

# **Environmental Project Grant Guidelines 2020**



Mildura Rural City Council

# Priority for projects that consider COVID-19 impacts

This guidance is provided to applicants applying for an Environmental Project Grants in August 2020. This document is to be considered in conjunction with the Environmental Project Grant Guidelines 2020.

In these unprecedented times for our community with the outbreak of coronavirus across the world, Mildura Rural City Council is acting to prioritise Environmental Project Grants that consider relief and recovery from the impacts of COVID-19.

The Environmental Project Grants program in August 2020 will focus on assisting community groups to adapt to the current situation through supporting environmental projects that respond to the impacts of COVID-19.

You are encouraged to read this document with the Environmental Project Grant Guidelines and discuss your project idea with us before starting an application.

For more information or to discuss your application please contact us on 03 5018 8100 or email [nardia.baker@mildura.vic.gov.au](mailto:nardia.baker@mildura.vic.gov.au)

## **COVID-19 Priority Assessment Criteria**

In addition to the eligibility and assessment criteria detailed in the Environmental Project Grant Guidelines, applications will be assessed on how the project considers the impacts of COVID-19.

The following question in the online application must be addressed and will be assessed:

- How has COVID-19 impacted your group and how will this project address the impact?

## **Project Ideas**

- Environmental projects that have the potential to deliver a cost saving for community groups that have been financially impacted by the COVID-19 pandemic e.g. solar installations, energy audits etc.
- Environmental projects that use technology to deliver a message or provide information to the community e.g. online webinars/resources, development of apps.
- Environmental projects that educate the community with consideration of COVID-19 e.g. Single use waste (gloves, masks, plastic bags) campaigns, projects that promote nature appreciation in line with current social distancing advice.
- Environmental projects undertaken by groups that have been impacted by COVID-19.

# Introduction

The Environmental Project grants are designed to assist local, not-for-profit organisations and groups to access funding for innovative environmental projects, including initiatives to implement or enhance water conservation, waste management, energy conservation or re-vegetation.

You are encouraged to read the guidelines and discuss your project idea with us before starting an application.

For more information or to discuss your application please contact us on 03 5018 8100 or email [Nardia.Baker@mildura.vic.gov.au](mailto:Nardia.Baker@mildura.vic.gov.au).

## Who can apply?

To be eligible to apply for Environmental Project grant you must:

- Have a project taking place between **1 January 2021 – 30 December 2021**.
- Be a not-for-profit organisation/group and Incorporated Body (or be auspiced by one).
- Have Public Liability Insurance to the minimum of \$10 million.
- Be based within the Mildura Rural City Council Local Government Area and/or provide services and activities within these boundaries (or propose to).
- Schools can only apply for grants that benefit the school on a non-infrastructure basis and demonstrate that they are separate to the normal school curriculum e.g. a program that introduces behavioural change.

## What will be funded?

Environmental Project Grants are made available to support the goals of our Council Plan 2017-21. To achieve this, through this program we want to fund projects or programs that:

- Reduced energy and water consumption and use of renewable energy and recycled water
- Reduce waste production and/or increased recycling
- Increased community education and awareness of environmental issues
- Effectively managed pest plants and animals.

Priority will be given to projects catering for a demonstrated community need.

# Potential Projects

Examples of projects that may be eligible for funding include:

- Water conservation – purchase of water saving appliances, rain water tanks, water efficient irrigation systems.
- Energy conservation – purchase of energy saving globes/appliances, heating and cooling initiatives, solar installations.
- Waste Recycling – purchase of communal recycle bins, shredding, education brochures etc.

## What will not be funded?

You cannot apply for an Environmental Project grant if:

- Re-current or ongoing funding from Council is needed.
- You could fully fund the project from other sources (e.g. user fees, fundraising, other funding bodies, business or other sponsorship).
- Your organisation has significant infrastructure and resources - unless the project is unique, not your core business and provides an additional service with demonstrated high community need.
- The service or project is the responsibility of another level of government or services abandoned by state or federal government (cost shifting).
- You receive funding for the project through another Council grant program.
- A clear statement of your organisation's financial position can't be provided on request.
- You wish to fund management or administrative support, contributions to salary costs or ongoing operational costs such as annual rent, power or labour costs not directly associated with the implementation of your project.
- You wish to fund computer products for administration use that does not contribute directly to the grant program.
- You wish to fund the replacement of consumable items and/or equipment.
- The purpose of your project is of a political nature.
- The purpose of your grant is for a religious group or purpose - unless the project is non-denominational and demonstrates a broader community benefit.
- You wish to fund assistance to an individual person.
- You are a commercial enterprise or Government entity.

- Your project intends to manufacture products that create a direct commercial return that do not demonstrate a broader community benefit.
- You want to fund general fundraising campaigns, activities and appeals.
- Your organisation supports or the intended purpose of your project promotes gambling or alcohol, drugs or tobacco use.
- You wish to fund travel, study or conferences (including feasibility studies).
- Your organisation has not satisfactorily acquitted a previous grant.
- Your project replicates a service or program that already exist within the community (projects that compliment or expand the capability of existing programs will be considered).
- Your project has commenced or will commence before the grant funding is announced (we do not fund in retrospect).
- You wish to fund the costs associated with preparing a grant application and/or the sourcing of quotes.

## How much can I apply for?

Funding is up to \$4,000.

## How do I apply?

We encourage you to discuss your project idea with us before starting an application.

Applications must be submitted online via our grants portal [www.mrcc.smartygrants.com.au](http://www.mrcc.smartygrants.com.au).

## Important Milestones

1. **Grant round open.** 24 August 2020.
2. **Submit your application.** 4pm, Monday 05 October 2020.
3. **Applications assessed.**
4. **Council Meeting (decision).** November 2020.
5. **Applicants notified.** Early December 2020.

# Assessment, evaluation and acquittal

## Assessment of applications

Applications for Environmental Project Grants will be assessed by independent assessors according to the following weighted criteria and will be presented to council for consideration following the closure of the funding round.

### Project Idea (60%)

- An overall description of the objectives and aims of the project.
- How does your project contribute to the achievement of the objectives outlined in the Environmental Sustainability section of the current Council Plan?
- Does your project have a focus on environmental sustainability and ongoing benefits to the community?
- Does your project have a degree of innovation to provide an example for others in the community?
- Have you demonstrated how your project will provide resource or cost savings to the group or organisation?
- The project is primarily an environmental project.
- Have you demonstrated your project's ability to achieve and demonstrate outcomes?
- Have you demonstrated how the project will have long term environmental benefits and become an example for other community groups?

### Project Delivery (40%)

- A clearly outlined project management team who will deliver project is in place.
- Clearly defined accountability and governance structures and delegations are in place.
- A clearly defined community consultation and engagement process is in place.
- A clearly defined project plan detailing what skills will be employed to carry out the project is in place.
- What partnerships have been explored with other community groups to deliver the project as part of a wider community project?
- Has a detailed budget that articulates all monetary and in-kind support been provided?
- Has a timeline that estimates when key objectives and tasks will be undertaken and completed been provided?
- Are there any social and environmental considerations associated with the purchasing of goods and services?
- Have all other potential funding sources been explored?

### **Information for successful applicants**

All applicants will be notified in writing of Council's decision following the Council Meeting. Successful applicants will be presented with a certificate of acknowledgement, by a representative member of Council at a Presentation ceremony.

### **Project evaluation and financial acquittal**

All successfully funded projects will be required on the completion of the project to:

- Acknowledge Council's funding This can be done as part of a speech at the event, in writing, in the media and/or promotional material for the event per funding agreement guidelines
- Spend the grant funds as outlined in the approved grant application and in accordance with the terms of the funding agreement.
- Complete the funded project within 12 months of approval.
- Return any unspent funds to Council at the end of the grant period.
- Seek consent from Council for any modifications required that alter the original approval to the funds being spent. All requests will be considered and the applicant will be notified of Council's decision. Approval must be received before alterations can proceed.
- Complete and submit an online Mildura Rural City Council Environmental Project Grant Acquittal form, with required financial evidence (e.g. receipts) as well as other forms of evidence, video, media marketing material, photographs etc. to accompany the project evaluation, which details specifically how the funding was spent to achieve the funded project objective/s. (refer to acquittal guide for further information)

# Application Conditions

## **Your application**

- A copy of your current Public Liability Insurance Certificate (minimum \$10 million) must be submitted as part of your application.
- Two quotes need to be submitted as part of your application for any individual budget items over \$1,000. Additional quotes must be submitted upon request.
- Any in-kind contribution in support of your project must be detailed in your application form.

## **General Conditions**

- Late applications will not be accepted.
- Council approval (including necessary permits) must be gained for any projects being undertaken on Council owned or managed land.
- A copy of your organisation's most recent bank statements (less than 3 months old) and/or Financial Statement must be provided upon request.
- To receive grant funds, successful applicants must enter into a Funding Agreement with Council and adhere to all conditions outlined in the agreement.
- Written confirmation from the supplier for any in-kind contribution detailed in your application must be provided to Council upon request.

# Definitions

**ABN** The Australian Business number (ABN) is a unique 11-digit identifier that makes it easier for businesses and all levels of government to interact

<https://abr.business.gov.au/>

**Acquittal** The process by which a funding recipient demonstrates in writing to the funding body that it has expended all funds in accordance with the terms and conditions of the funding agreement on completion of the project

**Auspice** Means to lend support, in the context of a grant application, an unincorporated organization will require an Auspice organisation that is an incorporated entity. Grant

**GST** Goods and services tax, often referred to as GST is a broad based tax of 10% on most goods, services and other items sold or consumed in Australia. GST is paid in addition to the grant amount to applicants who are registered with the ATO for GST.

<https://www.business.gov.au/Registrations/Register-for-taxes/Register-for-Goods-and-Services-Tax-GST>

**Incorporated Association** An incorporated organization separates individual members from the entity. Incorporation makes a group of people, a single legal entity with certain rights and legal protections.

<https://www.consumer.vic.gov.au/clubs-and-fundraising>

**In-Kind Contribution** A contribution is an investment which be either non-financial (volunteer time, free venue donated goods) or financial from the organization or the community group, that goes

towards the project or program to make it happen

**Capital Works** This refers to; upgrades or modifications to facilities or buildings, structural alterations/ improvements or the installation of fixed built items, any addition that will add to the capital value.

**Land Managers Consent** Grant applications seeking funds relating to Capital Works on Council land, or to a Council owned facility, requires a land managers consent form to be submitted to council for processing and approval at the time of the grant application.

Consent is also required from Land Owners other than Council i.e. DELWP and approval (or proof of application) from the relevant Land Owner must be submitted to council at the time of the grant application

**Grant** A Grant is a payment made by Council to an eligible applicant for a specific purpose or project that demonstrates community benefit and assists people living in the Mildura Rural City Council Municipality to achieve its strategic goals and objectives. Grants are subject to an application process and are awarded following Council endorsement.

Notes: