

Document 4

Waverley Council Small Grants Program - Environmental Grants

Guidelines

Goals

Waverley Council offers grants to support environmental improvement projects and initiatives in the Waverley Local Government Area that align with Council's Community Strategic Plan and Environmental Action Plan. These guide the delivery of Council's projects and programs to achieve our environmental targets. Council's targets focus on reducing greenhouse gas emissions, increasing sustainable transport, waste reduction and reuse, water quality and use, and biodiversity.

For more information, please visit www.waverley.nsw.gov.au/environment

The objectives of the Environmental Grants are to:

1. Encourage schools, child care centres, incorporated community groups, and local micro-businesses to identify and implement projects that work towards building a sustainable local community and environment
2. Encourage and support projects that assist Waverley Council to reach its EAP targets
3. Help participants to develop skills and knowledge that equips them to play an active and ongoing role in protecting and improving the environment.

Funding available

Grants are made available in two rounds a year, with closing dates usually scheduled in April and September. Organisations meeting the program criteria can apply for one grant per round, up to the value of \$5,000. Applicants are encouraged to contribute towards their proposed project through cash and/ or in-kind contributions. In each round, preference will be given to applicants that have not already received a grant within the current financial year.

Who is eligible to apply

1. Public and Independent schools and childcare centres based within the boundaries of the Waverley Local Government Area
2. Parent and Citizen Committees (P&C), Management Committees of Out-of-School Hours (OOSH) and Out-of-School Care (OOSC) organisations that are incorporated and have endorsement by the school
3. Other incorporated community groups
4. Micro-businesses based within the Waverley LGA, with no more than 5 full time equivalent employees, that are independent of a larger chain, or external funding, that supports their operation.

Exclusions

1. Applicants that have not acquitted previous grants, or who have outstanding debts of any kind to Waverley Council
2. Political parties
3. Government organisations except schools.

Funding Priorities

Environmental Grants are available to fund 'on the ground' projects with real measurable outcomes. Projects must have a positive and desirable effect on the environment, and meet one or more of the following priorities:

Waste

- reduce waste generation
- encourage waste diversion through recycling, composting, worm farming, reusing etc
- reduce illegal dumping
- reduce littering

Water

- reduce mains water consumption (eg. Water tanks, dual flush toilets, etc)
- reduce water pollution in Waverley's waterways (eg. litter reduction projects)

Greenhouse Gas Emissions

- reduce car use and/or increase travel by public transport, walking, cycling or the use of non-motorised vehicles
- reduce electricity use (eg. lighting upgrades, solar panels, etc)
- reduce gas use

Biodiversity

- contribute to the protection of native species and ecological communities (eg. Bush regeneration, education)
- enhance habitat connectivity and improve weed management (eg. native gardens)
- increase awareness of Intertidal Protected Areas and Bronte to Coogee Aquatic Reserve.

Grants are not available for

- Projects that are already completed, or will be completed prior to Council approval
- Projects or programs that will rely on recurrent funding from Council
- Projects that duplicate existing services or programs
- Projects that directly contravene Council policies
- Research and development projects.

Assessment Criteria

The following assessment criteria will be applied to project proposals:

1. The project has clear, achievable and measurable goals
2. How well the project contributes to achieving at least one of Council's environmental targets as specified in our EAP. See:
http://www.waverley.nsw.gov.au/council/plans_policies_and_reports/environmental_action_plan
3. The project will deliver clear benefits and improvement to the environment
4. How well the project encourages further action aimed at protecting and enhancing the environment (education and behaviour change)
5. Wider community reach and benefits
6. Longevity – sustainable over the long term (ie can be maintained after the funding ceases)
7. The project has the capacity to be implemented by, or used as a demonstration model or case study for, other organisations in the community.

Weightings

The criteria will have the following weightings in assessment:

- Project's demonstrated potential to deliver at least one EAP target (30%)
- Project's potential to deliver tangible environmental benefits (20%)
- Project's capacity to encourage further action aimed at protecting and enhancing the environment (education AND behaviour change) (20%)
- Long-term project sustainability including applicant's ability to support and maintain the project (in kind contribution, volunteer hours and sponsorships) (20%)
- Project's potential to benefit the broader community (10%).

General Terms and Conditions

The approval of a small grant indicates that Council is willing to provide support for the project in the form of the endorsed grant amount.

It does not imply that Council is entering into a partnership with the grantee, or that Council has granted any other approvals that may be required to implement the project. It is the responsibility of the grantee to obtain the relevant approvals, whether they be from Council or other agencies.

Responsibilities of Grant Recipients

Submission of an application requires acceptance of the following conditions:

- Use the funding for the purpose stated in the application within 12 months, or make an application for a variation and/ or extension
- Accept Council's general terms and conditions, and any special conditions that may be specified in your letter of offer
- Provide evidence of expenditure of funds including copies of all receipts in a final report after 12 months
- Provide an evaluation of the project, outlining what has been achieved in a final report after 12 months
- Return any unspent funds exceeding \$100 to Council
- Appropriately acknowledge Council support in all promotional material and information that relates to the grants-funded project
- Adhere to the principles of access and inclusion at all times
- Provide Council access to information for any media or promotional purposes e.g. online case study
- Provide photos to be used for media and promotional purposes.

Application Process

Applicants must complete and submit the Small Grants - Environmental Grant application form.

Please ensure you provide sufficient information about your proposed project or initiative to enable assessment against the criteria. This includes details about what you plan to do, who will be involved in the delivery of the project and who will benefit from it, when you plan to do it, where the project will be implemented, why the proposal is important and how the grant funding will assist you. The more detail you can provide, the better understanding the assessors will have of what you hope to do with the grant.

Each application must include information about the applicant, including contact details for a nominated person, and if the application is made on behalf of an organisation, information about the nature of the organisation.

Proposed use of Council Venues

Applicants planning to use a Council venue for their project must liaise with the relevant venue prior to completing their small grant application to ensure the suitability and availability of the venue. Applicants must include the cost of venue hire fees in the total project budget supplied with their small grant application, even if the grant will not be used to cover those costs. Incorporated not-for-profit organisations are eligible for reduced rate venue hire fees. Standard rates apply to individuals, unincorporated community groups and for-profit applicants.

Some activities, such as the use of the bar at the Bondi Pavilion, attract costs such as the hire of security to ensure event safety. Other costs that may be incurred include equipment hire, cleaning and security bonds. These costs must be factored into your project plan to ensure its financial viability.

Contacts for Venue Hire

Phone: 9083 8300

https://www.waverley.nsw.gov.au/business/venue_hire

Assessment Process

Council officers will assess project proposals against the selection criteria. A report with recommendations for funding will be submitted to Council for consideration and approval. The report will include summary information about applicants and their project proposals, and officers' recommendations. After Council has made a decision, an officer will contact applicants about the outcome of their application. The assessment and approval process takes about 8 weeks from the closing date for each round.

Application Closing Dates and Submission

You may submit an application at any time, but applications are assessed twice a year around April and September. The closing date for the next round of assessment is provided on the Small Grants/Environmental web page.

You can submit your application:

By email

smallgrants@waverley.nsw.gov.au

By post/ in person to

Julie Jenkinson

Mill Hill Community Centre

31-33 Spring Street

Bondi Junction NSW 2022

For Further Information about the Environmental Grants, please contact:

Sustainability Engagement Officer

Waverley Council

P: 02 9083 8049

E: environment@waverley.nsw.gov.au