World Environment Day Grants Program Guidelines

2021

Contents

World Environment Day Grants

To celebrate World Environment Day on 5 June, Council offers annual grants up to $10,000 for new or established community organisation to deliver environmental projects or programs that have a positive impact on the local environment and/or promote environmental stewardship and sustainability.

Available Grant Category

The grant category is listed below:

Program	Description/Category	Applications Open	Page
Project Grants	Groups can apply for up to $10,000 for environmental projects that take place within the City of Melton.	28 April 2021	9

Grant support

If you would like to learn more about preparing and submitting your application, Council will be providing grant information sessions. If you are interested in attending a session, please email communitygrants@melton.vic.gov.au for more information including dates and times.

General Guidelines

Who is eligible to apply for World Environment Day Grants?

Applications are only accepted from the following organisations:

- Incorporated not-for-profit community groups or organisations (including schools) located in and providing the support, service or program within the City of Melton;
- Incorporated not-for-profit community groups or organisations located elsewhere, but providing support, services or programs to people living in the City of Melton; **OR**
- Unincorporated community groups or organisations with auspice support from an incorporated not-for-profit organisation, providing the support, service or program within the City of Melton.

Applicants must have:

- 80% of project participants living in the City of Melton;
- an ABN or Statement of Supplier;
- Public Liability Insurance of up to $20 million, or see Auspice Organisation section below;
- obtained quotations for goods and services from reputable suppliers such as industry accredited suppliers (we encourage applicants to source from suppliers within the City of Melton) as consistent with Council requirements below:
  - one quote for goods or services valued at over $250,
  - two quotes for goods or services over $1,000.

Auspice Organisation

If your group is not incorporated or does not hold current public liability insurance, you may apply for a grant through an auspice arrangement.

An auspice is an organisation that is incorporated and holds current public and products liability insurance. The auspice organisation receives the funding on your behalf and distributes the funds to your group for the delivery of the project. A letter confirming the auspice arrangement must be attached to the application along with proof of the auspice's incorporation and current insurance.

A suitable auspice organisation might be an organisation you have worked with previously or a larger organisation working in a similar field that could be approached.

Applicants must provide the following documents:

- Certificate of Incorporation;
- Statement of Supplier if no ABN provided;
- quotations (as above);
- copy of Public Liability Insurance of up to $20 million (or auspicing agreement); and
- any other supporting documentation, e.g. project plan, letters of support (as applicable).

What will be funded?

Council is looking for projects that have a positive impact on the local environment and/or promote environmental stewardship and sustainability.

Funding is available for projects that:

- increase community participation in conservation and sustainability;
- promote and develop local pride in the City's natural environment; and
- promote community leadership in conservation and sustainability.

Examples of projects that may be funded include:

- projects or programs seeking to reduce waste and pollution in the municipality;
- projects or programs which maintain or enhance the natural environment;
- projects or programs promoting sustainable use of water or energy; or
- educational events that promote conservation or sustainability.

If you would like further information about the priorities for Council, please refer to the Council and Wellbeing Plan 2017-21, the Environment Plan 2017-2027, and the Integrated Water Management Plan 2018-2028 at www.melton.vic.gov.au, or speak to the Community Funding Officer.

What won't be funded?

The following list identifies the types of projects that cannot be funded under this program. Potential applicants are encouraged to contact Council's Community Funding Officer or refer to Council's website www.melton.vic.gov.au to identify alternative options for support and funding assistance.

Funding will not be available for projects:

- already receiving Council funds to do the same or similar activity;

- deemed to be duplicating existing services in the municipality;

- that facilitate routine and regular maintenance work to existing facilities;

- that operate solely for the purpose of fundraising for individual gain;

- that are the responsibility of Council to deliver or where the funds will be administered or managed fully or in partnership by Council;

- that are profit making ventures;

- for purchase of equipment and material to address Occupational Health and Safety issues; this is considered to be the responsibility of the agency or organisation concerned; and

- that take place outside the City, unless it is an element of an ongoing project and has a demonstrated and direct benefit to the City of Melton community.

General grant conditions:

1. Funding is allocated on a competitive basis. Once the allocated funds are exhausted, no additional funding will be available within the financial year.
2. Funds must be spent on the project as described in the application, and/or as directed by the Funding Agreement.
3. Applications where participants are charged entry or participant fees, must declare the charge per participant and the expected number of participants.
4. Successful applicants will be required to complete the grants acquittal process as outlined below.
5. Applicants who have previously received funding through Council grants will only be considered if they have met all acquittal conditions for that previous funding.
6. Successful grant recipients are strongly encouraged to participate in capacity building training opportunities identified by Council Officers.
7. Projects must commence within six months and be completed within twelve months from the date of notification of approval.
8. Retrospective funding will not be provided for projects already commenced.
9. If the activity/project does not occur within the agreed timeframe, Council must be notified immediately.

Acquittal Report

Successful applicants are required to complete the grant acquittal within two months of completion of the project.

The acquittal report outlines the key achievements of your project and reports on how funding was spent. To be eligible to receive future grants an acquittal form must be complete for all previously funded projects. An acquittal form is linked to your online application and should be submitted the same way.

Application Process

How do I apply?

Applications for World Environment Day Grants are made online. You will need to go to the SmartyGrants website: https://melton.smartygrants.com.au to view the application form and make an application. If you are unable to access the internet, Council can support you by directing you to one of the community facilities that provide public internet access.

Applicants are encouraged to discuss their application with the Environment and Sustainability team on environment@melton.vic.gov.au or 9747 7200.

Applicants are required to submit their applications by the closing date and time of the program, as late applications will not be accepted.

To assist you in completing your application, please note the following tips:

1. You will need access to internet and an email address to make your application.
2. Access to the Application Form will not be available until the opening date.
3. The online system will not accept incomplete applications.
4. All questions marked with an asterisk* must be completed.
5. Review your application carefully before submitting, as once submitted you cannot go back to make any more changes.
6. When you submit an application online, you will receive an application number. Please make a note of this and, where possible, print and keep a copy of your application for future reference.

Applicants will be notified via automatic email that their application has been received.

How are applications assessed?

Step 1   Council officers will check eligibility of all grant applications.

Step 2   Eligible applications are assessed by an independent assessment panel against specified assessment criteria

Step 3   Recommendations are submitted to Manager Environment and Waste for final approval.

Please note that meeting the assessment criteria does not automatically guarantee funding.

Applicants should also note that the level of funding available through the World Environment Day Grants is limited and applications are considered against the criteria in competition with other applications.

Project Grants

Project Grants aim to implement projects that have a positive impact on the local environment and/or promote environmental stewardship and sustainability.

Grants are made available annually and fund requests up to **$10,000**.

Grant Timeline

Round Open	Administration & Assessment	Applicant Notified	Funds Distributed
28 April – 23 May	May	June	June

Community Project category conditions:

1. Maximum grant amount applicants can apply for is **$10,000.**
2. Applicants must provide a detailed budget of expenditure outlining where all funds will be spent, and provide quotes as required (see page 4).
3. Successful applicants will enter into a Funding Agreement with Melton City Council and grant payments will be made according to this agreement.

Project Grants Criteria

	PRIORITY AREA	ASSESSMENT CRITERIA	WEIGHTING
1.	**Environmental/ Sustainability Benefit**	• Project demonstrates environmental and/or sustainability benefits. • Evidence has been provided to support the identified benefits.	**35%**
2.	**Community Benefit**	• There is clear identification of who will benefit from the project. • There is clear identification of how the project will be communicated.	**35%**
3.	**Management of the Grant**	• Project plan in place demonstrating the steps to be taken to deliver the project. • A complete, realistic and achievable budget is provided. • Project time frame is achievable and reasonable.	**30%**

Need more help?

If you require further information or assistance with the online SmartyGrants system please contact the Community Funding Officer on communitygrants@melton.vic.gov.au. For project related queries please contact the Environment and Sustainability team on environment@melton.vic.gov.au, or 9747 7200.