



2020-21 ENVIRONMENT GRANT PROGRAM

GUIDELINES

Online applications close 12 noon Tuesday 10 March 2020

MESSAGE FROM THE MAYOR



Our Environment Grants Program gives us an opportunity to acknowledge and reward the valuable work done by a variety of environment and community groups, schools and local businesses.

All these efforts make a huge cumulative change to our amenity and biodiversity. We want to celebrate your successes and so we look forward to receiving your application.

We encourage you to contact the Grants Officer on (08) 8301 7387 to discuss your project before completing the application.

We look forward to receiving your application.

A handwritten signature in black ink that reads "Erin Thompson".

Mayor Erin Thompson

1. PURPOSE

The purpose of the environment grants program is to provide funding assistance for community-led projects that enhance the environment within the City of Onkaparinga. Financial assistance will be provided for a wide range of innovative projects as an investment into the environment sustainability of the region.

2. OBJECTIVES

The objectives of council's environment grants are to foster environment stewardship and contribute to the outcomes of council's key strategies and plans (see www.onkaparingacity.com).

- adapt and respond to climate change and reduce greenhouse gas emissions
- responsibly manage water resources
- improve urban biodiversity, conserving natural areas and connecting habitat
- reduce the amount of waste that goes to landfill
- build the capacity of our communities to adapt to the impacts of climate change
- build community skills and knowledge of environmental management
- inspire the community by supporting and encouraging creative and innovative projects and emerging leaders
- increase participation by a wide cross-section of the community
- encourage people to work together and share resources
- support and encourage volunteering and skill development.

3. ELIGIBILITY

The following criteria must be met in order to ensure projects are eligible to receive funding:

- only one Environment Grant project will be considered for funding, per applicant, per year
- multiple organisations housed on a shared use site (i.e. where the entire site is cross-utilised), may only submit one application
- the project must commence after 1 July 2020 and be completed by 30 June 2021
- a 50% matching contribution be met in the form of cash, materials or in-kind support
- the project has written support from the land manager/owner, including where council is the landowner (*please provide evidence*)
- activities that are funded from more than one source must clearly show how council funds will be spent
- for schools projects, there must be a clear, identified benefit to the wider community and/or the project can be accessed by the wider community
- for business innovation projects, the project will trial new products, techniques or solutions to environment issues
- organisations that have previously received council funding are eligible to apply provided the previous project has been delivered in accordance with the Conditions of Funding, and evaluation report has been completed in full and submitted to the satisfaction of the City within the required timeframe
- Elected members and employees of the City of Onkaparinga are not eligible to sign or be listed on any grant application

- Applicants wishing to be auspiced must complete and upload a 2020-21 Auspicing Form, which is available on the grants and sponsorship section of our website [www.onkaparingacity.com/Grants and sponsorship](http://www.onkaparingacity.com/Grants_and_sponsorship)
- for revegetation projects, species indigenous to the area must be used. *A list of proposed species to be planted to be provided as an attachment to the Application Form for approval by our Nature Conservation Team.*
- for natural play space projects, only natural elements will be considered for funding. *A list of proposed elements and suppliers to be provided as an attachment to the Application Form for approval by our NRM Education Team.*
- ensure that safe management systems are put in place for the planning and delivery of your activity. This includes undertaking a risk assessment and ensuring that key individuals involved with delivering the event are aware of the identified risks and the related mitigation strategies. (Please refer to the SafeWork SA website's resources/events safety page for a copy of a Risk Assessment Template and Event Safety Checklist, www.safework.sa.gov.au).

4. FUNDING AVAILABLE

- \$1000 for up to 50% of total costs for demonstration sites or school projects conducted solely on school grounds
- OR**
- \$4000 (maximum) for up to 50% of total costs for any other projects (special conditions may apply).

Note: Council may elect to fund greater than 50% of project costs if a project has particular merit. The 50% matching contribution is acceptable as cash or in kind support (see section 6).

5. GRANTS COVER THE FOLLOWING COSTS:

- direct project costs
- short-term capacity needs e.g. training programs, leadership development
- applied research and pilot projects

Examples of projects **eligible** for funding include:

- waste minimisation e.g. worm farms, composting, recycling equipment
- biodiversity e.g. revegetation, habitat creation, promotional materials, expert advice, equipment
- food security e.g. edible gardens, for schools this must be created as part of a wider environmental curriculum or plan such as permaculture, composting, teaching students to grow their own food, sustainable irrigation practices
- natural play space creation for children
- environmental educational projects/programs
- water conservation e.g. rainwater tanks
- equipment that enables groups to undertake the above projects.

We encourage you to contact us with your ideas and we can advise you if they are eligible or if an alternative funding program would be suitable. We may also be able to provide assistance or have suggestions on sourcing elements of your project.

Funding **will not** be provided for:

- ongoing operational and administration costs e.g. salaries, postage, telephone, stationery, electricity

- fundraising or sponsorship
- activities more appropriately funded or undertaken by state or federal government or private landholders
- events/projects that will commence or have taken place prior to 1 July 2020.
- projects that focus solely on beautification, amenity or general landscaping
- business projects solely for the purpose of meeting legal or compliance requirements.

6. HOW DO I CALCULATE THE 50% MATCHING CONTRIBUTION?

The 50% matching contribution can be in the form of cash, materials or in-kind support e.g. volunteer labour.

Costs should reflect current market prices and applicants must demonstrate how costs have been calculated, for example:

- where the applicant is providing non-specialist or volunteer labour e.g. fencing or planting, the standard rate is \$30 per hour
- where the applicant is providing specialist or technical skills, the standard rate is \$45 per hour, unless a different quote has been received. The use of a higher rate must be justified.

Consultants should only be used for projects where a specialty service is required. Claims for consultancy costs should not be made where the work to be completed is unskilled labour.

Where school based projects are proposed, teacher hours can be claimed at the rate of specialist or technical skills and included as part of the applicant's 50% matching contribution. However, any student contribution cannot be claimed where it forms part of their studies.

7. PERMITS AND APPROVALS

Obtain all necessary insurances, planning approvals and ensuring that the City of Onkaparinga is not held liable for any matter arising out of this grant. Evidence can be provided if discussions have occurred with council staff and that approval is likely should the project be funded.

Ensure that safe management systems are put in place for the planning and delivery of your project. This includes undertaking a risk assessment and ensuring that key individuals involved with delivering the project are aware of the identified risks and the related mitigation strategies. (*Please refer to the SafeWork SA website's resources/events safety page for a copy of a Risk Assessment Template and Event Safety Checklist, www.safework.sa.gov.au*).

8. THE TAX SYSTEM

Applicants should be aware of their responsibilities to comply with federal government taxation requirements. For information or advice on whether you should be registered for GST or need an Australian Business Number contact the Australian Taxation Office info line on 132 866 or visit their website at www.ato.gov.au

9. LEGISLATION REQUIREMENTS

Comply with recognised Australian Standards and must observe any relevant federal, state or local government regulations or guidelines.

Where required, the applicant will ensure that the project complies with all the relevant acts, codes, standards and applicable legislation, including, but not limited to, the Anti-Discrimination Act 1991, Child Safety (Prohibited Persons) Act 2016, Disability Discrimination Act and Work Health and Safety Act 2012.

10.INSURANCE

Submit a current Public Liability Insurance (minimum of \$20 million) for the applicant and/or the auspice organisation with this application. If you are hosting an event or program, you will be required to provide a separate event insurance with Conditions of Funding if not covered specifically stated under the Certificate of Currency. If applicants do not have cover, they will need to get a quote and include this in the cost of the project.

11.ENQUIRIES

We encourage enquiries prior to starting your application. Please contact Grants Officer on (08) 8301 7387 or email grants@onkaparinga.sa.gov.au

We encourage schools to work with NRM Education's southern team to ensure students have the best opportunities to take action on local environmental issues, leading to improved educational and environmental outcomes linked to the Australian Curriculum and the Early Years Learning Framework. Contact (08) 8384 0666 and ask for NRM Education.

12.HOW TO APPLY

All online applications are to be submitted before **12 noon, Tuesday 10 March 2020.**

Late or incomplete applications will NOT be accepted.

You will receive an acknowledgement email confirming the submission of your application.

Applications will be assessed against their merit including the objectives of the program and the *Grants Assessment Criteria* (see p7) by an assessment panel. All applicants will be notified of the outcome of their funding applications following the Council meeting in June 2020.

13.CONDITIONS OF FUNDING

Successful applicants are required to:

1. Formally accept the funding offer by signing and returning a *Conditions of Funding* form.
2. Send a representative to officially receive the grant at the presentation evening in July 2020.
3. Supervise the administration of the grant and ensure that funds are used for the approved project only. Prior written approval must be obtained from council where changes to the project will result in the expenditure of funds for purposes other than those outlined in the application.
4. Complete the project within one year and return the evaluation report within eight weeks of completing the project.
5. Return to the City of Onkaparinga, all grant funds received if the project does not proceed, or if funding is successfully obtained from other sources for the same elements of the project as funded by Council.
6. Indemnify and keep indemnified the Council, its employees and agents and each of them from and against all actions, costs, claims, charges and expenses whatsoever which may be brought or made or claimed against them or any of them out of or in relation to the project.
7. Obtain all necessary insurances and acknowledge that the City of Onkaparinga will not be held liable for any matter arising out of this grant.
8. Ensure all relevant stakeholders including, but not limited to neighbours and businesses surrounding the project site, have been informed and/or where applicable their participation or permission has been sought/obtained.
9. Make available to Council the results or findings from any research projects, and allow any photographs of funded projects to be reproduced and published in any council publication.

10. Any events (e.g. project launches, celebrations) and other gatherings held as part of the project will minimise waste and encourage recycling, information is available on our waste and recycling webpage at [waste and recycling](#)
11. Displaying our supported by Sustainable Onkaparinga logo and acknowledge the grant on all print and electronic forums (e.g. advertising and promotion, invitations, banners, posters, website (with link), Facebook etc.) in accordance with the supported by Sustainable Onkaparinga logo style guide.
12. Applicants should be aware of their responsibilities to comply with federal government taxation requirements. For information or advice on whether you should be registered for GST or need an Australian Business Number contact the Australian Taxation Office info line on 132 866 or visit their website at <https://www.ato.gov.au/>

Assessment Criteria**How the project achieves alignment with the Environment Grants objectives**

Excellent: 9 - 10 objectives met and possible outcomes identified	<i>[score 5]</i>
significant: 7 - 8 objectives met	<i>[score 4]</i>
moderate: 4 - 6 objectives met	<i>[score 3]</i>
limited: 1- 3 objectives met	<i>[score 2]</i>
project appears eligible but no objectives met	<i>[score 1]</i>

How the project is accessible to, and/or benefits the community

Very high stakeholder/community involvement and access (full public access and/or 7 - 8 stakeholders)	<i>[score 5]</i>
high stakeholder/community involvement and access (limited public access and/or 5 - 6 stakeholders)	<i>[score 4]</i>
medium stakeholder/community involvement and access (no public access and/or 3 - 4 stakeholders)	<i>[score 3]</i>
low stakeholder/community involvement and access (no public access and/or 1-2 stakeholders)	<i>[score 2]</i>
Project appears eligible but no access details listed in application	<i>[score 0]</i>

Relevant expertise sought (NRM Education Officer, Sustainability Officer, Nature Conservation Officer, Waste & Recycling Officer, State Government Organisations etc.)

Yes (you will need to state who and when you contacted them)	<i>[score 1]</i>
No	<i>[score 0]</i>

Cost effectiveness of the project (have the applicants investigated alternative funding sources and ensured prices quoted are realistic and give value for money) does the budget balance and have all expenses and income been included.

Excellent cost effectiveness	<i>[score 5]</i>
Significant cost effectiveness	<i>[score 4]</i>
Moderate cost effectiveness	<i>[score 3]</i>
Limited cost effectiveness	<i>[score 2]</i>
Project appears eligible but no cost effectiveness is identified	<i>[score 1]</i>

Previous funding from Council

has not previously received funding	<i>[score 3]</i>
has previously received funding but not in last financial year	<i>[score 2]</i>
received funding in last financial year	<i>[score 1]</i>

Frequently asked questions

If we received funding in the past does this mean we will not be funded again?

New projects are considered for funding as well as subsequent stages of a project; however priority is given to new projects.

What is the maximum amount of money our organisation can apply for?

The maximum grant for schools is \$1000, the maximum grant for all other projects is \$4000. Organisations need to match the amount of funding (i.e. if a group applies for \$1500 then that group has to also contribute \$1500). The group's contribution can be cash, materials or 'in-kind' including volunteer hours.

What does 'in-kind' mean?

'In-kind' means that you did not pay cash for the item or service but that it was essentially donated or loaned for the purposes of the project. 'In-kind' refers to the cash value that the item or service would have cost if you had to pay for it. Volunteer hours are valued at \$30 per hour unless they are for specialised services (e.g. electrical, accounting, workshop presentations) which are valued at \$45 per hour.

I am a private landholder with a large area of native vegetation but am not eligible for an Environment Grant – who can help me?

Contact the Adelaide & Mt Lofty Ranges NRM on (08) 8550 3400 who may be able to assist you with technical assistance, funding and management planning.

We need some technical advice for our planned revegetation project

Technical advice for our planned revegetation project Technical advice and assistance with the planning and design of revegetation projects is available from the Urban Biodiversity Program <https://www.naturalresources.sa.gov.au/adelaidemtlofyranges/plants-and-animals/native-plants-animals-and-biodiversity/urban-biodiversity>

Applicants are also encouraged to refer to the sustainable landscapes resource 'reducing fire risk in gardens' on the CFS website (www.cfs.sa.gov.au) in relation to landscaping to minimise fire risk.

Our group is not incorporated, can we still apply?

Your group or organisation can still apply but you need to link with an incorporated body to host your application. The money will be paid to the incorporated body and they will be responsible for the finances but not for your project. Please refer to the Grants and Sponsorship section of www.onkapingacity.com/grants for a copy of the Auspice form.

Can we purchase equipment with a grant?

Grants may be used to fund minor equipment purchases to assist with the continuation of core business, however these cannot relate to recurrent operational costs. Recurrent costs are items purchased on a frequent basis (e.g. fuel for a brushcutter).

How can we minimise waste on our project?

The City of Onkapinga encourages you to minimise waste wherever possible, our website at www.onkapingacity.com has ideas on how you might achieve this.