



## Environment Grants

### 2020 Program Guidelines

<p><b>Purpose</b></p>	<p>Banyule City Council has designed the Environment Grants to encourage and assist community involvement in the achievement of our environmental goals. It is aimed to improve and increase;</p> <ul style="list-style-type: none"> <li>• The maintenance and enhancement of the natural environment;</li> <li>• Climate change mitigation and adaptation;</li> <li>• The conservation of resources including materials, water and energy;</li> <li>• The reduction in waste and pollution; and</li> <li>• The encouragement of environmental stewardship in the community.</li> </ul> <p>The Environment Grants program is provided as an incentive to new or established groups and individuals to develop initiatives, workshops, projects and campaigns that achieve these aims.</p>
<p><b>Grant Pool</b></p>	<p>For 2020/21, the Environment Grants have been split into two rounds of <b>\$55,000 each</b>. The maximum an individual grant can be <b>awarded is \$10,000</b> in cases of exceptional projects. There is no minimum grant amount awarded.</p> <p><b>Round One</b> was open 14 July – 13 September 2020.  <b>Round Two</b> will be open 19 January – 16 March 2021.</p> <p>Environment Grants can be fully funded or partially funded. If partially funded Council will specify what aspects of the application will be covered.</p> <p>These guidelines are provided for the <b>Environment Grant – Round Two</b> stream. Please see our website for details on other grant funding available - <a href="https://www.banyule.vic.gov.au/Council/Grants/">https://www.banyule.vic.gov.au/Council/Grants/</a></p> <p><b>All applicants are required to read the guidelines and discuss their project idea with the Environment Grants Officer before starting a submission.</b></p> <p>To discuss your application, or receive more information please contact Jing Yang (Environment Grant Officer) on 03 9490 4972 or email <a href="mailto:environmentgrants@banyule.vic.gov.au">environmentgrants@banyule.vic.gov.au</a>.</p>
<p><b>Important Dates</b></p>	<p>The following dates outline the schedule for the 2020/21 Environment Grants Program Round 2:</p> <ol style="list-style-type: none"> <li><b>1. Environment Projects Grants applications open:</b> 19 January 2021.</li> <li><b>2. Environment Projects Grants applications close:</b> 16 March 2021.</li> <li><b>3. Applications assessed</b> 17 March – 20 April 2021.</li> <li><b>4. Applicants notified of outcomes:</b> 27 April 2021.</li> </ol>

	<p><b>5. Projects must be acquitted by 10 June 2022.</b></p> <p>Late applications will not be accepted.</p>
<p><b>Eligibility Criteria</b></p>	<p>To be eligible to apply for the Environment Projects Grant you must:</p> <ul style="list-style-type: none"> <li>✓ Have a project taking place <b>2021 or 2022.</b></li> <li>✓ Be a not-for-profit organisation/community group, individual or Incorporated Body (or be auspiced by one).</li> <li>✓ Be based within Banyule City Council Local Government area and/or propose to provide services and activities within these boundaries.</li> <li>✓ Have an ABN or be able to submit a <a href="#">Statement by Supplier</a>.</li> <li>✓ Have appropriate Public Liability Insurance and adhere to equal opportunity principles and sound work place health and safety practices.</li> <li>✓ Be able to demonstrate financial viability by a current detailed profit and loss statement (preferred) or a detailed, current financial statement. Bank statements are not appropriate and should not be submitted.</li> <li>✓ Have been established for a minimum of 12 months.</li> </ul> <p><b>Note:</b> The auspicating entity must accept responsibility for the management of advanced funds and acquittal requirements, as well as all insurance risks of the project.</p> <p><b>General Conditions:</b></p> <ul style="list-style-type: none"> <li>- Planting projects must use indigenous plants of local province. A detailed species list can be provided by contacting the Environment Grants Officer or Bushland Management Team about plant selection. Demonstration of site considerations, preparation and ongoing maintenance should be included in the application.</li> <li>- Council approval (including necessary permits) must be gained for any projects being undertaken on Council owned or managed land.</li> <li>- Applications for projects on private land may be considered, but must fulfil the existing assessment criteria and demonstrate benefit to the wider community, or positive impacts to public land.</li> <li>- To receive grant funds successful applicants must enter into a Funding Agreement with Council and adhere to all conditions outlined in the agreement.</li> </ul>

<p><b>Ineligible</b></p>	<p>You <b>cannot</b> apply, and Council <b>will not fund</b> an Environment Projects Grant if:</p> <ul style="list-style-type: none"> <li>× Re-current or ongoing financial support from Council is needed (one -off facilitation costs may be considered for community education costs).</li> <li>× You wish to fund project management or administrative support, contributions to salary costs, or ongoing operational costs and labour costs associated with the implementation of your project.</li> <li>× Costs are to cover auspicing fees for groups or organisations.</li> <li>× Catering expenses associated with your project.</li> <li>× Your project is being funded through another source.</li> <li>× The project is a responsibility of another level of government (e.g. State or Federal).</li> <li>× A clear statement of your organisation’s financial position cannot be provided upon request.</li> <li>× Funding is intended to be used for project planning i.e. master plans, landscape plans, building plans.</li> <li>× Your activity is solely for private gain or commercial purposes.</li> <li>× The purpose of your project is of political or religious nature (unless the project is non-denominational demonstrating broader community benefit).</li> <li>× Money will be used prizes, donations, sponsorship or gifts.</li> <li>× Your organisation has not satisfactorily acquitted a previous grant or has existing funds owing to Council.</li> </ul>
<p><b>Your Application</b></p>	<p><b>All applicants are required to read the guidelines and discuss their project idea with the Environment Grants Officer before starting a submission.</b></p> <p>To discuss your application, or receive more information please email <a href="mailto:environmentgrants@banyule.vic.gov.au">environmentgrants@banyule.vic.gov.au</a></p> <p>All applications must be submitted online via our grants portal <b>SmartyGrants</b> on Banyule City Council website:  <a href="http://Banyule.smartygrants.com.au/EnvironmentGrants">Banyule.smartygrants.com.au/EnvironmentGrants</a></p> <p>To apply through SmartyGrants you will need an email address. If your email address has been registered with SmartyGrants previously and you have forgotten your password, or are having difficulties logging in or registering a new account please contact the SmartyGrants helpdesk directly on 9320 6888.</p> <p>The online system does not accept incomplete applications. All fields marked with an asterisk* must be completed.</p>

	<p>If you do not have internet access, Council can direct you to organisations who are able to assist with completing and submitting your application.</p> <p><b>Please remember your SmartyGrant login details as you will need them to upload the acquittal for your project once complete.</b></p>						
<p><b>Project Budget &amp; Supporting Documentation</b></p>	<p>You will need to submit a balanced budget that includes any other sources of public or private income, in-kind contributions and details your project expenditure.</p> <p>You are required to include quotes for all purchases intended with the grant funding. Quotes should be attached in your online application.</p> <ul style="list-style-type: none"> <li>• Council <b>requires a minimum of one email or written quotation or supporting catalogue price.</b></li> </ul> <p>Quotes can include screenshots or attachments from a website but need to include an itemised figure and the supplier details.</p> <p>When detailing in-kind volunteer hours consider the Australian Bureau of Statistics (ABS) figures which states volunteer work is worth \$42.72/hour. This figure will be higher if you are receiving in-kind labour from someone with professional or trade skills, i.e. a carpenter to build a structure.</p> <p>Letters of support should be attached where partnerships are involved or to demonstrate community interest/support for a project. These will taken into consideration for assessment.</p>						
<p><b>Covid Safe Projects</b></p>	<p>We strongly encourage all applicants to familiarise themselves with the current restricted activity guidelines - which are available to download from Victoria's Department of Health and Human Services:<a href="https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19">https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19</a>In your application, we will ask you to outline the measures you will put in place to ensure your project complies with the restricted activity directions and how you will ensure a safe environment for everyone involved.</p>						
<p><b>Assessment</b></p>	<p>Applications for the Environment Projects Grants will be assessed by the Banyule Environment Advisory Committee (BEAC) (a community advisory committee established to advise Council on environmental issues). This will be weighted based on;</p> <table border="1" data-bbox="405 1644 1452 1995"> <thead> <tr> <th data-bbox="405 1644 663 1682">Criteria</th> <th data-bbox="663 1644 1214 1682">Key Points</th> <th data-bbox="1214 1644 1452 1682">Weighting</th> </tr> </thead> <tbody> <tr> <td data-bbox="405 1682 663 1995"> <p><b>Project Idea</b></p> </td> <td data-bbox="663 1682 1214 1995"> <ul style="list-style-type: none"> <li>• Does the project align with Council's Planet Priorities as outlined in the Council Plan 2017-2021?</li> <li>• Is the project creative and innovative?</li> <li>• Does the project have a good chance of meeting its environmental aims?</li> </ul> </td> <td data-bbox="1214 1682 1452 1995"> <p><b>60%</b></p> </td> </tr> </tbody> </table>	Criteria	Key Points	Weighting	<p><b>Project Idea</b></p>	<ul style="list-style-type: none"> <li>• Does the project align with Council's Planet Priorities as outlined in the Council Plan 2017-2021?</li> <li>• Is the project creative and innovative?</li> <li>• Does the project have a good chance of meeting its environmental aims?</li> </ul>	<p><b>60%</b></p>
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	<p><b>Application</b></p>	<p>Is the project clearly outlined and does it include;</p> <ul style="list-style-type: none"> <li>• A description of the project management team?</li> <li>• Defined accountability and project roles?</li> <li>• A detailed budget which shows all income and expenditure?</li> </ul>	<p><b>20%</b></p>
	<p><b>Community Benefit</b></p>	<ul style="list-style-type: none"> <li>• Have partnerships been explored for collaboration with other community groups to deliver the project?</li> <li>• Does the project address issues of access and equity and provide opportunities for Banyule’s diverse community?</li> <li>• Has the grant made efforts to procure from local businesses?</li> </ul>	<p><b>20%</b></p>
<p>Some preference may be given to those groups or individuals who have not previously received a grant from Banyule City Council. Any conflicts of interest present in the committee are declared with members excused from partaking in the discussion of the relevant application.</p> <p>Decisions on the allocation of the grants will be based on the recommendations of Council Officers and decision of BEAC. All applicants will be notified of the outcome of their application via email.</p>			
<p><b>Evaluation, Agreement and Acquittal</b></p>	<p>If your application is successful, you will be required to enter into an agreement with Council and adhere to all conditions outlined in it. One of the requirements will be to show your expenditure to acquit the funds. The due date of this will be stipulated within the agreement and will generally be 12 months after any grant money is awarded.</p> <p>All successfully funded projects will complete and submit an online acquittal form through SmartyGrants detailing:</p> <ul style="list-style-type: none"> <li>• Financial evidence (receipts from spending).</li> <li>• Marketing material (videos, photographs, flyers).</li> <li>• Proof of In-kind contributions.</li> </ul> <p>You will receive notification when your acquittal has been successful.</p> <p>Any variations or modifications to the project that alter the original approval to funding being spent must have consent from Council. All requests will be considered, and the applicant will be notified of Council’s decision. Approval must be received before alterations can proceed otherwise Council reserves the right to cease funding.</p> <p>Variations should be applied for via Smarty Grants and will be considered by the Director City Development on advice from Council Officers and BEAC.</p>		

<p><b>Help for Applicants</b></p>	<p>For general information on Environment Grants application process please contact Jing Yang (Environment Grant Officer) on 9490 4972 or Ellie Hall (Sustainability Officer) on 9433 7724.</p> <p>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 9433 7724. If you need an interpreter please contact TIS National on 131 450 and ask to be connected to Banyule City Council on 9433 7724.</p> <p>Banyule City Council is committed to our grants process being open and accessible to everyone. If you are facing barriers to applying for any reason, please contact Banyule City Council to discuss how we may be able to support you.</p>
<p><b>Definitions</b></p>	<p><b>ABN:</b> Australian business number (ABN) is a unique 11-digit identifier that makes it easier to identify your business to the government and community.</p> <p><b>Acquittal:</b> The process of the funding recipient reports to the funding body on how it has expended all funds in accordance with the terms and conditions of the funding agreement on completion of the project.</p> <p><b>Auspice:</b> A organisation who manages grant funding on your behalf when only organisations, and not individuals or groups of individuals can apply.</p> <p><b>Incorporated Association:</b> A registered legal entity usually established for recreational, cultural or charitable purposes. It makes a group of people a single legal entity with certain rights and legal protections.</p> <p><b>In-Kind Contribution:</b> Contribution of a service, labor (volunteer time), venue, materials or goods provided instead of cash. Organisations or groups contribute their own resources to a project that may reduce the amount of actual dollars needed. This doesn't dismiss that these contributions would had to have been paid for should these donations have not existed.</p>