**Community**

**Sustainability Grants Program**

Guidelines and Application Form

Do you have a great idea to help your community

tackle climate change?

Do you need funding support to help get your project up and running?

If so, Conservation SA, with support from the Government of South Australia, is offering grants up to $10,000 (GST exclusive) for practical

climate change related projects by non-for-profit community groups.

Applications close 9th November 2018

 

**Applicant guidelines**

**Introduction**

The Sustainability Grants Program is a one-off grant program supporting projects that tackle climate change and deliver a practical outcome for the community.

**Who can apply?**

To be eligible to receive funding, applicants must be an organisation which is either:

* An incorporated, not-for-profit[[1]](#footnote-1), community body; or
* An organisation sponsoring an unincorporated, not-for-profit, community body (*see note below*).

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| **Note for unincorporated organisations**  If your organisation is not incorporated, you should either:   * Seek incorporation; or * Approach an incorporated community-based organisation to sponsor the project.   It is up to unincorporated applicants to negotiate a sponsoring body. Sponsoring organisations will receive the funding and take full responsibility for the legal and financial accountability of the proposed project. A letter of agreement defining the terms of the sponsorship must accompany the application. |

Eligible groups may include, but are not limited to:

* Non-government organisations
* Progress associations
* Sporting or recreational organisations
* Cultural organisations
* Art organisations
* Volunteer groups
* Community groups
* Religious organisations
* Outdoor clubs.

Ineligible groups include:

* Individuals
* Businesses
* Non-incorporated bodies (unless there is a sponsoring body – see note above)
* Political organisations
* Local government
* Australian Government and State and Territory Government agencies.

**Eligible projects**

To be eligible the grantee must undertake a project that tackles climate change and delivers a practical outcome for the community. Projects with a focus on urban greening, coastal protection, and the sustainable use and re-use of water (e.g. water sensitive urban design) are particularly being sought.

Projects must address the following objectives:

**Table 1: Eligible Project Objectives**

|  |  |
| --- | --- |
| Objective | Requirements |
| Prepare for the impacts of Climate Change | Projects must be practical and outcomes driven, with a focus on climate change action (e.g. preparing for climate change and/or emission reduction projects). This may include urban greening, coastal protection, and the sustainable use and re-use of water (e.g. water sensitive urban design). |
| Community Benefits and Participation | Projects must either directly benefit the Community Group or the broader community by building their capacity to prepare for climate change or reduce emissions.Consideration should also be given to the participation of the community in local, everyday actions associated with a project. |
| Well Planned and Feasible | Projects must demonstrate adequate planning (including financial) and the allocation of a viable level of resources to ensure the project is able to be delivered as intended. This includes capacity to measure and report on successful implementation.Projects must demonstrate that they are feasible and can be successfully delivered by 30 June 2019\*. |

\*Projects requiring longer timeframes may be considered where projects meet all other requirements, but where there is a strong case for extra time. In such cases the majority of project deliverables are to be achieved by 30 June 2019.

**Ineligible projects**

Projects or activities that will not be funded include:

* Community engagement projects with no practical outcome
* Purchase or lease of computer software and hardware, vehicles or media equipment
* Administrative processes
* Insurance or legal costs
* Overseas travel
* Core operational funding, travel to conferences, fundraising or sponsorship activities
* Projects that have commenced or are completed
* Projects by commercial and for-profit groups
* Project that are political in nature.

If you have any queries regarding your project’s eligibility, please contact the Conservation SA to discuss your ideas:

[general@conservationsa.org.au](mailto:general@conservationsa.org.au)

Phone (08) 8223 5155.

**Funding amount and timelines**

Grants up to $10,000 (GST exclusive) are available. **Closing date for applications is Friday** **9th November 2018.**

Applicants will receive email notification within a week of their application’s receipt. If you have not received notification please phone to check your application has arrived. Notification of successful and unsuccessful applications will be undertaken by 30th November 2018.

**How to apply**

The application form needs to be filled out and returned by 5pm on 9th November 2018. Application forms can be posted, emailed or delivered in person.

Community Engagement Team

Conservation SA

111Franklin Street

Adelaide SA 5000

[general@conservationsa.org.au](mailto:general@conservationsa.org.au)

Phone (08) 8223 5155

It is recommended you contact the Conservation SA to discuss your project idea before submitting your application.

**Terms and conditions**

1. The Conservation Council of South Australia Inc. (Conservation SA) will administer funding provided by the Government of South Australia to the successful applicant(s) (‘the Grantee’) with a one-off grant in the amount as indicated in a ‘letter of agreement’.
2. The grant must be used in the manner and for the purpose as stated in the approved application and letter of agreement.
3. If, at any time, the project is no longer possible and cannot be completed in the manner described in the approved application, the Grantee must advise Conservation SA of the inability to complete the project and any unspent grant monies shall be returned to Conservation SA within two weeks of this becoming apparent. Any variations to the approved project must be sought in writing and approved by Conservation SA.
4. The approved grant shall be expended and project activities completed by 30 June 2019. Projects requiring longer periods may be considered on a case-by-case basis. Any extensions of time must be sought in writing and approved by Conservation SA.
5. The Grantee will complete and submit a progress report within three months of accepting the grant. The Grantee will also complete a final project report outlining the outcomes of the project no later than one month after the completion of the project. This will include a financial statement signed by the person responsible for managing the project finances.
6. Should the actual total project costs be more than the proposed project costs in the approved application, Conservation SA will not be obliged to pay any additional monies.
7. The Grantee will maintain adequate insurance (including public liability insurance) for the activities carried out by the Grantee in relation to the project. Conservation SA will accept no liability for any claims for loss or damage to property and injury or death to persons from activities carried out by the Grantee in relation to the project.
8. The funding and administrative support provided by Conservation SA and the Government of South Australia must be acknowledged during the project at events and on any materials produced. Relevant logos will be provided to the Grantee by Conservation SA, if required. All advertising, signage, media releases and other materials that contain these logos must be submitted to and approved by Conservation SA and the Government of South Australia prior to their production and release.
9. Conservation SA and the Government of South Australia reserve the right to use materials, photos and information related to the Grantee’s project in their own promotional material and upon their respective websites.
10. These Terms and Conditions are to be read together with the guidelines (above), the approved application, and the Letter of Offer from Conservation SA. They will all form the terms of the agreement for the grant.

**How will applications be assessed?**

Projects will be assessed based on the information provided in the application form.

Applications will be reviewed by an assessment panel consisting of members from Conservation SA, the Department for Environment and Water and other selected experts.

The assessment panel will consider how well the application meets the project objectives outlined in Table 1 above using the following criteria:

* Practical outcome of projects in relation to effective climate change action (e.g. preparing for climate change and/or emission reduction projects);
* Benefits provided to Community Group or community, including ongoing benefits and the level of community participation;
* Feasibility of projects in relation to:
  + capacity of organisation to successfully administer the grant funds and manage the project, including capacity to measure and report on implementation;
  + adequate financial and project planning undertaken;
  + resources allocated;
  + timeframes for delivery.

Projects with a focus on urban greening, coastal protection and the sustainable use and re-use of water (water sensitive urban design) are particularly being sought for this Program, however other projects will also be considered. It is recommended you contact Conservation SA to discuss your project idea before submitting your application.

**Reporting requirements**

Successful applicants will be required to submit:

* an informal progress report within three months of accepting the grant;
* a final report no later than one month after completion of the project, including a financial statement signed by the person responsible for managing the project finances.
* evidence no later than one month after the completion of the project, which shows relevant recognitions have been adhered to, as per clause 8 in the Terms and Conditions.

**Further information**

Community Engagement Team

Conservation SA

[general@conservationsa.org.au](mailto:general@conservationsa.org.au)

Phone (08) 8223 5155

[www.conservationsa.org.au](http://www.conservationsa.org.au)

**Application form**

1. **Applicant details**

|  |  |  |
| --- | --- | --- |
| Community group name |  | |
| Community group email |  | |
| Community group address |  | |
| Is your community group incorporated?  If no, please attach a letter of endorsement from an incorporated sponsoring organisation | | Yes 🞎 No 🞎 |
| Incorporation number | |  |
| Is your community group registered for GST? | | Yes 🞎 No 🞎 |
| Contact person’s name for community group |  | |
| Position of contact person |  | |
| Postal address (if same as group address write ‘same’) |  | |
| Phone |  | |
| Mobile |  | |
| Fax |  | |
| Email |  | |

|  |
| --- |
| Please describe the primary role/ focus of your community group |
|  |

1. **Project title (maximum 8 words)**

|  |
| --- |
|  |

1. **Project budget and timelines**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Funding sought (GST exclusive)  (transfer total figure from your project budget below) | GST amount if applies | Total amount | Expected completion date  (if after 30 June 2019 please provide additional details to justify extra time required) |  |
| $ | $ | $ | \_\_\_ /\_\_\_ /\_\_\_\_\_ |  |

1. **Project description (maximum 200 words)**

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| Please describe your Project, including what you intend to do, what the project is seeking to achieve, why you wish to undertake this Project and the location of the Project (if relevant). |
|  |

1. **Project Eligibility**

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| --- |
| Please address how your Project meets the Eligible Project Objectives outlined below.  *(refer to Table 1 on page 3)* |
| *What are the expected practical outcomes of your Project?*  *What Community Group/broader community benefits (including any ongoing benefits) will arise?*  *Will there be participation from the broader community or partner organisations? If yes provide detail.* |

1. **Project Feasibility**

|  |
| --- |
| Please outline your organisation’s capacity to deliver the Project using the prompts provided below *(refer to Table 1 on page 3)*. |
| *Has adequate planning (including financial) been undertaken? If so provide a summary of this work.*  *What resources will be allocated to successfully deliver the Project?*  *How will you measure the success of your Project?*  *Will your project be completed by 30 June 2019?* |

1. **Project schedule and budget**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Provide a detailed budget summary, including when you expect to start and finish each activity involved with your project.   * Describe what will be done, the estimated timing and estimated cost (all costs are GST exclusive) * Clearly describe the intended use of the funding sought through the Sustainability Community grants * Itemise all contributions, including cash and in-kind contributions. Volunteer times can be costed at $30/hr (GST exclusive). * Transfer the total funding sought to question 4 of this application form * If you obtained any quotes in preparing this budget, please attach these to your application form | | | | | | | | | |
| **Project activity** | **Timing** | | | **In-kind contributions** | | **Cash contributions ($ GST exclusive)** | | **Funding sought**  **($ GST exclusive)** | **Total cost of activity**  **($ GST exclusive)** |
|  | **Start** | | **Finish** | **Your group** | **Other** | **Your group** | **Other** |  |  |
|  |  | |  |  |  |  |  |  |  |
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|  |  |  | |  | |  | |  |  |
|  | **Column Totals** | | | **$** | **$** | **$** | **$** | **$** | **$** |
| GST amount if applies |  | | |  |  |  |  |  |  |

1. **Application checklist**

|  |  |
| --- | --- |
| I have read the Sustainability Community Grants guidelines including the terms and conditions of funding | 🞎 |
| I have filled out all relevant sections of the application form | 🞎 |
| I have signed the application form to indicate all information provided is accurate | 🞎 |
| I have included the group’s incorporation number OR I have sought sponsorship from an incorporated community-based organisation and attached a letter of agreement outlining the terms of the sponsorship | 🞎 |
| I have attached letters of support (optional) | 🞎 |
| I have attached quotes obtained (optional) | 🞎 |
| I have consulted with my local council to ensure the projects activities comply with council requirements and will not impede on council business | 🞎 |

1. **Applicant signature**

I certify that all information provided is accurate and I am authorised to submit this application on behalf of the group.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position in community group\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Send your completed application form to**

**Community engagement team by 5pm Friday, 9th November 2018.**

**Conservation SA**

**111 Franklin Street**

**Adelaide SA 5000**

[**general@conservationsa.org.au**](mailto:general@conservationsa.org.au)

1. For the purposes of these grants, a not-for-profit organisation is an organisation that is not operated for profit or for the individual gain of its members or promoters. [↑](#footnote-ref-1)