



WAVERLEY COUNCIL SMALL GRANTS PROGRAM

ENVIRONMENTAL GRANTS

2015/16



WAVERLEY
COUNCIL

GUIDELINES

1. BACKGROUND

Waverley Council's Sustainable Waverley team offers grants each year to schools, childcare centres and local micro-businesses (max 5 employees) to support environmental improvement projects and initiatives in the Waverley local government area (LGA).

This aligns with Council's community strategic plan, *Waverley Together 3* (WT3), and its Environmental Action Plan (EAP), which guides the delivery of Council's projects and programs to achieve our environmental targets. These 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.

2. OBJECTIVES

The objectives of the Environmental Grants are to:

1. Encourage schools, childcare centres 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. Develop skills and knowledge in participants that equip them to play an active and ongoing role in protecting and improving the environment.

3. AVAILABLE FUNDING

A total of up to \$20,000 per financial year, spread over two funding rounds, is available for the Environmental Grants.

Schools, childcare centres and local micro-businesses are invited to apply for a grant up to the value of \$3,000 per funding round. Preference will be given to applicants that have not already been allocated a grant within the current financial year.

Applicants are encouraged to contribute towards their proposed project through cash and/or in-kind contributions.

4. ELIGIBILITY

1. Schools and childcare centres applying for grants must be based within the boundaries of the Waverley local government area (LGA) and can be public or independent.
2. Parent and Citizen (P&C) Committees, Management Committees, Out-Of-School Hours (OOSH) and Out-Of-School Care (OOSC) organisations are welcome to apply but must be endorsed by the school.
3. Local micro-businesses applying for grants must be based within the boundaries of the Waverley LGA, have a maximum of 5 employees, not be part of a bigger chain of businesses and not be dependent on external funding for their operations.
4. The grants provided by Council are to be expended on projects outlined in the application and should not lead to organisations becoming dependent on Council for future allocation of funds.
5. If a group has previously received funding through the Small Grants Program they must acquit the grant before applying for another grant.

Grants are not available for:

- Government organisations (except schools)
- Organisations that have not fulfilled previous Waverley Council grant conditions, specifications or reporting procedures
- Political parties
- Projects that are already completed
- Payment of public liability insurance or any other insurances
- Individuals, community groups or not-for-profit organisations
- Research and development.

4.1 INCORPORATION

All schools, childcare centres and micro-businesses applying for an Environmental Grant should be an Incorporated Association.

4.2 AUSTRALIAN BUSINESS NUMBER (ABN)

All grant recipients need to have an ABN. If your organisation does not have an ABN, it is easy to apply for one by logging on to www.abr.gov.au.

If you believe that your organisation does not require an ABN, you must fill out the Australian Taxation Office (ATO) form they provide ('Statement by a supplier') to indicate your reason for not providing an ABN.

Note: If your organisation does not provide Council with an ABN, and is not exempt from providing one, we are required to withhold 48.5% of the allocated grant funding and remit this amount to the ATO.

5. SELECTION CRITERIA

The following criteria will be applied to project proposals in awarding Environmental Grants:

1. How well the project contributes to achieving at least one of Council's environmental targets as specified in its EAP. Please note that businesses are only invited to submit projects that relate to waste, water and energy. Businesses operating in Waverley's resource intensive areas of Bondi Junction, Bondi Road and Bondi Beach are encouraged to apply;
2. The project will deliver clear benefits and improvement to the environment;
3. The project has clear, achievable and measurable goals;
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. Clear, achievable and measurable goals;
7. Longevity – sustainable over the long term (ie. can be maintained after the funding ceases);
8. The project has the capacity to be implemented by, or used as a demonstration model or case study for, other schools, childcare centres, and businesses.

6. APPLICATION PROCESS

Applicants must complete and submit the Environmental Grant application form. If you are not in a position to provide all of the requested information on the form, you may write "not available" in the appropriate section. However, please be aware that Council requires certain basic information about each applicant to assess their suitability for a grant.

Please ensure you provide adequate information about your proposed project or initiative in your application. This includes detail 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 intend to do with the grant.

7. FUNDING PRIORITIES

Environmental Grants are only 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 in the areas below*:

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. clean waterways projects)

GREENHOUSE GAS EMISSIONS

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

BIODIVERSITY

(Schools and childcare only)

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

*Please note that businesses are only eligible for funding for projects that help to meet targets in waste, water and energy.

Not sure if your project is eligible for funding? Contact Council's Sustainability Engagement Officer on **9083 8045**.

8. ASSESSMENT PROCESS

Applications will be assessed against the following criteria:

- 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 broad community (10%)

9. RESPONSIBILITIES OF ENVIRONMENTAL GRANT RECIPIENTS

Successful grant recipients are required to:

- Use the funding to carry out project activities as specified in the Grant Recipient Notification letter;
- Commit to fully expending their grant within the calendar year the grant was awarded i.e. September 2014 to September 2015 and April 2015 to April 2016);
- 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 grant-funded project;
- Adhere to the principles of access and equity 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.

By submitting your grant application, you agree to carry out the responsibilities outlined above.

10. APPLICATION CLOSING DATES

The closing date for Environmental Grant applications are:

Round 1 for 2015–16: Friday 4 September 2015

Round 2 for 2015–16: Friday 17 May 2016

Announcement of successful applicants will be made within two months of applications closing.

11. SUBMISSIONS

Grant applications and all additional documentation must be submitted before the deadline in one of the following ways:

BY POST

Executive Manager, Caring Waverley
Waverley Council
Environmental Grants Program
PO Box 9
Bondi Junction, NSW 1355

BY EMAIL

smallgrants@waverley.nsw.gov.au

IN PERSON

To Waverley Council

Waverley Council Chambers reception:

Corner of Paul Street and Bondi Road, Bondi Junction

Waverley Council Customer Service Centre:

55 Spring Street, Bondi Junction

Attention to:

Executive Manager, Caring Waverley
Environmental Grants Program

**FOR FURTHER INFORMATION ABOUT THE ENVIRONMENTAL GRANTS, PLEASE CONTACT:
SUSTAINABILITY ENGAGEMENT OFFICER**

WAVERLEY COUNCIL

P: 02 9083 8045

E: ENVIRONMENT@WAVERLEY.NSW.GOV.AU