and acquittal requirements as well as all insurance risk of the funded project. A letter of support from the auspicing entity is required at the time your application is submitted.

## Eligibility Criteria

For an application to be assessed for grant funding by council, the application must comply with the following criteria:

1. The grant application:
  - a. must be complete and include all required supporting documentation;
  - b. must be received within the grant application period, late applications will not be considered;
  - c. must be submitted by an authorised person of the organisation or entity and provide evidence of that authorisation; and

- d. must not be for an activity that has a start date which occurred prior to the grant round or that has already taken place.
- 2. The activity must be undertaken within the Clarence municipality or demonstrate that it will benefit the City of Clarence.
- 3. The Applicant must not submit more than one application in each funding round.
- 4. Be an eligible entity for the given grant stream;
- 5. The Applicant must not owe any reports (including acquittals) or money to Council as a result of previous funding or grants.
- 6. The applicant/s must have appropriate insurance coverage and have relevant workplace health and safety and risk management policies.
- 7. The Applicant is not:
  - a. a government agency or department of Local Government,
  - b. State or Federal levels of Government;
  - c. an organisation with gaming machines;
  - d. a political party or an organisation whose core purpose is political lobbying, including the lobbying of councillors;
  - e. current council employees and councillors (this does not preclude irregular casual council employees whose work does not conflict with the grant activity or committees or organisations that councillors or staff participate on. All applications which involve council employees or councillors in any capacity must be declared as part of the grant application and will be subject to an eligibility conflict assessment by Council).

If you have any questions in relation to eligibility please contact [landcare@ccc.tas.gov.au](mailto:landcare@ccc.tas.gov.au) before applying.

## Assessment

All grant applications will be assessed for both eligibility and merit assessment of the grant activity. The merits assessment will be undertaken only if the eligibility assessment is successful. **It is strongly recommended that you discuss your proposed activity with the relevant grants officers prior to submitting.**

## Activity Assessment Criteria

- 8. The activity demonstrates alignment with council's environment and biodiversity priorities as identified in current strategies and activities/management plans (e.g. Reserve Activity Plans).
- 9. The activity must demonstrate alignment with one or more of the following principles:
  - a. Connecting our community to nature
  - b. Conserving the natural environment; and
  - c. Collaborating for the natural environment
- 8. The applicant/s must demonstrate their capacity to continue management of the project beyond the funding period.
- 9. Where proposed works are grant funded by another organisation/government, the applicant/s must demonstrate how the council grant assists to maximise the dollars spent and environmental benefit.
- 10. The applicant/s must provide a detailed budget outlining:
  - a. funding arrangements for the project;
  - b. which parts of the project council is funding;
  - c. projected costs of the budget (reasonably itemised, including calculations for any voluntary/in-kind support to be provided);
  - d. contribution the applicant is making to the project (including in-kind support); and
  - e. quotations from suppliers and/or contractors.

11. The application must include a project timeline.
12. Requests over \$5,000 must also demonstrate significant long-term benefit to the natural environment and align with more than one of the environment and biodiversity principles listed in criteria 2.

## Funding available

We have two tiers of funding available for projects/activities:

Level 1 up to \$5,000 ex GST, and  
Level 2 from \$5,000 to \$10,000 ex GST.

### Key dates

#### Round 1

Opens on 01 February

Closes on 21 March

Funding is available for projects commencing after 1 June.

#### Round 2

Opens on 01 August

Closes on 31 August

Funding is available for projects commencing after 1 December.

Late applications will not be accepted.

You will be advised of your application's outcome in writing 8-10 weeks after each round's closing date.

To provide for transparent and equitable decision-making process, we are unable to provide outcome advice outside this process.

Clarence City Council reserves the right to partially fund a project if any project component sits outside the assessment criteria, the project delivery timeline is considered insufficient or if any part of the budget has a disproportionate expense.

## What can you apply for?

Examples of eligible activities include:

- One-off events, activities or projects that align with one of the three principles.
- Skill development and capacity building e.g. community workshops, or other training as it relates to the project or planned activities.

### Examples of activities that won't be funded:

- Normal operational costs of the organisation or group, including but not limited to: consumables, membership or insurance (there are other support options for this), and other administrative expenses.
- Activities or programs that are already delivered by the city of Clarence or are our core business
- The activity is primarily commercial and has potential to make a significant profit
- Funding for prize money, prizes or trophies
- Activities that have already commenced prior to funding being approved
- The purchase of equipment that is not specific to the delivery of the activity
- Individual pursuits or professional development, unless there is a public outcome.

Activities that lead to a conflict with council's legislative obligations, including competitive neutrality (that is the requirement that activities compete fairly in the market and on equal terms to other businesses), and must not expose council to any unreasonable financial, legal, reputational, or other risks.

### **Funding rounds and limits**

Environment and Biodiversity Grants are assessed annually for projects or events commencing in December or June each year.

You may only submit one application for each funding round.

If you have previously received a grant from council, you will be unable to apply for another grant until the acquittal form is completed and returned.

### **The budget**

- You must provide a budget outlining funding arrangements for your project. The budget's purpose is to demonstrate how the project will be funded. This helps the assessment panel to understand:
  - a. How you are paying for the elements of your project such as materials, and fees
  - b. Considerations regarding your project and the resources required to complete the project
  - c. Which parts of the project council is funding
  - d. Your contribution to the project (including in-kind support)
  - e. Council prioritises assistance to applicants who demonstrate that they are making a significant contribution to the project. This can be a combination of monetary and in-kind support.

### **Calculating voluntary or in-kind support**

Community groups often rely heavily on in-kind support from its members. It is important to recognise this in your application as income. A general rate for volunteer contribution is \$40 per hour for non-skilled labour, and at relevant rates for professional services. Hours contributed by volunteers should not account for more than 25% of the total project budget.

In applying for this funding, we expect all applicants to ensure that they allocate sufficient funds within their budget to pay any collaborators a fair and living wage, in compliance with applicable labor standards and award guidelines. This should reflect the professional nature of the work and the time commitment required to successfully deliver the project

## **Your obligations – If you are successful in receiving a grant**

If Council approves your grant, you are required to:

- Enter into a formal funding agreement with Council
- Expend the grant monies only on the activity for which the grant was approved
- Publicly acknowledge the support of Clarence City Council in any acknowledgements and media releases
- Invite the Mayor and councillors to attend any relevant function or event associated with the funded project
- Complete an acquittal report within three months after your project completion date as specified in your application.

If you would like to find out more, a copy of the acquittal form is available [here](#).

## **How to apply**

Council has shifted its application process to SmartyGrants. To apply for a grant you need to register with SmartyGrants. Visit SmartyGrants or click the 'Apply now' button from the corresponding grant program, and then click 'Log in'. From the page that is displayed you can register as a user with SmartyGrants and start your application. You can also preview the application form.

# CHECKLIST

- ☐ Ensure you are applying to the correct grant stream
- ☐ Give a clear description of the grant proposal and the anticipated community benefit
- ☐ Use clear and plain language, avoid the use of jargon
- ☐ Focus on key points when writing your application. Unsuccessful applicants often provide too much, or not enough, detail about how the project will be implemented and managed
- ☐ Remember to align the outcomes of your proposed project to goals and strategies of council's adopted plans
- ☐ Give clear information about your organisation. Do not assume the group will be known to the assessors
- ☐ Submit a risk assessment for works carried out on council land
- ☐ Provide proof of land owner consent (for works not on council land)
- ☐ For organisations, ensure the application is signed and submitted by an authorised person in accordance with your Constitution, and you are able to provide evidence of that authorisation
- ☐ Ensure the budget is sufficiently detailed and accurate
- ☐ Organisations must include a copy of your current certificate of incorporation, and a recent financial statement with your application
- ☐ Letters of support from organisations and individuals directly involved with, or benefiting from the proposed project can strengthen your application
- ☐ Include copies of written quotes for all services and materials
- ☐ Lodge the application in SmartyGrants by the due date.  
Late applications will not be accepted
- ☐ Ensure the proposed project / activity does not commence before the application for funding is approved
- ☐ Include the costs of permits and insurances, if they are required, in your budget

