# Grant Application Guidelines

## Create change in your community

Share in $100,000 worth of grants. Applications open Monday 3 April.

We're looking for projects that protect bushland, engage communities and reduce emissions. Are you an individual or community group wanting to grow an existing project or start something new?

## What could I do?

- Restore bushland and protect wildlife
- Create an environmental initiative for your community
- Encourage reuse, recycling and the circular economy
- Reduce food waste and compost organics
- Electrify our communities and community renewables.

## Who can apply?

Applications are open to community groups, schools, universities, not-for-profits and individuals within Ku-ring-gai.

## How much can I apply for?

A total pool of $100,000 is available for projects that align with the areas above. Read the full guidelines below and contact a Council Officer if you need more information.

## Need some ideas?

Some of our 2022 grant recipients included:

- **Smart Schools** - Margaret Kroeger from Northside Montessori School developed the innovative Planet Pens Program, where students are recycling/repurposing plastics into pens creating a circular economy.
- **Conservation** - David Meggitt from Hampshire Avenue Bushcare used their grant to regenerate key areas of local bushland.
- **Waterways health** - Helen Logie from the Ku-ring-gai Bushcare Association applied for grants on behalf of local volunteer groups, such as creating StreamWatch monitoring kits for local volunteers.

## Apply online

All applications must be submitted online via the website form. Once submitted the application will be stored on the Council database. An acknowledgement email will be sent to the applicant to confirm receipt.

The application form will be available on the council website from 3 April 2023.

## Key dates

| Milestone | Date |
|---|---|
| [Grants launch event](#) | **Thursday 9 March 2023** |
| Applications open | **Monday 3 April 2023** |
| Applications close | **11.59pm on Friday 19 May 2023** |
| Assessment and judging | **July 2023** |
| Projects must be completed/acquitted | **30 June 2024** |

# Grant categories

The grants are divided into two categories, each with $50,000 in grant funding – Net Zero grants and Environmental Conservation grants.

## Net Zero grants

**Community groups, schools, universities, not-for-profits, Owner's Corporations/Strata bodies and individuals within Ku-ring-gai can all apply.**

Grants should be a minimum of $3,000 and maximum of $30,000.

Projects should support the goals of our [Net Zero Communities Strategy (PDF, 5MB)](#).
This could include:

- Electrifying our communities and community renewables initiatives
- Innovative community initiatives for energy/waste/transport
- School/community composting/ plastic-free canteen
- Community engagement through social/multi-media projects.

The project should deliver one or more of the following:

- Increased community understanding of Net Zero and how to reduce emissions in their own lifestyle
- Increased community action taken to reduce emissions in energy, waste and transport.

Applicants will also need to demonstrate:

- Evidence of the need for the project and proposed outcomes
- A measurable benefit to the Ku-ring-gai environment and community
- Partnerships with local groups/people to achieve project goals
- Evidence of diversity, inclusion and equity in the planning and delivery of the project
- How the project can effectively meet its objectives.

Grant funds may only be used for purposes as detailed in the original application.

If your project includes items or work valued over $3,000, you will need to attach a written quote to the application.

# Environmental Conservation grants

**Community groups, schools, universities, not-for-profits and individuals within Ku-ring-gai can all apply.**

Grants should be a minimum of $3,000 and maximum of $5,000.

Projects that inspire action to improve the condition of our natural environment or conserve native flora and fauna. This could include:

- Rehabilitation of bushland areas
- Wildlife protection and awareness-raising programs
- Create school/community native garden beds
- Apply for a native beehive/bee hotel at your school/community group.

The project should deliver one or more of the following:

- Increase community understanding of the value of the natural environment and local issues and impacts
- Increase community action that benefits the natural environment
- Improve the condition of bushland or the conservation of native flora and fauna
- Effectively engage the community in improved waste reduction, reuse and recycling.

Applicants will also need to demonstrate:

- Evidence of the need for the project and proposed outcomes
- A measurable benefit to the Ku-ring-gai environment and community
- Partnerships with local groups/people to achieve project goals
- Evidence of diversity, inclusion and equity in the planning and delivery of the project
- How the project can effectively meet its objectives.

Grant funds may only be used for purposes as detailed in the original application.

If your project includes items or work valued over $3,000, you will need to attach a written quote to the application.

Grants will *NOT* be awarded for:

- Ongoing or recurrent program funding
- Activities that could be constituted as 'business as usual' eg. rent or office supplies
- Supplementing, increasing, or continuing ongoing service delivery that is the core business of an organisation
- Party political activities
- Capital expenses, including but not limited to building works (including maintenance) and equipment purchase
- Reimbursement of expenses already incurred, including legal or other fees
- Covering existing debts or budget deficits of an organization
- Purchase of alcohol, tobacco products, gaming services, entertainment streaming
- Commercial or fundraising activities
- Paying wages to the applicant
- Advertising or marketing materials including photocopying
- Cash prizes, gifts or gift vouchers.

## Assessment

Applications for environmental levy grants will be reviewed by a panel made up of two Council staff and three independent judges.

Priority is given to applications with volunteer involvement.

Applications submitted for funding must be relevant, eligible and address all appropriate criteria.

The project must deliver one of the following:

- Increase community understanding of the value of the natural environment and local issues and impacts
- Increase community action that benefits the natural environment
- Improve the condition of bushland or the conservation of native flora and fauna
- Effectively engage the community in improved waste reduction, reuse and recycling.

Applicants will also need to demonstrate how their project:

- Provides a measurable benefit to the Ku-ring-gai environment and/or community
- Partners with local groups/people to achieve its' goals
- Can effectively meet its objectives.

Applications will be scored out of 5:

5 = Excellent
The assessment criteria are met to a very high standard and claims are fully substantiated. Relevant and concrete evidence or examples are provided.

4 = Good
The assessment criteria are met to a high standard. Claims are well-substantiated.

3 = Acceptable
The assessment criteria are met to a consistent and acceptable standard with no major shortcomings. Claims are adequately substantiated.

2 = Weak
The assessment criteria are not fully met. Some claims are unsubstantiated and some strategies appear inadequate.

1 = Not Satisfactory
The assessment criteria are inadequately addressed. Most claims are unsubstantiated and a number of strategies appear unworkable.

## Frequently asked questions (FAQs)

**Who is _NOT_ eligible to apply?**

- Commercial businesses
- Previous grant recipients who have not completed and returned an acquittal form.

**How much can I apply for?**

- See eligibility information above.
- For larger projects that deliver long term, measurable benefit to the Ku-ring-gai environment or community, the application must be discussed with the Grants Coordinator, prior to the application being submitted. See contact details at end of document.

**When will I find out if the application has been successful?**

All applicants (successful/unsuccessful) will be notified by email following Council approval, generally by the week following Council meeting in July.

**When will I receive the money?**

Successful applicants will be sent the following forms to be filled out, signed and returned:

- Environmental Levy Tax Invoice
- Statement by a supplier (for applicants without an Australian Business Number)
- Electronic Funds Transfer Form
- Public Schools will need to organise a NSW Govt Education Dept tax invoice and submit to Council for the grant to be paid.

When Council has received and processed the above documents the grant money will be paid into the nominated bank account. Applications for Native Beehives, Bee Hotels and/or plants will receive these items in lieu of money.

Should your application be successful, the application becomes the funding agreement and specifies how the funding is to be used.

**Who are the independent judges on the assessment panel?**

Independent judges are members of the community or academics who are passionate about the environment and sustainability.

**Procurement guidelines**

- Refer to our [Procurement Guide](#) which has information on acceptable procurement practices when spending public money
- Bush regeneration projects – Only contractors who have successfully completed the Council tender process will be engaged for environmental projects. Council will raise a purchase order for the works and oversee payment to the contractor
- Public schools must raise an NSW Govt Education tax invoice and invoice Ku-ring-gai Council for the grant to be paid
- Other applicants will receive funds by Electronic Funds Transfer into their nominated bank account.

**What happens if the project is not delivered within 12 months?**

You can discuss this with the Grant Coordinator and we can work out a solution with you.

**What happens if the project cannot be delivered at all?**

If the funds cannot be used for the original purpose, the funds would need to be returned to Council or an alternative discussed with the Grant Coordinator Lindy Williams, that fulfils the original grant claim.

## Acquittal – at completion of project

Successful applicants should publicly acknowledge Council's contribution on their promotional material/site where appropriate. Example "This project is funded by the Ku-ring-gai Council Environmental Levy Grants" with the Council logo (to be provided to successful applicants).

An acquittal form must be submitted, including a breakdown of how the grant was spent and photographs of the project, at the completion of the twelve-month period.

Applicants wishing to apply for further grants may only do so on Council's receipt of a completed acquittal form.

## Accessibility

The grants process is open and accessible to everyone, including if:

- You need a printed copy of the guidelines or a printed copy in large print
- You need to discuss these guidelines by phone.

If you face any barriers to applying and would like to discuss these or any other ways we can help you, please contact a Grant Coordinator listed below.

## Contact us

To discuss your grant application or for more information please contact:

**Net Zero Grants**
Contact Karen at [sustainability@krg.nsw.gov.au](mailto:sustainability@krg.nsw.gov.au) or 9424 0972.

**Environmental Conservation Grants**
Contact Lindy at [bushcare@krg.nsw.gov.au](mailto:bushcare@krg.nsw.gov.au) or 9424 0179.