

THE CITY OF
GREATER GEELONG

ENVIRONMENTAL SUSTAINABILITY GRANTS



2023-24 GUIDELINES

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About these grants

The purpose of the Environmental Sustainability Grants is to support the initiation, development and delivery of projects that enhance our natural environment and drive environmental sustainability actions across the Geelong region.

We look for projects that assist the City to improve the health of our local environment, reduce our environmental footprint and protect the lifestyle our community enjoys. The grants help to raise the profile of the Geelong municipality as a leader in addressing climate change and environmental challenges and opportunities.

The grants respond directly to the goals of the City's Environment Strategy 2020-2030 to:

- Goal 1: Become a zero-emission, climate-ready city region
- Goal 2: Create greener community spaces
- Goal 3: Contribute to a circular economy by reducing waste
- Goal 4: Protect, enhance and restore our region's biodiversity
- Goal 5: Achieve better integrated water management through planning and design

The grants are available to support a wide range of community groups for a variety of projects.

There is total funding available of \$90,000 with individual grants being offered of up to \$10,000 for small environmental capital works, up to \$10,000 per application for projects and up to \$2,000 for small equipment purchases.

The grant is divided into three categories (see table below) and our aim is to help community groups deliver environmental outcomes that benefit the region.

CATEGORY	WHAT WILL BE FUNDED	MAXIMUM FUNDING PER APPLICANT
Capital Works	Small environmental capital works (e.g., water tanks, solar)	\$10,000*
Projects	For the delivery of responsive environmental sustainability projects, programs and community activities	\$10,000
Equipment	To assist with the cost of small equipment purchases that help community groups to deliver services and programs	\$2,000

*For capital works above \$10,000, applicants are advised to apply for a Community Infrastructure Grant

HOW TO APPLY

Applications for this grant must be made via our SmartyGrants online system.

There are two ways you can access the online application form:

1. Visit the [Community Grants page at the Geelong Australia website](#), select the grant program you wish to apply for from the list, click the 'Apply online' button that appears on the page, log-in or create an account.
2. Visit <https://geelong.smartygrants.com.au/applicant>, select 'current rounds' at the top right of the page, select the grant you wish to apply for, log-in or create an account then complete and submit the form.

KEY DATES

Applications will be accepted until 5.00 pm on the closing date. Late submissions will not be accepted.

Applications open: 3 June 2023

Applications close: 24 July 2023

Notification to applicants: 1 December 2023

Activity start and end: Activity cannot start until after notification date and must be completed within 12 months

PERMITS AND APPROVALS

Proposed projects or events may require permits or approvals.

These processes are separate to the grant application process and require additional time and budget in the project plan. Grant funding cannot be used to pay for a permit or approval issued by the City.

You do not need to secure permits or approvals before applying, but if your funding application is successful, securing them is a condition of the grant. The City will not make any grant payments until the relevant permits and approvals are secured and submitted with the funding agreement.

You must demonstrate that you are aware of the necessary permits and approvals in your application. Please refer to the assessment criteria under 'well planned projects' on pages 10 and 11.

FIRST NATIONS

For all applicants intending to apply for a grant with a First Nations theme you must provide evidence of engagement with First Nations Communities, and/or the specific First Nation community groups identified in your proposal.

You must also demonstrate awareness and understanding of the [Aboriginal Heritage Act \(2006\)](#) and/or the City's [Reflect Reconciliation Action Plan](#) and/or [Social Equity Framework](#) which includes the City's support to the Uluru Statement from the Heart.

You are strongly encouraged to talk to the Grants Team prior to applying.

CONTACT INFORMATION

To discuss your project or request help with the application process, please contact our grants team at communitygrants@geelongcity.vic.gov.au, or call on 5272 5560.

NOT THE RIGHT GRANT FOR YOU?

There are a variety of other funding opportunities available. Find out more by visiting www.geelongaustralia.com.au/grants

OTHER LANGUAGES – TRANSLATION AND INTERPRETING SERVICE

Free phone interpreting service.



If you need an interpreter, please call the Translating and Interpreting Service (TIS National) on 131 450 and ask them to telephone the City of Greater Geelong on 03 5272 5272. Our business hours are 8.30am-5.00pm.

NATIONAL RELAY SERVICE (NRS)

If you are deaf or have a hearing or speech impairment and you wish to call a staff member, you can do so through the National Relay Service (NRS) and ask for 03 5272 5272 who can connect you with the grants team.

- TTY users can phone 13 36 77
- Speak & Listen (speech-to-speech) users can phone 1300 555 727
- SMS relay users can message 0423 677 767

Note: Area code must be included for each call.

For a full list of NRS call numbers, visit [National Relay Service call numbers](#).

Who can and can't apply?

The City's grants are primarily offered to not-for-profit community organisations with some exceptions to suit the objectives of individual grants.

The following table describes who is and isn't eligible to apply for funding through these grants:

APPLICANT TYPE	YES	NO
Not-for-profits - incorporated bodies, co-operatives or associations	✓	
Registered charitable organisations – refer to the Australian Charities and Not-for-profits Commission	✓	
Unincorporated bodies with an auspice	✓	
Schools and learning institutions – only for activities that are not curriculum based and the primary benefit is for the wider community	✓	
Landowners or authorised managers	✓	
For-profits - commercial entities, businesses		X
Individual/Sole Traders (entity type with Australian Business Register)		X
Applicants that have received funding from this grant in the current financial year (applies only when a second grant round is offered by the City)		X
Applicants with outstanding acquittals for grant funding from the City – including auspices		X
Applicants with outstanding debts or arrears to the City of Greater Geelong or in legal proceedings with the City		X
An organisation involved in legal proceedings relating to winding up its operations, or experiencing insolvency or bankruptcy (this includes any legal bankruptcy-related actions against the organisation's directors or officers)		X

WHAT IF YOU ARE NOT INCORPORATED?

If you are a not-for-profit organisation, you can still apply by using an auspice.

An auspice is an organisation that meets our eligibility criteria and agrees to support your application. If you're successful, the auspice receives the grant money on your behalf so you can undertake the project work.

If you are planning on using an auspice, please:

- obtain approval from your proposed auspice before you submit your application
- ensure the auspice signs the application form and funding agreement

Some auspice organisations may charge an auspice fee. This is at their discretion and should be negotiated between the applicant and the auspice.

What can you apply for?

Your grant activity must take place within the City of Greater Geelong.

The following is a list of ideas and examples that will be considered for funding. It is guide only and the list should not be considered exhaustive.

Capital works

In this category we are seeking proposals to support the sustainable and efficient use of natural resources, including energy, water and materials. Suggested ideas that are suitable for applications include:

- solar installations
- water tanks
- high efficiency water irrigation.

Projects

In this category, we are seeking proposals that improve the health of our local environment, reduce our environmental footprint, and protect the lifestyle our community enjoys. Suggested ideas that are suitable for applications include:

Protect our Natural Environment

- re-vegetation with indigenous (locally native) plants
- purchase of re-vegetation materials and equipment
- pest plant and/or animal control measures
- creating healthy waterways

Environmental Sustainability

- sustainable transport e.g., reducing fossil fuels associated with transport, bicycle skills training, end-of-trip facilities, carpooling initiatives
- reducing waste e.g., reducing waste going to landfill, recycling systems, composting systems
- greening urban spaces e.g., urban/rooftop gardens, sustainable food production, community gardens, local food events, connecting people to nature, reducing urban heat

Community Engagement

- community events that engage on environmental or sustainability themes
- development of educational or capacity building materials and resources
- development of a strategic or business plan, or land management plans for a community group
- initiatives that build capacity and promote best practice in the natural environment or environmental sustainability e.g., workshops, networking events, training and skill development

Equipment

Note: Equipment must remain the property of the applicant organisation and be located within the City of Greater Geelong.

In this category we provide support for small equipment purchases that help community groups deliver services and programs and directly contribute to positive environmental benefits or outcomes. Suggested ideas that are suitable for applications include:

- tools for tree planting and weed removal
- tree guards to reduce damage to newly planted trees

What won't be funded?

ENVIRONMENTAL SUSTAINABILITY GRANTS

The following will not be funded by the Environmental Sustainability Grants:

- removal of native vegetation or other environmental assets
- re-vegetation with non-indigenous plants
- works or equipment for landscaping without positive biodiversity benefits or outcomes
- upgrading facilities where the sustainability outcomes or credentials are minimal or incidental
- events or initiatives that do not have a clear focus on environment or sustainability outcomes
- projects on designated private land will be excluded for consideration unless there is a broader environmental and community benefit, e.g., creating a biodiversity corridor across private lands

CITY'S COMMUNITY GRANTS

In general, the following items, activities or projects will not be funded by any of the City's Community Grants.

- projects or activities that occur outside the City of Greater Geelong municipality (where activities also have outcome/s that occur outside the municipality, only the portion taking place within Greater Geelong is eligible)
- cost of Council services where fees are normally charged e.g., Council rates, waste removal, building or planning permits or approvals, parking etc.
- existing staff and salary costs (funds to cover costs for additional staffing or contractors, that relate directly to the grant application, will be considered)
- requests for retrospective purchases or projects, or where activities commence prior to notification of funding outcome
- fundraising events where the main aim is to directly fundraise for a charity
- prizes, gifts, awards or sponsorship costs, such as trophies, medals, money and vouchers
- political, gaming or gambling activities
- activities and expenditure that can be considered core business e.g., ongoing projects and activities, administration overheads such as utilities, insurances and fees
- additional funding for previously successful applications
- projects, activities or events that could potentially commit the City to funding on an ongoing basis
- projects, activities or events that better meet the criteria of another City of Greater Geelong grant or program

How are applications assessed?

All applications received will go through the following assessment process:

- eligibility checks – applications are checked against the criteria on pages 6 to 9 to determine their eligibility
- officer panel assessment – eligible applications are assessed according to the assessment criteria and priority areas (see tables below)
- independent (community) panel assessment – the panel reviews the officer assessments and recommends funding allocations to Council in a council report
- Council review and endorsement – funding recommendations are further reviewed by Council then endorsed

ASSESSMENT CRITERIA

Applications will be assessed on a weighted average scoring system, as shown in the tables below:

CATEGORY – CAPITAL WORKS AND PROJECTS	
Key criteria – weighting	What we look for when assessing a project grant application
Well Planned Project 25%	The application must demonstrate: <ul style="list-style-type: none"> • your understanding of any permits and approvals that may be required • evidence that the proposed venue/location is suitable and available for the event (if applicable) • a clear, balanced budget showing total income equals total expenditure. The budget must describe and show the total cost of the project including contingency and list any other additional sources of funds that will contribute to the total project income • detailed quotes or estimates from suppliers as evidence of your project costs * • experience of the people involved in delivery or your activity
Community Impact 15%	Considers how the project will: <ul style="list-style-type: none"> • lead and support education and/or capacity building for business and community to encourage sustainable practice • achieve greater environmental sustainability outcomes for our community by working with others • harness community knowledge to drive sustainable change • improve access to programs for people with all abilities • have a direct or indirect impact on local economic growth, business and/or organisational capacity.
Environmental Impact 60%	Considers how your project responds to the City's Environment Strategy 2020-30 goals by: <ul style="list-style-type: none"> • reducing carbon emissions • increasing take-up of energy efficiency and renewable power • building community resilience to the impacts of climate change

CATEGORY – CAPITAL WORKS AND PROJECTS

- increasing the quantity and quality of our protected natural environment.
- seals and supports our community to adopt sustainable practices to move toward zero-waste.
- manages our water efficiently using best practice standards.
- greens our urban spaces - Supports partnerships and programs that engage our community in environmental restoration projects.

CATEGORY - EQUIPMENT

Key criteria – weighting What we look for when assessing an equipment grant application

Well-planned project 25%	<ul style="list-style-type: none">• clear reasons why the equipment is needed, and how it will be used.• where it will be located and who will have access to it.• a clear, well-balanced budget that shows:<ul style="list-style-type: none">– the total cost of the equipment.– additional funding sources that will contribute to total equipment costs, or an explanation of why additional funding isn't possible.• current and comprehensive written quote(s), sourced within the last six months.
Community impact 60%	<ul style="list-style-type: none">• explanation of how purchasing the equipment will have a positive impact on your club, group or the community.
Environmental impact 15%	<ul style="list-style-type: none">• that you have minimised the environmental impact of the purchase by considering factors such as disposal of packaging, choice of supplier and opportunity to recycle redundant equipment.• that you have chosen equipment with warranties for repairs and maintenance and longer life (if this is an option).
TOTAL 100%	

* Acceptable evidence of costs includes:

- quotes with supplier's business name ABN/ACN and contact details
- screenshots from online retailers including item description, price, supplier's business name
- project staff/contractor costs calculated from industry awards or codes of practice

PRIORITISING APPLICATIONS

If the total request for funding exceeds the grant funds available, we will prioritise

- applications that have not received funding from this grant in the previous financial year
- applications from organisation that do not receive funding from electronic gaming machines

GRANT ALLOCATION INFORMATION

Applications can be made to multiple grant programs for relevant and distinct projects or programs.

A single project, event, activity or program will only be funded in one grant program category within a given financial year. This means we will not fund part of a project in one grant program, and part in another.

We generally only fund projects once. You cannot rely on this grant for ongoing or recurrent funding. However, we will consider funding a project again if there are compelling reasons, in line with the objectives of this grant. Any decision to award further funding will be based on the merit of the application.

Grant amounts allocated are specific to the grant category as detailed in each individual program guidelines.

Grant amounts offered to successful applicants are based on outcomes determined during the assessment process and in line with budget limitations.

In some cases, applicants may also be offered partial funding to run a reduced or modified project.

What happens next?

IF YOUR APPLICATION IS SUCCESSFUL

If your application is successful, you will be notified in writing within one week after funding recommendations are endorsed.

You will be sent a funding agreement explaining the terms and conditions of our offer. Once you sign and return the agreement, we will send your funding within 30 working days.

IF YOUR APPLICATION IS UNSUCCESSFUL

If your application is unsuccessful, you will be notified in writing.

As grants are a competitive process, even if an application meets the criteria, it may not be competitive against other applications.

If you would like further feedback on why your application was unsuccessful, please contact communitygrants@geelongcity.vic.gov.au

If there are funds remaining in the grant pool, we may choose to offer a second round of grants. While unsuccessful applicants are eligible to reapply, we would recommend revising the application to make sure it fits the assessment criteria before doing so.

FUNDING AGREEMENTS

If your grant is successful you will be required to enter into a funding agreement that will establish:

- a. the terms and conditions of funding;
- b. the details of the activity;
- c. the deliverables;
- d. reporting requirements; and
- e. the schedule of payments.

General information

The following information applies to all City of Greater Geelong grants.

ACKNOWLEDGEMENT, PROMOTION AND MARKETING

Successful grant applicants must acknowledge the City of Greater Geelong as a funding source.

This can be done by using the City's logo in marketing and publicity materials, social media, acknowledgement at launches and/or invitations for Councillors or City representatives to attend events.

COVID-19

All activities must comply with the latest health advice and government restrictions, as detailed at: <https://www.coronavirus.vic.gov.au/>

FINANCIAL ACQUITTAL, EVALUATION AND REPORTING

A project evaluation and financial acquittal must be provided within one month of the agreed completion date for the project. The financial acquittal is an income and expenditure statement for the grant confirming that funding has been spent on the activity in accordance with the funding agreement.

City officers may request meetings with the applicant to check progress or undertake an independent audit of the books and records of the applicant as they relate directly to the grant.

Applicants must maintain accurate financial records for the grant and make them available to the City in the event of any audit by the City into the use of the grant.

INSURANCE

If required, you must arrange public liability insurance (PLI) to cover the activity detailed in the grant application and include a PLI certificate of currency with your application. Applicants using an auspice would include a certificate from the auspice organisation.

A policy statement or receipt of payment is not an acceptable substitute for the certificate of currency.

PAYMENT OF GRANTS

Grant payments are made to the applicant (or auspice).

A tax invoice is required prior to releasing any grant funds. The Grants Team will contact successful grant applicants to arrange this at the appropriate time.

If successful applicants do not provide either an ABN or a "Statement by a Supplier" form, the City may be required to withhold the top marginal tax rate (i.e., 45%) from the grant payment.

TIMING AND WITHDRAWAL OF FUNDING

Successful applicants must spend their allocated funds within 12 months of notification unless their funding agreement extends beyond 12 months or otherwise negotiated.

The City reserves the right to withdraw funding if we do not receive a tax invoice within the financial year the grant was awarded or by the due date/s included in the agreement.

VARIATION TO FUNDED PROJECTS

Projects are funded for delivery as described in the funding agreement. Successful applicants must seek approval in writing from the City if changes need to be made. This includes delays to the original completion date or the ability to fully expend the grant funds within the agreed timeframes.

The City reserves the right to withdraw funding if you are unable to confirm alternative arrangements within a reasonable time frame.

If a project is discontinued or the grant funds are no longer required, all funds must be repaid to the City.