

Environment Grants

2024/25 Guidelines



Acknowledgement of the Traditional Custodians

Banyule City Council is proud to acknowledge the Wurundjeri Woi-wurrung people as Traditional Custodians of the land and we pay respect to all Aboriginal and Torres Strait Islander Elders, past, present and emerging, who have resided in the area and have been an integral part of the region's history.

Diversity Statement

Our community is made up of diverse cultures, beliefs, abilities, bodies, sexualities, ages and genders. We are committed to access, equity, participation and rights for everyone; principles which empower, foster harmony and increase the wellbeing of an inclusive community.

Banyule City Council is committed to access, equity and inclusion in the delivery of our grant programs.

Applicants should consider the following when developing and implementing their project:

- A commitment to embracing gender equity in its policies, programs and practices. With a focus striving for gender equality and promoting equality of opportunity, rights and resources for women, men and gender-diverse people.
- A commitment to access, equity and inclusion for all members of our diverse community in the delivery of program(s) and/or event(s), including people living with disability (including neurodiversity), people who identify as LGBTIQ+, Aboriginal or Torres Strait Islander people, people experiencing financial disadvantage (including people who are homeless or at risk of homelessness) and our multicultural and multi-faith communities

Additional support for Applicants

Banyule City Council is committed to our grants process being open and accessible to everyone. To this end we would like to offer the following access options.

Please contact us on 9457 9955 or karen.molinaro@banyule.vic.gov.au if you would like any of the following:

- if you need a printed copy of these guidelines or a printed copy in large print
- if you need to discuss these guidelines by phone
- If you need to discuss these guidelines with us using the services of an Auslan interpreter
- If you need a printed copy of the application form for reference purposes (all applications need to be submitted online through the SmartyGrants system)
- if you need assistance to enter information into SmartyGrants due to access issues or you have difficulty using technology.

If your hearing or speech is impaired, you can contact us through the National Relay Service on 133 677 (TTY) or 1300 555 727 and ask for 9457 9955.

Support for Aboriginal and Torres Strait Islander Applicants

If you are Aboriginal or Torres Strait Islander and would like to discuss the grants program with a member of Banyule City Council's First Nations team, please contact Zali Mifsud at zali.mifsud@banyule.vic.gov.au or 9242 3491

Support for Culturally and Linguistically Diverse Applicants

If you need a language interpreter please contact [TIS National](#) on [131 450](#) and ask to be connected to us on [8673 4371](#).

If you face any barriers to applying and would like to discuss these or any other ways we can help you, please contact us at gemma.watson@banyule.vic.gov.au or 9457 9831.

Purpose

These grants encourage the Banyule community to care for our local environment and to lead on climate action. The grants are intended to support the environmental aims detailed in our [Council Plan](#).

Environment Grants

Successful projects must align with Council's priority theme: **Our Sustainable Environment**.

The strategies that support this priority theme aim to:

Categories	Strategic Priority
Biodiversity and Urban Forest	<ul style="list-style-type: none">○ Protect and enhance our natural environment, providing connected habitat for diverse flora and fauna.○ Protect, increase and maintain Banyule's urban forest population to provide a greener City for enhanced liveability.
Water Conservation	<ul style="list-style-type: none">○ Minimise stormwater pollution and the impacts of flooding and maximise Council's water conservation to transition to a water sensitive City.
Climate Change	<ul style="list-style-type: none">○ Demonstrate leadership in addressing climate change and take action to become a carbon neutral City by 2040.
Education and Community Engagement	<ul style="list-style-type: none">○ Empower and educate the community and businesses to take actions to achieve positive environmental and climate change outcomes.○ Engage and work with the community and partners to protect, enhance and experience the environment.
Waste Reduction	<ul style="list-style-type: none">○ Avoid waste generation and encourage and support the community to achieve zero waste to landfill by 2030.
Urban Food	<ul style="list-style-type: none">○ Explore and support opportunities for urban farming and community gardens.

Sustainable Transport Grants

Successful projects must align with Council's priority theme: **Our Well-Built City**.

The key strategy that supports this priority theme aims to:

Category	Strategic Priority
Sustainable Transport	<ul style="list-style-type: none">○ Lead on the use of sustainable modes of transport, and encourage walking, cycling and use of public transport.

Grant Pool

Banyule City Council's Environment & Sustainable Transport Grant pool consists of \$100,000 available for local individuals and groups to deliver projects that benefit the environment and community in Banyule.

These grants are broken into two streams:

- Sustainable Transport Grants – up to \$10,000 available
- Environment Grants – up to \$90,000 available

You can apply for a grant of up to \$10,000.

Banyule Council also offers a range of other Grant streams, including Arts Grants, Green Training Fund and Community Grants. For more information on the other Grant streams available please visit; www.banyule.vic.gov.au/grants

Key Dates

Grant round opens	9am Monday 22 April 2024
Grant round closes	Midnight Friday 31 May 2024
Environment Grants information session	Monday 22 April 2024
Grant Writing Workshop	Tuesday 23 April 2024
Contact with Council officer	No later than Monday 27 May 2024
Applicants advised of outcome	Within 3 months of the grant round closing date
Grants Presentation event	Wednesday 4 September 2024
Acquittal due	Within 12 months of notification of outcome

Eligibility Criteria

Group Applicants must:

- Have a project taking place in 2024/25
- Be a not-for-profit organisation (NFP), community group, educational or religious institution.
- Be an incorporated entity or be auspiced and administered by an incorporated entity (preschools, primary schools and secondary schools exempt). Auspice fees up to 5% can be funded for non-profit groups.
- Demonstrate financial viability by providing a recent income and expenditure statement (preschools, primary schools and secondary schools exempt). Bank statements are not appropriate and should not be submitted.
- Deliver the funded activity or service within the Banyule City Council municipal boundaries or demonstrate that the activity or service provides a direct benefit to Banyule residents
- Follow equal opportunity principles and work place health and safety practices.
- Have an ABN, or be willing to complete a "Statement by Supplier"
- Hold Public Liability Insurance up to \$10,000,000 the time of project commencement and throughout the project.
- Have been established for a minimum of 12 months.

Individual Applicants must:

- Have a project taking place in 2024/25
- Be at least 18 years old.
- Work, live or provide significant evidence of engagement in the Banyule community.
- Be auspiced and administered by an incorporated entity. Auspice fees up to 5% can be funded for individual applicants.
- The auspice organisation must satisfy group eligibility requirements as above.
- Hold Public Liability Insurance up to \$10,000,000 at the time of project commencement and throughout the project. If you are covered under your Auspice Body's Insurance, please include a letter from the Auspice Body stating this.

General Conditions

- All applicants must discuss their application with a Council Officer. Email environmentgrants@banyule.vic.gov.au or contact Gemma Watson on 9457 9831 (Environment Grants), or Alison Wood on 9457 9901 (Sustainable Transport Grants).
- Applicants must have complied with acquittal conditions for any previous Council funding.
- Planting projects must;
 - Use indigenous plants of local provenance. A detailed species list can be provided by contacting the Environment Team.

- Include an overview of site considerations, preparation, and ongoing maintenance in the application.
- Council approval (including necessary permits) must be gained for any projects being undertaken on Council owned or managed land prior to application. For Sustainable Transport projects this includes gaining permissions for the location of footpath decals associated with active to school wayfinding. For other Environment Grants applicants may be required to gain approval from a Council Coordinator or Manager and provide evidence in writing that they have done so.
- Applications for projects on private land may be considered but must fulfil the assessment criteria and demonstrate benefit to the wider community, or positive impacts to public land.
- Applications for projects on land owned by other entities, including schools, must have confirmed land manager approval prior to application.
- A representative for successful applicants must attend the Grants Presentation Evening to be held in September 2024

What Council will not fund:

- The core business of educational, religious or medical organisations.
- Projects that are of a political or religious nature (unless the project is non-denominational demonstrating broader community benefit).
- Projects submitted by individuals who are not auspiced.
- Projects submitted by non-incorporated organisations/groups that are not auspiced.
- Projects which are the responsibility of another funding body or level of government (Exceptions made for some projects in Primary and Secondary schools).
- Uniforms, prizes, trophies, scholarships, donations, sponsorships, or gifts.
- Applications seeking retrospective funding.
- Projects which have no public benefit and projects run solely for private or commercial purposes.
- Catering expenses.
- Projects where the group/organisation has received full funding for the same project from another source.
- Projects that require ongoing financial support from Council.
- Groups who undertake or promote gambling.
- Groups seeking support or assistance from Councilors in their application.
- Recurrent operational expenses (including utilities such as fuel, gas, water and electricity).
- Groups with outstanding debt to council.

Application Process

Filling in the form

- Applications for the Banyule Environment Grants must be made online via Smarty Grants.
 - Please view, complete and submit an application form by following this link:
<https://manage.smartygrants.com.au/form/352465/preview>

Tips on completing your application online:

- Please register for Smarty Grants and open a new application as soon as possible. This way you will receive communications and reminders from us sent out to all active applicants. Please note: you can save and return to your grant application at any time prior to submission.
- You will need an email address to register on Smarty Grants and submit your application. NOTE: You will need this login to accept any grant awarded and acquit your grant, so make sure the login details can be shared with any other people who may need to access the grant information.
- Access to the application form will not be available until the opening date.
- The online system does not accept incomplete applications. All fields marked with an asterisk* must be completed.
- Review your application carefully before submitting, as once it is submitted you cannot go back and make changes.
- Ensure all required documentation is attached prior to submitting your application.
- When you submit your application, you will receive an application number. Make a note of it and download a copy of your application for future reference.
- Applicants will receive an email from Smarty Grants when the application has been successfully submitted.
- More information about submitting an application through Smarty Grants can be found here:
<https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>

Once submitted, applicants can request to have their application reopened to update or submit further information if the request is made prior to the grant round closing date. Once the grant round closes, no further changes are possible.

All requested documentation in support of the application needs to be submitted with your application on Smartygrants. Council staff are unable to attach this information for you.

Budget

You will need to submit a balanced budget that includes all sources of public or private income or in-kind support and details your project expenditure. An example budget is provided below as a reference:

Income		Expenditure	
Banyule Environment Grant	\$7,500.00	Greenhouse (Banyule)	\$4,000.00
		Fruit trees x 13 (Banyule)	\$3,000.00
		Seedlings x 50 (Banyule)	\$500.00
Bendigo Bank Grant	\$3,000.00	Garden bed x 10 (Bendigo)	\$3,000.00
Own contribution (In kind)	\$2,500.00	Gardening workshop x 2 (In kind)	\$2,500.00
Volunteer time (In Kind) \$25 per hour x 40 hours	\$1,000.00	Garden construction/set up (in kind volunteer hours)	\$1,000.00
Mulch donation (In Kind)	\$1,000.00	Mulch (in kind donation)	\$1,000.00
Total income	\$15,000.00	Total expenditure	\$15,000.00

Quotes

- Applicants are encouraged to procure from a local supplier where practicable. This will contribute to your overall scoring (see criteria below).
- For each item being funded you will be required to obtain proof of price. Quotes should be attached in your online application. The following guide must be adhered to:
 - **Less than \$1,000:** confirmation of price with quote or attachment of catalogue price per item is required (a screenshot from the supplier's website is sufficient)
 - **\$1,001 - \$5,000:** one written quote per item is required (email from supplier is sufficient)
 - **\$5,001 - \$10,000:** two written quotes per item are required.
- All quotes need to clearly show the supplier/company name and contact details
- Quotes should be current (not more than 6 months old)
- If equipment/services can only be obtained from a specialist supplier and two quotes cannot be submitted, the applicant must provide statement/evidence that no other suppliers are appropriate/acceptable.
- Council recommends that any equipment purchased with grant funds should meet Australian Standards.
- Council encourages applicants to purchase from a local supplier where practicable.

GST and Council Grants

Please note, Banyule City Council grants are GST free.

The GST component of products and services for your project can be included within the proposed grant budget, however GST will not be added to the total final grant amount allocated if you are successful.

For example, if you request \$1650 for a laptop (inclusive of \$150 GST), the grant amount paid will be \$1650. It will not be subject to a further 10% GST.

Financial information for Group Applicants:

A current detailed profit and loss statement, audited financial statement or the financial statement presented at your AGM must be provided with the application.

If savings or term deposits exist, the group must clearly explain what the funds are set aside for. Groups with substantial \$ in bank accounts who do not provide an explanation as to what the money is allocated for will be considered a lower priority.

Auspicing

Unincorporated groups will require the support of an incorporated entity to auspice their grant application.

Any legally constituted body may act as an auspice organisation to partner with and/or apply for or manage funding on behalf of another non-incorporated organisation.

Examples of an auspice include:

- A peak body or governing association of your field
- A community organisation you have previously worked or partnered with
- Organisations with a similar mission or purpose
- Local neighbourhood houses

If the application is successful, the auspice organisation will receive and manage the funds for the applicant to deliver the funded project. The auspice organisation is responsible for the effective acquittal of the grant.

If your application is to be auspiced by another organisation, all insurance, incorporation and ABN information of the auspicing group must be provided in your application. A letter from the auspice organisation on letterhead stating their support for the application is also required.

It is the responsibility of the applicant to ensure that a clear agreement setting out each party's obligations is reached prior to applying for funding. Refer to <https://www.nfplaw.org.au/free-resources/working-with-others/what-is-auspicing> for further information.

*Auspice organisations may also apply for funding in their own right. Acting as an auspice for an unincorporated group will not affect the auspice group's opportunity for success with its own grant application.

Contact with a Council Officer

All applicants must contact a Council officer to discuss their application prior to submitting.

Council officers may be able to assist with developing your idea, helping you to plan your project or activity or advising you on eligibility conditions for the grants.

Failure to discuss your project with a Council officer prior to submission will render your application ineligible for funding.

You will be asked to provide the name of the Council officer you spoke with and the date of the discussion on the application form. This will also be recorded by the officer you speak with.

Please email environmentgrants@banyule.vic.gov.au or contact:

Gemma Watson – Environment Grants

Ph: 9457 9831

E: gemma.watson@banyule.vic.gov.au

Alison Wood – Sustainable Transport Grants

Ph: 9457 9901

E: Alison.wood@banyule.vic.gov.au

Completing your application

Assessment criteria

Your application will be assessed against four weighted criteria. Please clearly address each of the below prompts in your application:

1. Project Idea (50%)

- What are the planned activities?
- **Environment Grants:** Which strategy to strengthen Our Sustainable Environment – as outlined in the Council Plan 2021-2024 – does your project align to? (Refer to first page of guidelines)
- **Sustainable Transport Grants:** How does your project align to Our Well-Built City strategy – as outlined in the Council Plan 2021-2024? (Refer to first page of guidelines)
- **Sustainable Transport Grants:** For School applicants, what previous participation in sustainable transport programs have you been involved in (i.e., VicHealth’s Walk to School; Bicycle Network’s Ride2School; Banyule City Council Active to School program).
- What are the expected outcomes of this project and how will you measure them?

2. Application (20%)

- Is your project plan realistic, can you feasibly deliver your expected outputs in the timeframe?
- Have you provided a detailed balanced budget which shows all sources of income and all expenditure items?
- Have you provided suitable supporting evidence in the form of quotes?
- Do you have a clearly defined project management team?
- For Sustainable Transport Projects in school settings do you have a letter of support from your land manager (School Council/Principal)?

3. Community Benefit (30%)

- Have partnerships with other community groups to deliver the project been explored?
- Who are your intended audience/participants (from the Banyule community)?
- How will the community and the environment benefit from this project?
- How will you ensure your project is inclusive and accessible for those who wish to participate?
- What are the longer-term impacts of your project (beyond the life of this grant)?

Assessment and Decision Making

Applications will be assessed through the following steps:

1. Eligibility assessment

2. Assessment panel review and assessment

- Once your application is deemed eligible, the assessment panel comprised of members of the [Banyule Environment Climate Action Advisory Committee \(BECAAC\)](#) will review your application and assess it against the key criteria outlined above. Where relevant the assessment panel will request specialist comments on the application from Council Officers with expertise in a relevant field/s (i.e., an assessment of a planting project may include specialist comments from Council's Biodiversity Advisor).
- The assessment panel will then either recommend or not recommend the project for funding.

3. Senior Management Review

- City Development Senior Management will review the panel assessment and decide whether to approve or not approve funding.

All parties involved in the assessment process **must declare any conflict of interest** prior to the involvement in the assessment of grants.

Notification

Notification of grant outcomes are made within 3 months of the closing date for the round. Applicants will be notified by email.

Successful applicants will be required to submit a grant agreement and invoice prior to the grant been paid by Council.

Successful applicants are expected to be represented at Council's Grants Presentation event on Wednesday 4 September 2024.

A list of successful applicants will be published on Council's Website.

Grant Agreement

Successful grant applicants will be required to sign a grant agreement. In the case of group applicants the applicant is signing on behalf of the organisation and by doing so is agreeing that the group/organisation is fully aware of the application and the conditions associated with the grant being awarded.

Any requests for variations to the purpose, scope or spend of the grant **must be made in writing** and are subject to Council approval.

Project Variations

Requests for variations to the purpose, expenditure or end date for the approved project must be submitted online. Contact should be made with Council to discuss the reason for the variation and to request a form to be added to the application on SmartyGrants. Once submitted the request will be reviewed and the outcome will be advised via email. The project should not proceed until the group has been formally notified of the outcome of the variation request.

Acquittal

- After submitting your invoice an acquittal form will be attached to your Smarty Grants account.
- The acquittal will need to be completed within 12 weeks of finalisation of your project.
- You will need to report on how your grant funds were used, including:
 - Outcomes including benefit to the community and environment in Banyule.
 - Any key learnings.

- To successfully acquit your grant, you will also be required to submit receipts accounting for your expenditure.
- Invoices and bank transfer statements cannot be accepted as proof of purchase.
- Receipts must list items purchased/works completed, detail the cost per item, and the total cost. All receipts should reflect the expenditure approved and align with the letter of offer.
- Failure to acquit the grant satisfactorily will be considered a breach.
- A breach may result in requests for grant money to be returned to Council and exclude the group from future grant rounds.

Acknowledgement of Banyule City Council

All successful applicants must provide the following acknowledgements to Banyule City Council:

- Acknowledgment of Banyule City Council as a funder on all printed and digital promotional material including letterheads, invitations, posters, flyers and signage, media releases, video and digital materials (official Council logos will be supplied).
- An invitation for Banyule City Council representatives to attend key events.
- The provision of the below materials (if applicable) for potential inclusion in Banyule Greenwrap, Banyule City Council social media and/or website content or any other Banyule City Council publications:
 - A brief description of your event including key dates, times, and features.
 - At least three publishable, high-res images (300dpi or greater).
 - A website address.
 - Social media links.

Additional Support for Applicants

Banyule City Council is committed to our grants process being open and accessible to everyone. To this end we would like to offer the following access options. Please contact us on the numbers and/or email addresses below if you would like any of the following:

- If you need a printed copy of these Guidelines or a printed copy in large print.
- If you need to discuss these guidelines by phone.
- If you need these Guidelines in a captioned video format.
- If you need to discuss these Guidelines with us using the services of an Auslan interpreter.
- If your hearing or speech is impaired you can call us through the National Relay Service on 133 677 (TTY) or 1300 555 727 ordinary handset and ask for 9490 4222.
- If you need a language interpreter please contact TIS National on 131 450 and ask to be connected to Banyule City Council on 9490 4222.
- If you need a printed form and support to enter information into Smarty Grants please contact us for assistance.
- If you would like to speak to someone from our First Nations team, please contact Council's First Nations Lead, Zali Mifsud at zali.mifsud@banyule.vic.gov.au.

If you are facing barriers to applying due to the submission process and would like to discuss these options **or any other ways in which we can help you**, please contact Gemma Watson (details below) to discuss how we can support you.

Who to Contact

For more information regarding the Environment Grant round please contact environmentgrants@banyule.vic.gov.au or Gemma Watson on 9457 9831 (Environment Grants) or Alison Wood on 9457 9901 (Sustainable Transport Grants)

Appendix- Definitions

ABN (Australian Business Number): The Australian Business Number is a number used to identify a business or organisation for tax and Australian Government purposes. An ABN for the organisation or for the Auspice organisation must be provided in the grant application.

Acquittal report: An acquittal report ensures that grant recipients have administered grant funds responsibly and in line with the terms and conditions of the Funding Agreement. An acquittal report usually consists of a written report that summarises project outcomes in relation to project objectives. Grant recipients will be required to provide a financial statement detailing how the funds were spent. The financial statement must include a detailed budget breakdown.

Auspice: Any legally constituted body may act as an auspice organisation to partner with and/or apply for or manage funding on behalf of another non-incorporated organisation. If the funding application is successful, the auspice organisation will receive and manage the funds for the applicant to deliver the funded project or activities. The auspice organisation is responsible for the effective acquittal of the grant.

Conflict of Interest: A conflict of interest occurs if a member of the Assessment Panel has something to personally gain from the grant application being either successful or unsuccessful. It also extends to providing family and close friends with preference.

Grant agreement: A Grant Agreement is a formal document stating the purpose of the funding, the financial amount, and the conditions attached to the grant. It also defines the rights and responsibilities of the grant recipient and Council. Once signed, recipients are under a legal obligation to comply with the stated terms and conditions.

In-kind support: An in-kind contribution is when a group contributes goods or services in lieu of providing funds. In kind contributions must have a \$ value. For example, volunteer hours @ \$41 per hour, use of equipment or facilities or donated goods.

Incorporated associations: An incorporated association receives recognition as a legal entity separate from its members and offers some protection for office holders from any debts or liabilities incurred by the group. The organisation must be registered with Consumer Affairs Victoria. For more information please contact Consumer Affairs Victoria or phone 1300 558 181

Unincorporated associations: An unincorporated association is not recognised as a separate legal entity to the members associated with it. It is a group of people who agree to act together as an organisation and form an association. The group can remain informal and its members make their own rules on how the group is managed. The rules may also be referred to as a constitution.

Not for Profit (NFP) Organisation: An NFP is an organisation that does not distribute any profit to an individual, its members and or shareholders. Any profit from the organisation will be directed back into the organisation and its activities.