



COMMUNITY SUSTAINABILITY ACTION GRANTS

ROUND 7 | COMMUNITY SUSTAINABLE SPACES

Prepared by: Grants Administration Unit Department of Environment and Science

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Overview

The Community Sustainability Action grants Round 7: Community Sustainable Spaces provides grants of between \$5,000 and \$50,000 (excluding GST) for eligible applicants to rehabilitate or rewild unused spaces to support biodiversity conservation, or to repurpose unused or neglected spaces for community use. A total of \$500,000 in funding is available in this round of the grant program.

Projects funded will be those that focus on connecting communities to their natural and green urban landscapes to:

- improve community engagement and access with the natural environment and green urban spaces
- deliver good environmental outcomes (for example, by improving habitat for Queensland native species)
- support circular economy initiatives, such as local organics reuse
- help to address food poverty and/or food security in local communities.

Details regarding eligible applicants and eligible activities are provided in these guidelines.

All projects must be completed within three years of the project start date.

Applications close at 4pm on 16 February 2023.

For more information, please email csagrants@des.qld.gov.au or contact the grants program office on (07) 3330 6360.

Guidelines for applicants

Applicants must read these guidelines in full before applying for funding and are strongly encouraged to familiarise themselves with the SmartyGrants online application system and other supporting documentation before beginning the application. Application information is available at www.qld.gov.au/CSAgrants.

Program objective—supporting sustainable community spaces

This grant program provides funding to eligible recipients to undertake community-based, on-ground activities that rehabilitate or rewild public spaces or repurpose public spaces for community use.

Projects funded will be those that:

- improve community engagement and access with the natural environment and green urban spaces
- deliver good environmental outcomes (for example, by improving habitat for Queensland native species)
- support circular economy initiatives, such as local organics reuse
- help to address food poverty and/or food security in local communities.

Application eligibility

The following are eligible to apply for a grant in their own right:

- properly established incorporated associations (incorporated under the *Associations Incorporation Act 1981*)
- Australian charities registered with the Australian Charities and Not-for-profits Commission (ACNC)
- not-for-profit organisations registered under the *Corporations Act 2001*
- Indigenous corporations incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cwth)
- Natural Resource Management (NRM) bodies.

Project sponsor eligibility

The following entities are eligible to apply for a grant with a project sponsor:

- unincorporated organisations
- unregistered charities and not-for-profit organisations.

Project sponsors must be one of the following organisations:

- an organisation eligible to apply for funding in its own right
- a school (government and non-government school)
- a local government authority
- a tertiary education institution administered by the Commonwealth or State.

Project sponsors must take full responsibility for the legal and financial accountability of the project, including signing the grant agreement and/or any declarations, and are required to approve all project-related reporting. They are required to provide evidence of insurance for the lifetime of the grant period.

A letter from the project sponsor, signed by an accountable officer, must be included with the application which specifies that the organisation is willing to be the sponsor for the duration of the project and accept the full responsibility of the project must be included with the application.

Project sponsors are not able to financially benefit from the grant funding, however, a sponsor may be engaged by the applicant for any administration component of the project as outlined under eligible expenses in these guidelines.

An organisation may sponsor more than one project as well as submitting an application in their own right (subject to the criteria specified in the 'Application eligibility' section of these guidelines).

The term sponsor is interchangeable with the term auspice.

Collaborations

Two or more eligible organisations can work in collaborate on a single project. The applicant organisation is to take the lead on project management, budget and reporting requirements for the duration of the funding agreement activities.

A letter of commitment will be required from the accountable officer of the collaborating organisation which provides details of the organisation's involvement in the project.

Applicants are encouraged to collaborate with relevant Traditional Custodians, community groups or stakeholders.

Ineligible applicants

The following applicants are ineligible to apply for funding:

- individuals
- statutory bodies and authorities
- Australian Government agencies
- Queensland Government agencies
- political parties or lobbyists
- local government authorities (other than as a sponsor)
- schools (government and non-government schools) (other than as a sponsor).

Available funding

Applicants may seek funding for grants of between \$5,000 and up to \$50,000 (excluding GST).

A successful organisation will not receive more than one grant per round of the program (other than as a sponsor).

Project timeframes

Projects must be completed within three years from execution of the grant agreement.

Eligible projects and activities

Projects funded will be those that undertake on-ground activities that rehabilitate or rewild unused spaces to support biodiversity conservation or reclaim spaces for community use. Activities funded may include but not be limited to:

- revegetation
- pest and weed control

- clean up activities (such as litter, debris and collection of dumped materials with the aim of providing habitat for native species, building wildlife corridors, or incorporating new areas in community spaces)
- provision of trails, guided activities and/or the creation of trail maps for community managed spaces
- installation of circular economy infrastructure (composting bins, glass bottle receptacles etc.) at community facilities
- establishment, refurbishment, or expansion of community gardens including, but not limited to, the installation of irrigation and water tanks, garden sheds, greenhouses and construction of garden beds.

Activities should encourage community/volunteer participation.

Ineligible projects and activities

Projects and activities that will not be considered for funding under this round include:

- projects undertaken outside of Queensland or on private protected areas
- projects that do not have a primary aim of rehabilitating unused spaces for environmental or community purposes
- the installation/upkeep of public amenity
- the installation of public art, statues, or sun dials, planting of ornamental plants for aesthetic purposes, laying turf
- construction of seawalls, bridges, car parks or roads
- academic research projects
- devolved grant funding (i.e. requests for funding to be provided to an applicant organisation who will then disseminate this funding to other organisations or individuals to complete work).
- projects or activities where work has already commenced or has been completed
(Note: funding applications for multi-stage projects may be considered. For example, if stage 1 of a project has been completed, you may submit an application for stage 2 of the project).

Eligible expenses

Eligible expenses include, but are not limited to:

- purchase of equipment and associated supplies to undertake activities directly related to the grant project
- purchase of personal protective equipment (PPE) and tools to undertake activities related to the grant project
- purchase of catering for project participants participating in project activities
- capital works (supported by technical advice) for environmental benefits
- up to 10% of project administration costs directly related to the grant project (e.g. stationery, postage, office supplies and audit fees). This excludes salaries for project administration. Where applicable, an applicant may engage their project sponsor for project related administration costs (within 10% of the grant funding as outlined above)
- fuel (purchase of fuel cards is ineligible)
- salaries and wages and other employee costs
- contractor fees where there is a clearly demonstrated need for the contractor's services
- hire of vehicle or boats to undertake activities directly related to the grant project, including the hire of organisation-owned vehicles or boats.

Additional information about project expenses

Please note the following information when preparing your budget.

Quotes

Applicants must submit two quotes for contractor costs, hire of vehicle or boats and any other expenditure items over \$5,000 (excluding GST) with their application. The quotes will assist the assessment panel to determine the project's value for money. If the applicant is unable to provide two quotes, a justifiable explanation must be provided in the application form as to why this requirement has not been met.

Applicants seeking funding for salaries and contractors

It is preferable that the majority of project activities are completed by volunteers. However, it is acknowledged that some activities cannot be completed by volunteers and that contractors must be engaged to complete certain components of the work.

As such, applicants seeking funding for salaries and contractors must demonstrate in the application form why these are vital to the completion of the project.

Applicants seeking funding for capital works

Applicants seeking funding for significant capital works including contour banks, diversion banks, and levees are required to seek professional technical advice prior to submitting the application. This advice must be provided with the application.

Ineligible expenses

Ineligible expenses include, but are not limited to:

- contingencies
- insurances (e.g. public liability, volunteer)
- recurrent operational expenses (e.g. electricity, office rent/leases, rates, water rates, vehicle registration, office equipment hire and maintenance, equipment and motor vehicle repairs or maintenance)
- administration costs which exceed 10% of original grant funding
- entertainment, event, or celebration expenses
- alcohol/gift cards
- gifts/sponsorship/membership fees
- purchase of uniforms
- purchase of fuel cards
- purchase of land or buildings
- purchase of a motor vehicle or a boat (motorised)
- fees related to attending conferences, workshops, and events
- expenses relating to substitute teacher fees
- school-based curriculum materials
- training expenses
- permits and licences
- consultancy fees.

Landholder permission

Private or council land

Organisations seeking to undertake a project on private or council land must obtain written approval to conduct the project from the relevant landholder prior to submitting their application. The approval should also provide advice that the permission will remain in place for the expected duration of the project.

First Nations peoples

Applicants are encouraged to consult with, and consider collaborating with, the Traditional Custodians of the Country on which their project is proposed to occur. First Nations peoples have significant knowledge of Country which can provide valuable depth to projects. Details of any consultation undertaken should be included in the application documentation.

Queensland Globe (<https://qldglobe.information.qld.gov.au>) includes native title and cultural heritage layers to help locate contact details for the Traditional Custodians of the Country on which a project is located.

Queensland national parks and state forests

Organisations seeking to undertake a project on a Queensland national park or state forest must obtain written approval to conduct the project from the relevant Principal Ranger, Queensland Parks and Wildlife Service (QPWS) prior to submitting their application. This letter must state the name of the national park or state forest, list the specific activities involved in the project for which approval is granted and, where applicable, details of QPWS involvement in the project.

Other State land

Organisations seeking to undertake a project on State land must obtain written approval to conduct the project from the relevant Queensland Government agency prior to submitting their application.

Community gardens and circular economy infrastructure

Organisations seeking to construct, refurbish or expand a community garden, or install circular economy infrastructure (compost bins, glass bottle receptacles etc), must obtain the landholder's permission for the project activities to continue until 30 June 2026.

Ongoing maintenance

Written approval to conduct the project from the relevant landowner (described above) should include any commitment to ongoing maintenance at completion of the project and if so, who will be responsible.

Resources

- Information on Queensland state parks and forests: [Parks and forests](#)
- Marine Parks permits: [Marine parks](#)
- The Gurra Gurra Framework 2020–2026—the Department of Environment and Science's commitment to working in partnership with Queensland's First Nations peoples: [The Gurra Gurra Framework](#)
- Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships contact details: www.dsdsatsip.qld.gov.au/our-work/aboriginal-torres-strait-islander-partnerships
- WetlandInfo: <http://www.wetlandinfo.des.qld.gov.au/wetlands/>
- Weeds: <http://www.daf.qld.gov.au/plants/weeds-pest-animals-ants/weeds>
- Atlas of Living Australia: www.ala.org.au
- Queensland Globe: <https://qldglobe.information.qld.gov.au>

Application process

Applicants are required to submit their application and all supporting documentation in full by the submission deadline.

All applications must be submitted using [SmartyGrants](#), the department's online grants administration program.

New users will need to set up a free online SmartyGrants account. If you already have a SmartyGrants account you can login using your existing details.

The [Help Guide for Applicants](#) explains the steps you need to take to complete and submit your form.

If you experience technical difficulties creating an account or completing an online form, contact SmartyGrants on (03) 9320 6888.

Deadlines for submitting an application are strict. No extensions will be provided.

Applications and GST

Applications from organisations not registered for GST will not be prejudiced. Applicants not registered for GST should account for any GST costs in their budget as no additional funding will be provided by the department to account for these costs.

Registering for GST is free. Non-registered organisations should seek advice from the [Australian Tax Office](#) on this matter.

Assessment criteria

All eligible applications will be assessed by an assessment panel comprised of Queensland Government employees and external representatives with relevant expertise.

Projects will be assessed on the following assessment criteria:

1. Meets the objectives of the program

This includes the extent to which the proposed project:

- provides good environmental outcomes
- improves community engagement and access to the environment (including green urban spaces)
- supports biodiversity conservation through the rehabilitation of an unused space
- reclaims spaces for community use and/or
- enables greater community participation in the circular economy.

2. Demonstrates a clear project management approach and governance arrangements

This includes the extent to which the application:

- clearly details the project's objectives and likely potential outcomes
- provides a clear explanation of the proposed project activities and provides a detailed and reasonable timeframe to complete the activities (within the timeframes provided)
- demonstrates organisational capability and capacity for delivering the project
- clearly details how the project will be monitored and how results will be evaluated
- provides a commitment to maintain the project deliverables beyond the life of the project or can demonstrate there will be ongoing benefit to the space/s.

3. Represents value for money

This includes:

- the scale of the project and activities versus the funding sought
- cost of the project versus the time and resources requested
- whether there is a contribution of additional cash or in-kind support
- whether the funding sought, and individual line items identified in the budget, are necessary for the successful completion of the project
- whether two quotes have been provided for contractor costs, hire of vehicle or boats and any other individual expenditure items over \$5,000 (excluding GST).

4. Encourages community/volunteer engagement

This includes the extent to which the proposed project:

- engages volunteers and the community in delivering project activities and/or demonstrates community benefit.

Projects which help to build social capital and/or improve outcomes for vulnerable groups will be highly regarded.

Where relevant, an applicant's past performance under the Community Sustainability Action Grant or any another grant program managed by the department, including if there are any outstanding reports, will be taken into consideration.

Application assessment

Applications will be assessed by an assessment panel consisting of Queensland Government employees and external representatives. The Panel will make funding recommendations to the Director-General, Department of Environment and Science, who is the decision maker for all funding recommendations.

Application outcome

All applicants will be advised of the outcome of their submission in writing. Details including the name of successful applicants, funding allocated, location of the project and a description of the project will be published on the Queensland Government website and may be announced through media including social media.

Successful applicants will be contacted by the Grants Coordinator regarding funding arrangements, grant agreements and other documentation/approvals that may be required (refer to the 'Required documents' section of this guideline).

Unsuccessful applicants can request feedback on their application by emailing csagrants@des.qld.gov.au.

Applicants may lodge an appeal with the department for any decisions made relating to their grant application by emailing csagrants@des.qld.gov.au.

Funding availability

Funding is expected to be available from early 2023, pending signing by both parties of a grant agreement, and the provision of all required documentation to the department.

The department reserves the right to determine specific project payment structures on a case-by-case basis and in negotiation with the recipient. In all cases a percentage of funds will be retained by the department until project acquittal.

Required documents

- Eligibility documentation for your organisation (or your project sponsor if relevant) as follows:
 - a) Incorporated Association—a copy of the Certificate of Incorporation
 - b) Registered Charity—a copy of the charity certificate from the Australian Charities and Not-for-profit Commission
 - c) Not-for-profit entity (not registered with the ACNC)—a copy of the Certificate of Registration of Company from ASIC and a copy of the organisation's constitution
 - d) Indigenous Corporation—a copy of the Certificate of Registration of an Aboriginal and Torres Strait Islander Corporation
- A letter of support from the project sponsor (if applicable)
- A letter of support from the project collaborator (if applicable)
- A letter of commitment for maintenance (if applicable)
- Two quotes for expenses exceeding \$5,000 (ex GST)
- Evidence of commitment of cash contributions (such as letters from contributors)
- A detailed map and photographs of the project site location and the project activities location. The map should identify the latitude and longitude (in decimal) of the site and include project boundaries and information which indicates where specific activities will occur.
- Where applicable, evidence to occupy and maintain a site or appropriate permission from landholders and/or Traditional Custodians to undertake the proposed activity on the site. For national parks and state forests a written acknowledgement from the Principal Ranger of the relevant area is required.
- Written advice from a relevant expert to support the project activities.
- Financial documentation for your organisation (or your project sponsor if relevant) as follows:
 - a) The latest signed, audited financial statement for the organisation and the latest bank statement showing the BSB and account number
or, for organisations without an audited financial statement:
 - b) A balance sheet, income and expenditure statement, and the last two bank statements showing the BSB and account number.

Successful applicants (or their sponsor where relevant) will be required to provide the following prior to release of any grant funding:

- Evidence of public liability insurance coverage of at least \$20 million (in total and per event) that is current and remains current for the duration of the project.
- Certificate of Currency for workplace health and safety insurance and evidence of adequate insurance coverage for workers and volunteers as required under the *Work Health and Safety Act 2011* (where applicable).

Further information

If you have any questions relating to these guidelines or if you would like to discuss your application please contact the Grants Coordinator by telephone on (07) 3330 6360 or by email at csagrants@des.qld.gov.au.

Please note: a Grants Coordinator can provide you with the best advice based on the information provided. All decisions relating to a grant application will be made based on the information contained in that application.

Privacy statement

The department is collecting personal information in the application for Community Sustainability Action Grant Round 7: Sustainable Community Spaces to assess your application for funding and prepare a grant agreement, should your application be successful.

All personal information you provide in this application form, including all attachments, will be routinely provided to the following parties for assessing the application:

- other Queensland Government agencies
- external assessment panel members.

Where necessary, information contained in your application may also be provided to the Queensland Minister for the Environment and the Great Barrier Reef and Minister for Science and Youth Affairs and the Minister's members of staff for reporting purposes (except for that information which relates to the department's confidentiality obligations).

The department will seek your consent for any uses or disclosures outside of these specific terms.

If your application is successful, the following information will be routinely published on the Queensland Government website:

- your organisation's name
- total amount of funding allocated
- project name, location and description.

Your grant application and associated documentation is subject to the *Right to Information Act 2009*. If you wish to access your personal information that is in the control of the department, you may contact [Right to Information Services](#).

If you have any questions or concerns regarding the privacy of your personal information, please contact the department's Privacy Services unit by email privacy@des.qld.gov.au

Grant terms and conditions

Applying for the grant

- Applicants must provide all required information at the time of submission of their application. Required information is clearly identified in the application form by a red asterisk (*). Failure to submit all required documents may result in your application being deemed ineligible.
- By submitting an application, the applicant agrees to abide by all of the terms and conditions as specified in these guidelines.
- Applicants must be covered by at least the following insurance:
 - a) public liability insurance of a minimum of \$20 million
 - b) workers and volunteers under the Queensland *Work Health and Safety Act 2011*.
- Any approved sponsoring organisation must remain the project sponsor for the duration of the project or until a new sponsor is approved and accepted by the department.
- Any liaison with an assessment panel member by an applicant or another person about a specific application may result in immediate disqualification.
- Only one grant per applicant will be provided however, more than one application per organisation can be submitted.
- Tertiary education institutions administered by the Commonwealth or State can receive more than one grant, however only one grant per faculty will be provided.
- A sponsor may sponsor one or more projects and may receive a grant in its own right.

Grant agreements and the provision of funding

- A grant agreement will be developed using information provided in the application form and in negotiation with the approved recipient or their sponsor.
- The grant agreement will specify the financial and operational requirements of the grant.
- All recipients must comply with all terms and conditions in the grant agreement.
- Funding will not be available until both parties sign the grant agreement and provide any additional required documentation to the department.
- The project activities cannot commence until both parties have signed the grant agreement and the additional required documentation is received by the department.
- Successful applicants may be required to complete a Conflict of Interest declaration prior to the release of any funding. A conflict of interest exists in instances where a successful applicant has, or could be perceived to have, an interest (whether personal, financial or otherwise) which conflicts or which may reasonably be perceived as conflicting with the recipient's ability to meet the requirements and obligations of the project fairly, objectively and independently. Acceptance of the grant payment indicates the recipient's acceptance of all funding terms and conditions in the guidelines and grant agreement.
- Funding may be provided in milestone payments with a final payment withheld until completion of the project and the department's acceptance of acquittal documentation.
- The date and value of the milestone payments will be negotiated however the final decision will be made by the department.
- Funds granted must be spent for the purposes stated in the application form and grant agreement. Variations to the agreed project details should be applied for in writing to the department. It is at the absolute discretion of the department's delegated officer to provide approval. No variation is to be implemented without the applicant first receiving a notice of approval from the department.
- In the event of cancellation of a funded activity, the department must be notified in writing and all unspent funds returned to the department immediately.
- All projects must be completed within three years from the signing of the grant agreement.

Reporting requirements

- All grant recipients will be required to submit periodic progress/milestone reports as per the department's requirements. Reports will be requested on at least a six-monthly basis.
- All grant recipients will be required to complete and submit a final report and acquittal within 30 calendar days after the completion date of the project.
- All grant recipients will be required to maintain full financial records of expenditure relating to the grant (including, but not limited to, profit and loss statement and receipts for expenditure). This documentation must be provided to the department on request.
- Grants exceeding \$10,000 (excluding GST) may require an audited financial statement signed by an independent auditor, CPA or chartered accountant at the project's completion.
- Any approved sponsoring organisation must remain the project sponsor for the duration of the project or until a new sponsor is approved and accepted by the department.
- All promotional material relating to the project must acknowledge funding from the department. This includes promotional flyers, banners and any other promotional material. The final draft of any promotional material using the Queensland Government logo must be approved by the department before going to print.

Announcement of successful applicants

- The Minister for Environment and the Great Barrier Reef and Minister for Science and Youth Affairs will announce successful applicants.
- Following the announcement, successful applicants will be listed on the Queensland Government website.
- All applicants will be advised of the outcome of their application in writing.
- Successful recipients are to treat their funding as confidential prior to the minister's announcement of the successful applicants, i.e. no media or public announcements of the project should be made until then.