

Community Sustainability Action *grants*



Round 1—Conservation

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November 2016



Minister's foreword

The Queensland Government's Community Sustainability Action grants will provide \$12 million over three years to eligible individuals and community groups for innovative projects which seek to address climate change and conserve Queensland's natural and built environment.

The program will support eligible recipients to undertake locally based, community driven projects that encourage real change in their communities and neighbouring environments.

Up to \$4 million is being allocated throughout 2016/17 to projects which support a range of sustainability, climate, environmental and heritage protection activities.

The Community Sustainability Action grants are being delivered through regular targeted rounds. This round focuses on sustainability and environmental activities which will contribute to community action on climate change in Queensland.

Climate change has the potential to reduce our quality of life and damage our unique environment. Communities have an important role to play in taking positive action on climate change by working together to reduce carbon pollution and to build the resilience of our urban and natural areas to future change.

The Community Sustainability Action grants (Conservation) will provide passionate and dedicated community groups with the opportunity to contribute to this outcome.

Grants of up to \$25,000 (excluding GST) will be available to eligible applicants including land care, environmental community and volunteer groups, as well as other not-for-profit groups proposing to undertake sustainable and environmental conservation projects.

I encourage you to consider the guidelines and apply for a grant to improve and preserve your local environment.

Dr Steven Miles

Minister for Environment and Heritage Protection and
Minister for National Parks and the Great Barrier Reef

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Overview—Conservation

The Conservation category of round one of the Community Sustainability Action grants program will provide up to \$1.92 million in grants.

With a focus on enabling 'sustainable communities', this round of funding will provide grants of up to \$25,000 (excluding GST) to eligible community-based groups.

Projects funded under the grant program will improve the sustainability of community facilities and the climate resilience of Queensland's natural landscapes, including through:

- measures to improve the energy and water efficiency of community facilities
- installation of community gardens and community compost systems
- greening of Queensland's urban spaces through revegetation activities and installation of green shading infrastructure on community facilities
- conservation of Queensland's natural resources through weeding and revegetation activities, pest control and litter and marine debris collection.

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

For more information please email csagrants@ehp.qld.gov.au or call the grant program office on (07) 3330 6360.

Applications close 5pm, 13 December 2016 with funding available to successful recipients mid-2017.

All projects must be completed within 12 months of the project start date.

Guidelines for applicants

Applicants must read these guidelines in full before applying for funding, and are strongly encouraged to familiarise themselves with the online application form and other supporting documentation before beginning the application process. The application form is available at www.qld.gov.au/environment.

Program objective – Sustainable Communities

The objective of this grant program is to assist communities in addressing the impact of climate change on Queensland’s urban spaces and natural environment in innovative ways.

This program will provide grants to eligible applicants to undertake projects which seek to:

- reduce carbon pollution and water usage in their local community facilities.
- create greener, more climate resilient and biodiverse urban spaces and natural landscapes.
- increase community involvement in improving the climate resilience of Queensland’s ecosystems.

What organisations are eligible to apply?

Eligible applicants	Ineligible applicants
<ul style="list-style-type: none"> ✓ Australian charities registered with the Australian Charities and Not-for-profits Commission (ACNC) ✓ properly established incorporated associations (incorporated under the <i>Associations Incorporation Act 1981</i>). ✓ Non-for-profit organisation registered under the <i>Corporations Act 2001</i> 	<ul style="list-style-type: none"> ✗ individuals ✗ family Trusts ✗ statutory bodies and authorities ✗ Australian government agencies ✗ state government agencies ✗ Local Government Authorities (LGA) (other than as a sponsor) ✗ for-profit groups and public companies ✗ schools (other than as a sponsor) ✗ universities (other than as a sponsor) ✗ regional Natural Resources Management (NRM) bodies (other than as a sponsor).

Examples of groups which may be eligible include, but are not limited to:

- Landcare, Coastcare, Bushcare and Rivercare groups
- environmental and conservation organisations
- established and emerging Indigenous groups
- service organisations such as Rotary and Lions clubs
- parents and citizens’ groups on behalf of public and private schools
- community sporting and recreational associations
- show societies
- catchment care groups
- other like-minded NRM community volunteer groups
- Scout and Girl Guide Associations
- not-for-profit social welfare organisations
- university student groups and associations
- cultural, social and historical societies.

Two or more eligible organisations can work in partnership on a single project. Partnership applications must be of a joint nature—where one applicant submits the application with a letter of commitment from the Chief Executive Officer (or equivalent) of the second organisation.

Applicants and sponsors

Non-for-profit community groups which are not registered as a charity, not an incorporated association or not registered under the *Corporations Act 2001* can seek to secure a sponsor for the project. Project sponsors have the potential to be a valuable partner and must be an eligible organisation or one of the following organisations:

- an eligible organisation
- a LGA
- a school or a university
- a regional NRM body.

Sponsors are encouraged to contribute funding or in-kind contributions to the project.

Sponsors take full responsibility for the legal and financial accountability of the proposed project, including signing the grant funding agreement and/or any declarations. They are required to provide evidence of insurance for the lifetime of the grant period.

Sponsors are not able to financially benefit from the grant funding by seeking, for example, project management fees.

How much can my organisation apply for?

Applicants in this round may seek funding for grants up to \$25,000 (exc. GST).

A successful organisation will not receive more than one grant per round of the program.

What projects and activities are eligible?

Projects and activities that will be considered for funding under this round fall under two categories.

CATEGORY 1: Sustainable Communities

OBJECTIVE	ACTIVITIES FUNDED
<p>Projects funded under this category will improve the energy and water efficiency of community facilities to provide ongoing community benefit.</p>	<p>Activities funded under this category will include:</p> <ul style="list-style-type: none"> • installation of renewable energy systems (such as photo-voltaic systems and small-scale wind power) • installation of energy efficient solar hot water systems • replacement of essential electrical appliances (fridges and other whitegoods) to improve energy efficiency (at least 5-star energy rated or 4.5-star energy rated for dishwashers) • replacement of lighting to improve energy efficiency • replacement of taps, showerheads, toilets and other appliances to improve water efficiency (must be maximum WELS rating for the item) • installation of water and energy efficient pumps and water infrastructure for irrigation • installation of water tanks • installation of blinds, skylights and double-glazed windows and doors to improve energy efficiency • installation of shading infrastructure, including installation of green facades • establishment of community gardens and composting systems.

ADDITIONAL INFORMATION

Total funding allocated for this category is \$920,000 (exc. GST).

If successful, applicants seeking funding under this category:

- will bear all responsibility for the items purchased and installed
- will be responsible for ensuring that all products purchased and work undertaken are compliant with the relevant Australian/New Zealand Standards and building codes. The department will take no responsibility for faulty installation or purchases, including for items that become faulty at a later date
- will engage fully qualified tradespersons to install plant and equipment, and will ensure that all qualified tradespersons have appropriate licences and insurances related to project activity.

Applicants must also:

- provide an image of the plant and equipment which is to be replaced
- submit three quotes with their application for expenses related to the purchase and installation of plant and equipment. If the applicant is unable to provide three quotes, an explanation must be provided in the application form as to why not.

Applicants may apply for a single grant to fund a number of complementary activities. For example, an application may seek funding to improve the energy and water efficiency of an eligible organisation's building. This may include funding for the installation of a water tank, solar hot water system and shading infrastructure.

Applicants seeking funding for solar hot water systems must ensure that total funding sought takes into account rebates available from the Commonwealth Clean Energy Regulator where applicable.

If the building is owned by a LGA, the applicant **MUST** provide either:

- a lease agreement indicating that the applicant organisation has the right to occupy and the responsibility to maintain the site;

OR

- a letter from the LGA which states:
 - that the applicant has the right to solely occupy the site
 - the purpose of the applicant's activities
 - the length of the applicant's current period of occupation and when that is due to expire
 - confirming that the intention to extend the arrangement and provides a date when this arrangement will be extended to.

Failure to provide this supporting documentation will deem the application as ineligible.

If upgrading or replacing equipment, the previous equipment must be disposed of responsibly and in a manner that does not result in a monetary or other gain for anyone other than the recipient organisation.

CATEGORY 2: Green urban spaces, resilient Queensland ecosystems

OBJECTIVE	ACTIVITIES FUNDED
<p>Projects funded under this category will support an increase in the biodiversity of Queensland’s urban and natural landscapes and strengthen their resilience to the impacts of climate change by:</p> <ul style="list-style-type: none"> • developing/enhancing wildlife corridors • increasing the habitat range for threatened species • improving the condition of marine and terrestrial habitats • reducing erosion and sediment run-off in catchments • improving soil health. 	<p>Activities funded under this category will encourage community participation to:</p> <ul style="list-style-type: none"> • rehabilitate local reserves, parks, bushland and natural landscapes through: <ul style="list-style-type: none"> - eradicating invasive plants, environmental weeds and Weeds of National Significance - controlling pest animals - undertaking revegetation through planting native trees endemic to the project area - cleaning up litter and marine debris - installing fences to protect remnant or rehabilitated areas • remediate creeks and river banks and other waterways • install nesting boxes for native birds and wildlife.

ADDITIONAL INFORMATION

Total funding allocated to this category is \$1 million (exc. GST).

Funding provided under this category will be provided for on-ground activities.

Applicants should research relevant conservation priorities for their chosen area and consider discussing proposed projects with their regional NRM organisation or local council.

Volunteer labour should be used for all activities where possible. Applications seeking funding for contractors to undertake activities must provide a reason as to why a contractor is required.

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

Please ensure that the application includes a detailed map and photograph of the site 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.

Applicants must submit written landholder’s permission to undertake conservation activities with their application where relevant.

Applicants must submit three quotes for expenditure items over \$5,000 (excluding GST) with their application. If the applicant is unable to provide three quotes, an explanation must be provided in the application form.

How will projects be assessed?

Projects will be assessed based on the extent to which the project, as outlined in the application:

- meets the objectives of the relevant program category
- demonstrates a clear project management approach and governance arrangements
- represents value for money, including through the contribution of additional cash or in-kind support
- demonstrates innovation
- engages volunteers and the community in conservation activities and/or demonstrates community benefit.

Where relevant, the following will also be considered:

- The commitment from the applicant or another organisation to undertake ongoing maintenance requirements for projects.
- An applicant's past performance under another grant program managed by the department, including if there are any outstanding reports.

What projects and activities are ineligible?

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

- projects undertaken on property owned by a LGA except in the following instances:
 - energy and water efficiency upgrades on a LGA-owned community facility where the eligible applicant is able to provide evidence of their right to occupy the site (refer to the section 'What projects and activities are eligible?'); and/or
 - where the project activities improve the biodiversity of urban spaces by undertaking activities identified in Category 2 'Green urban spaces, resilient Queensland ecosystems'.
- projects undertaken on National Parks and State Forests
- category 2 projects that do not have a primary aim of improving environmental values of an area, such as public amenity, the installation of public art, statues, park benches, picnic tables or sun dials or the planting of ornamental plants, landscaping, laying turf
- maintenance of buildings, existing projects or infrastructure, such as painting park benches or picnic tables, repairing roofs and restoring established gardens
- installation of community-owned renewable energy on private dwellings
- academic research projects
- construction of buildings, seawalls, bridges, car parks or roads
- devolved grant funding (requests for funding to be provided to an applicant organisation who will then disseminate this funding to other organisations or individuals to complete work)
- water quality monitoring projects.

What expenses are eligible and ineligible?

The table below provides a list of eligible and ineligible expenses.

Eligible expenses (including but not limited to)	Ineligible expenses (including but not limited to)
<p>Examples of eligible expenses include:</p> <ul style="list-style-type: none"> ✓ purchase and installation of solar panels, wind generators or hot water systems ✓ purchase and installation of water tanks ✓ purchase and installation of replacement refrigerators and whitegoods which are at least 5-star energy rated or 4.5-star energy rated for dishwashers. ✓ purchase and installation of replacement water efficient taps, showerheads, toilets and other appliances which must be the maximum WELS rating for the item ✓ purchase and installation of irrigation systems ✓ chemicals, soil and compost, trees and seedlings and tree guards ✓ gardening equipment and associated supplies to undertake activities related to the grant project ✓ personal protective equipment (PPE) and tools to undertake activities related to the grant project ✓ capital works (supported by technical advice) for environmental benefits ✓ project administration directly related to the administration of this grant project (up to 10% of grant funding – stationery, postage, office supplies, phone bills) ✓ catering for volunteers participating in working bees ✓ Project audit fees (up to \$500 excluding GST) ✓ contractor fees that are directly related to: <ul style="list-style-type: none"> ○ Category 1 projects; or ○ Category 2 projects where there is a clearly demonstrated need for the contractor's services. 	<p>Examples of ineligible expenses include:</p> <ul style="list-style-type: none"> ✗ salaries and wages and other employee costs including project management fees and substitute teacher fees ✗ insurances (e.g. public liability, volunteer) ✗ recurrent operational expenses (e.g. electricity, office rent/leases, rates, electricity rates, water rates, vehicle registration) ✗ administration costs (exceeding 10% of original grant funding) ✗ entertainment, event or celebration expenses ✗ water sampling equipment ✗ alcohol ✗ gifts/sponsorship/membership fees ✗ devolved grant funding ✗ purchase of uniforms ✗ purchase of land or buildings ✗ purchase of a motor vehicle or a boat ✗ fees related to attending conferences, workshops and events ✗ training expenses.

When will funds be available to successful applicants?

Funding is expected to be available to successful applicants mid-2017, pending signing by both parties of a Grant Deed, and provision of all required documentation to the Department of Environment and Heritage Protection (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 acquittal.

What if I am not registered for GST?

Applications from organisations not registered for GST will not be prejudiced.

For non-registered organisations, the application form provides more detailed information on how the budget should be represented.

Registering for GST is free. Non-registered organisations should seek advice from the Australian Tax Office on this matter. More information can be found at: <http://www.ato.gov.au/Business/GST/>.

Where can I find out more information?

There are a range of websites available which may provide useful reference material for applicants during the development of an application:

1. Water efficient products - <http://www.waterrating.gov.au/>
2. Energy efficient products - <http://www.energyrating.gov.au/>
3. Tips for being water wise - <http://www.qld.gov.au/environment/water/use/>
4. Purchasing solar products - <https://www.qld.gov.au/law/your-rights/consumer-rights-complaints-and-scams/buying-products-and-services/buying-products/buying-solar-products/>
5. Technology certificates for small-scale renewable energy systems - <http://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Agents-and-installers/Small-scale-technology-certificates>
6. Planet Ark information for recycling of white goods and other replaced items - <http://recyclingnearyou.com.au/>
7. Adapting to climate change - <http://www.qld.gov.au/environment/climate/adapting/>
8. Climate resilience for landscapes, ecosystems and biodiversity - <https://www.nccarf.edu.au/>
9. Recovery/conservation plans - <http://www.ehp.qld.gov.au/wildlife/species-recovery/index.html>
10. WetlandInfo - <http://wetlandinfo.ehp.qld.gov.au/wetlands/>
11. Weeds - <https://www.daf.qld.gov.au/plants/weeds-pest-animals-ants/weeds>
12. Threatened species - <http://www.ehp.qld.gov.au/wildlife/threatened-species/index.html>
13. Regional NRM plans - <http://www.nrm.gov.au/regional/regional-nrm-organisations>

Any other questions?

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@ehp.qld.gov.au.

Please note the department officer will be able to provide you with the best advice based on the information provided to them. All decisions relating to a grant application will be made based on the information contained in that application.

Application and assessment stages

STEP 1 – Prepare your application

Read and understand these grant guidelines.

Determine your organisation's eligibility as well as the eligibility of your planned activities. Call the department on telephone (07) 3330 6360 if you have a question relating to these guidelines or if you would like to discuss your application.

Set up a free online SmartyGrants account. All applications must be completed using SmartyGrants. Previous SmartyGrants users can use the same Smarty Grants account. A help guide for applicants is available at <http://help.smartygrants.com.au/display/help/Help+Guide+For+Applicants>

Start your application early to ensure you have enough time to gather supporting information such as quotes, letters of support and landholder's approval. Failure to provide relevant supporting documentation may affect the success of your application.

STEP 2 – Submit your application

Submit your application via SmartyGrants by 5pm, 13 December 2016.

All application must be submitted via SmartyGrants. If there is a reason why you are unable to submit an online application, please contact the Grants Coordinator to discuss.

No late applications or emailed/posted applications will be accepted.

STEP 3 – Assessment of applications

Assessment will be undertaken by departmental staff and external representatives with relevant expertise.

Assessment will be based on the criteria identified in these guidelines.

Departmental staff involved in assessment will operate under the Queensland Public Service Code of Conduct.

External representatives will be required to sign a Conflict of Interest Declaration and a Deed of Confidentiality.

Note – any liaison with an assessment panel member by an applicant or another person about a specific application may result in immediate disqualification.

STEP 4 – Results of applications

The Director-General, Department of Environment and Heritage Protection, is the decision-maker for all grants recommended for funding by the assessment panel.

The Minister for Environment and Heritage Protection will announce successful applicants.

Following the announcement, successful applicants will be listed on the department's website.

All applicants will be advised of the outcome of their submission by mail.

The department will email successful applicants regarding funding and seek further documentation as required.

All decisions are final. Applicants not granted funding can request feedback on their application by emailing csagrants@ehp.qld.gov.au.

Some conditions of the grants

All projects

1. 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.
 2. Successful applicants will 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.
 3. By submitting an application, the applicant agrees to abide by all of the terms and conditions of the grant in the guidelines.
 4. 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 or program logo must be approved by the department before going to print.
 5. Funds granted must be spent for the purposes stated in the application form and grant deed. Variations to the agreed project details should be applied for in writing to the department. It is at the absolute discretion of the delegated officer to provide approval. No variation is to be implemented without the applicant first receiving a notice of approval from the department.
 6. 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.
 7. 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.
 8. 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, receipts for expenditure). This documentation must be provided to the department on request.
 9. Final funding payment will be made on completion of the project and the department's acceptance of acquittal documentation.
 10. 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.
 11. The funded organisation will be provided with information detailing the financial and operational requirements of the grant.
 12. The grant deed will be developed using information provided in the application form and in negotiation with the approved recipient or their sponsor.
 13. The approved organisation must comply with all terms and conditions in the grant deed.
 14. Applicants must be covered by at least the following insurance:
 - a. public liability insurance of a minimum of \$10 million
 - b. workers and volunteers under the *Queensland Work Health and Safety Act 2011*.
 15. 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.
 16. Acceptance of the grant payment indicates the recipient's acceptance of all funding terms and conditions in the guidelines and grant deed.
 17. Funding will not be available prior to signing by both parties of a grant deed, along with the provision of all required documentation to the department.
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18. The date and value of the milestone payments will be negotiated however the final decision will be made by the department.
19. A successful organisation will not receive more than one grant per round.
20. All projects must be completed within 12 months from the signing of the grant deed.

Required documents

All applicants must submit the following with the application:

- Where applicable, evidence to occupy and maintain a site or appropriate permission from landholders to undertake the proposed activity on the site.
- Letters of commitment from partner organisations detailing the cash and in-kind support to be committed to the project (where applicable).
- Letter of commitment from the project sponsor (where applicable).
- Letter of commitment for maintenance (where applicable).
- Three quotes for relevant expenses (refer to the section title “What projects and activities are eligible?” under each category for more information). If the applicant is unable to provide three quotes, an explanation must be provided in the application form as to why not. Failure to provide three quotes may affect the success of the application.
- A copy of the:
 - a. Certificate of Incorporation
 - b. Charity Certificate from Australian Charities and Not-for-profits Commission; or
 - c. Certificate of Registration of Company from the Australian Securities and Investment Commission
- Financial documents as follows:
 - a. The latest signed, audited financial statement for the organisation and the latest bank statement showing the BSB and account number;
 - b. For organisations with no audited financial statement, a balance sheet, income and expenditure statement and the last two bank statements showing the BSB and account number; or
 - c. For organisations with a sponsor, their sponsor’s
 - i. balance sheet
 - ii. income and expenditure statement
 - iii. the last two bank statements; and
 - iv. signed audited financial statement and a bank statement showing the BSB and account number.
- Certificate of Currency for public liability insurance coverage of at least \$10 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).