

## COMMUNITY GRANTS

# Environment and Sustainability Guidelines

### ONKAPARINGA GRANTS

As a part of our [Community Plan 2030](#), we are committed to a shared vision for the City of Onkaparinga. This includes supporting the many community groups, businesses and individuals who make our community a vibrant place to live, work and play. One way which we can do this is through our Grants Program.

### BEFORE YOU GET STARTED

Before applying, we strongly encourage you to discuss your proposal with our Grants Officer.

### GRANT WRITING WORKSHOPS

We will be holding free grant writing workshops in July/August 2021.

Bookings are essential for all workshops as places are limited.

Please visit our website for further information.

### APPLICATIONS

To be successful, applications need to meet the requirements in these guidelines.

To apply visit [www.onkaparingacity.com/grants](http://www.onkaparingacity.com/grants)

Please note we are only accepting applications via our online application system.

### Applications close

Monday 23 August 2021, 12pm

### MORE INFORMATION

[www.onkaparingacity.com/grants](http://www.onkaparingacity.com/grants)

### Grants Officer

Phone (08) 8301 7355

Email [grants@onkaparinga.sa.gov.au](mailto:grants@onkaparinga.sa.gov.au)

### Frequently asked questions

Please refer to the Grants page on our website for frequently asked questions (FAQs).

### Definitions

Please refer to the [Grants Policy](#) on our website for up to date definitions.

Onkaparinga Grants **BRING YOUR IDEAS TO LIFE.**

**CITY OF ONKAPARINGA**

APPLY NOW

## FUNDING INFORMATION

**Grants of up to \$5000 are available per application.**

### Purpose

The Environment and Sustainability Grants align with the Community Plan 2030 themes of People, Place and Prosperity, strategic plans including (but not limited to) the Green Cities Strategic Plan 2017–22, Waste & Recycling 2017–21 Strategic Plans and provides funding to:

- support community-led projects that foster environmental stewardship
- build the capacity and capability of community groups, schools, businesses and individuals
- implement energy efficiency upgrades in community leased, council owned buildings as an investment into the environmental sustainability of the region.

### Objectives

The Environment and Sustainability Grants contribute to:

- increasing the community ability to adapt and respond to climate change and reduce carbon emissions
- increasing responsible management of water resources
- improving urban biodiversity, conserving natural areas and connecting habitat
- reducing the amount of waste to landfill
- building community skills and knowledge
- increasing community participation and support and encouraging volunteering.

### Funding conditions

The amount of funding available is dependent on the project and their eligibility.

Grants of:

- up to **\$1000** available for environment projects for schools (works conducted solely on school grounds)
- up to **\$5000** available for community building energy efficiency upgrades
- up to **\$3000** available for all other environment projects.
- Applicants must contribute a minimum of 50 per cent toward the total project cost\*, excluding GST. This may comprise of upfront cash and 'in-kind' support (e.g. volunteer labour hours and materials) and/or other funding sources.
- The project must be completed and funds acquitted by 31 December 2022 in accordance with agreed terms and conditions.
- Very few, if any, projects can be funded to the full amount requested due to the number of applications received. Applicants should determine whether their project will still be able to proceed without the full funding amount requested and reconsider their application if not.
- Applicants who have submitted multiple applications across different grant programs must rank their applications in order of preference (i.e. if not all applications are able to be funded, please let us know which is the most important to you) and this will be considered during the assessment process for each grant.
- Council may prioritise applications that align best with our Community Plan 2030 and other strategic plans.
- 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](http://www.ato.gov.au).

*\* Note: Council may elect to fund greater than 50 per cent of project costs if a project has particular merit. The 50 per cent matching contribution is acceptable as cash or in kind support (refer to Frequently Asked Questions on our website for more information).*

## ELIGIBILITY CRITERIA

### Who can apply

#### Environmental projects

Eligible applicants include:

- not-for-profit organisations
- unincorporated groups who apply through an appropriate 'not for profit' incorporated body that supports the application and is willing to accept responsibility for the funding (an incorporated body wanting to auspice a grant for another group must complete and sign the auspice form to be submitted with the application).
- schools
- businesses

Please refer to our [Grants Policy](#) for definitions of organisation types.

- Community building energy efficiency upgrades
- Only not-for-profit community groups and sporting clubs that pay their own energy bills and lease council owned buildings within the City of Onkaparinga are eligible to apply.

Eligible applicants include:

- not-for-profit organisations
- unincorporated groups who apply through an appropriate 'not for profit' incorporated body that supports the application and is willing to accept responsibility for the funding (an incorporated body wanting to auspice a grant for another group must complete and sign the auspice form to be submitted with the application).
- must have an appropriate level of insurance(s) – for example (but not limited to) Public Liability Insurance – proportionate to the risk associated with the project/program being undertaken (this can be purchased as a 'once off' cover and should be included in the budget costs). Successful applicants may be required to produce a copy of the certificate of currency when submitting the signed Conditions of Funding. Successful applicants without sufficient insurance(s) may need to obtain appropriate cover prior to the release of grant funds and any permit approvals given. Contact Local Community Insurance Services [www.localcommunityinsurance.com.au](http://www.localcommunityinsurance.com.au) or your insurance broker for further advice/assistance.

- must not have an overdue grant acquittal with City of Onkaparinga. You will need to satisfactorily acquit previously awarded grants before being eligible to apply for this grant. Organisations that have had unsatisfactory dealings with council may be also be precluded from receiving funding. Please refer to our [Grants Policy](#) for further information.
- only one Environment and Sustainability Grants project will be considered for funding, per applicant, per funding round. Multiple organisations housed on a shared use site (i.e. where the entire site is cross-utilised), may only submit one application between them. Please refer to our [Grants Policy](#) for definitions of organisation types.

Applicants may seek funding for activities that indicate they may return a profit, however during the assessment process consideration will be given to whether council funding is required in order for the activity to go ahead, and also how the profits are likely to be used.

Groups or organisations that are currently in receipt of other council funding may apply, providing that they can demonstrate that the application is for a new program/activity or a different stage of an existing program/activity.

Activities that are funded from more than one source must clearly show how council funds will be spent.

#### Who is not eligible

- Elected members and employees of the City of Onkaparinga must not be involved in the development of a grant application and are not eligible to sign or be listed on any grant application. Refer to the [Grants Policy](#) for more information.

#### What we can fund

- projects located in the City of Onkaparinga
- projects that can demonstrate alignment with our Community Plan 2030 and other strategic plans
- projects that provide benefits to the wider community by encouraging opportunities for community participation and recreation
- projects that target marginalised groups within our communities are encouraged.

## ELIGIBILITY CRITERIA

### Examples of eligible projects/activities include

#### Environmental projects:

- waste minimisation (e.g. worm farms, composting and recycling equipment)
- connecting with nature (e.g. biodiversity, revegetation, habitat creation, revegetation that reduces the effect of urban heat, natural play space creation)
- food security (e.g. edible/community gardens, for schools this must be created as part of a wider environmental curriculum or plan)
- environmental educational projects/programs and workshops
- applied research and pilot projects, leadership development, expert advice, promotional materials and equipment that enables groups to undertake the above projects.

#### Community building energy efficiency upgrades:

- inefficient hot water system upgrades
- ceiling insulation or ceiling fan installation
- energy efficient lighting (internal or external) upgrades
- solar PV system installation
- improved control of energy consuming equipment (sensors, timers etc.).

### What we won't fund

- projects which are not located in the City of Onkaparinga
- community building energy efficiency upgrades in buildings that are not owned by council
- fundraising via direct requests for donations or sponsorship
- events, general building upgrades, and volunteer training that are available via an alternative council grant program
- activities more appropriately funded or undertaken by state or federal government or private landholders
- recurrent operational and administration costs (e.g. salaries, telephone, stationery, utility bills)
- money already spent or projects that have/will commence or have taken place prior to 1 January 2022

- costs associated with preparing and submitting a funding application
- projects that focus solely on beautification, amenity or general landscaping
- business projects solely for the purpose of meeting legal or compliance requirements.

### Additional requirements/information

#### Environment projects

- School projects must demonstrate a clear, identified benefit to the wider community and/or be accessed by the wider community and form integrated learning outcomes connected to the curriculum.
- Business innovation projects must trial new products, techniques or solutions to environment issues.
- Revegetation projects must use species indigenous to the area. A list of proposed species to be planted is required as an attachment to the application for approval by our Nature Conservation Team.
- For natural (nature) play space projects only natural elements will be considered for funding. A list of proposed elements and suppliers is required as an attachment to the application for approval by the Green Adelaide Education Team.

#### Community building energy efficiency upgrades

- Consideration will be taken on how the upgrades fit within our asset management priorities, the current asset condition or energy saving potentials and payback periods.
- For solar PV installations, a [Clean Energy Council Approved Solar Retailer](#) must be engaged who has signed on to the Solar Retailer Code of Conduct and only uses designers and installers who are accredited by the Clean Energy Council.
- Only energy efficiency measures will be considered for funding and guidance will be provided by council. We are deliberately focusing on energy upgrades for this category as they are proven to provide best return on investment. A copy of the latest energy bill is required as an attachment to the Application Form for consideration by our Green Buildings Officer.

## ELIGIBILITY CRITERIA

### General

- For any projects located on council land or in council buildings, council staff will provide advice and support to guide you throughout your project. The Grants Officer will connect successful applicants with the most appropriate staff member.
- You can only submit one application for this grant. However, applicants are able to submit applications to separate grant programs within the same financial year (one application per program) for different activities, however to ensure equity and fair access to our funding, applicants are asked to rank their applications in order of preference, and this will be considered in the assessment process for each grant.
- Applications must be received by the deadline of the funding program through the SmartyGrants online system. Late applications will be deemed ineligible and will not be accepted.
- 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 be able to provide assistance or have suggestions on sourcing elements of your project.

## APPLICATION AND ASSESSMENT

### Assessment process

Once an application has been received:

- receipt of application will be acknowledged via email
- applications will be checked for eligibility
- assessment of applications will be undertaken by a panel using the criteria in these guidelines.

### Prioritisation

During the assessment process, priority will be given to projects/programs that:

- align with our Community Plan 2030 our other council strategic documents
- achieve the greatest environmental and sustainability outcomes
- address an identified gap and do not replicate existing services.
- promote and/or facilitate inclusivity and accessibility

### Assessment criteria

All applications will be assessed on their merit using the criteria outlined below.

#### Environmental Projects

Criteria	weighting
How the project achieves alignment with Onkaparinga 2030 and other strategies in addition to the grant objectives	40%
How the project is accessible to, and/or benefits the community	30%
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.	30%

#### Community Building Energy Efficiency upgrades

Criteria	weighting
Cost effectiveness (estimated energy savings per dollar spend - grant amount)	30%
The upgrades are proven energy saving measures	30%
Whether the project is part of other efficiency or behavioural change initiatives that the applicant has implemented or is considering	30%
Previous funding from council for a similar purpose	10%

Where applications have equal merit, priority will be given to:

- organisations with their main office located within our city
- not-for-profit organisations
- applications that achieve the greatest benefit for our city and broader communities
- applications that will increase the geographic distribution of funding across our city.

Grant assessment panels will consider many factors, including an application's risks and opportunities, and an organisation's previous dealings with council. The panel is able to recommend funding allocations that may not align with the scoring process, however whether or not an organisation is funded is always at council's discretion.

## CONDITIONS OF FUNDING

The following conditions of funding apply:

- The funding provided must be used for the approved activities. Any changes to the funded activities detailed in the application may not be undertaken without prior written approval from council.
- The project must commence after 1 January 2022 and be completed by 31 December 2022.
- Applicants must obtain any necessary approvals and meet any costs associated with those approvals.
- The project must have written support from the land manager/owner, including where council is the landowner (please provide evidence).
- Applicants must 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](http://www.safework.sa.gov.au)).
- 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 *Child Safety (Prohibited Persons) Act 2016*, *Disability Discrimination Act* and *Work Health and Safety Act 2012*.
- At the completion of funded activities an acquittal report including an expenditure statement must be provided in line with the agreed funding conditions. Failure to do so may jeopardise future funding applications.
- Our City of Onkaparinga logo shall be used on all material relating to the funded activities and an appropriate acknowledgement of our funding must be given by the recipient in all promotional material, announcements and reports of the activities to the public.