

# HOBSONS BAY CITY COUNCIL

## 2019 Environment Grants Guidelines

Applications close Friday 14 December 2018

# INTRODUCTION

Hobsons Bay City Council (Council) through the Environment Grants program provides financial assistance to local community organisations and groups for activities and projects that meet an environmental need

in the community, including an educational or capacity building component.

Applications are assessed addressing high community need reflecting Council environmental and sustainability priorities.

# SUBMISSION INFORMATION

**Submission of applications can be made until 5.00pm Friday 14 December 2018.**

Applicants are required to submit applications using an online application process called "SmartyGrants".

Applicants will need access to the internet and an email address to make an application. Staff at Hobsons Bay Libraries can assist applicants with creating an email address and/or submitting applications. Contact or visit a Library below:

- **Altona Library**  
123 Queen Street  
9932 1330
- **Altona North Community Library**  
Cnr Millers Road & McArthurs Road  
9932 2303
- **Altona Meadows Library and Learning Centre**  
2 Newham Way  
9932 3020

- **Williamstown Library**

104 Ferguson Street  
9932 4170

- **Newport Library at The Newport Hub**

13 Mason Street  
9932 2050

Applicants need to go to the SmartyGrants website:

<https://hobsonsbay.smartygrants.com.au/> to view application forms and/or make an application.

For information about the Environment Grants 2019 program contact Council's Environmental Engagement Officer on 9932 1000.

Council acknowledges the people of the Greater Kulin Nation as the traditional owners of these municipal lands. Council embraces diversity and welcomes applications from people from all cultural backgrounds, including Aboriginal and/or Torres Strait Islander people.

# PRIORITIES AND ELIGIBILITY

## Environment Grants program priorities

The Environment Grants program is linked to the priorities in the Hobsons Bay 2030 Community Vision.

### Priority 4: Proactive enrichment, expansion and conservation of the natural and urban environment

Council supports local environmental groups to conduct activities that encourage residents to interact directly with the environment and live an active life, such as annual 'clean up' days and community planting events.

Council supports the community by providing urban access corridors and through the promotion of diverse native flora and fauna.

### Priority 5: Activate sustainable practices

Council's role is focussed on helping the community understand issues such as conservation and the importance of natural assets, while supporting behaviour change to reduce the impact of households on the environment, through environmental education programs, local food production initiatives, recycling and e-waste collections and incentives for households to become more environmentally sustainable.

Hobsons Bay is susceptible to the impacts of a changing climate, particularly rising seas levels and storm surges. Council has a role in leadership to change its existing

organisational practices to reduce energy consumption and ensure sustainability is embedded into all our policies and operational practices

## Eligibility

- an activity/project must be undertaken by 31 December 2019 and within the City of Hobsons Bay with the majority of participants residing in Hobsons Bay.
- be a Not-for-Profit Organisation.
- be a registered organisation e.g. Incorporated, Co-operative, Trust, School, etc.
- must have a current Australian Business Number (ABN) or provide a Statement by Supplier (see below)
- must have a valid \$5 million Public Liability Insurance (PLI) policy. If your organisation does not have the required PLI.

**Note:** Organisations not incorporated must have an Auspice agent. An Auspice agent can be another community organisation that meets the above eligibility. Council can assist with facilitating an auspice agent.

Incorporated Organisations that do not have an ABN, must complete an Australian Taxation form "Statement by Supplier".

This can be accessed from:

[https://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346\\_5\\_2012.pdf](https://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf)

## Non-eligibility

- projects for maintenance, vehicles, capital works, trophies, on-going staff and administration costs
- individuals, profit making organisations, and political parties
- a project that has been or could be funded from other sources e.g. fees, sponsorship, service agreement
- organisations that have previously received a grant from Council and have not provided a satisfactory Acquittal Report
- Organisations that derive income from gambling and/or project activities that promote gambling
- Events that occur within venues containing electronic gaming machines, including the area immediately surrounding the venue, e.g. car park

# 2019 ENVIRONMENT GRANTS

Funding is available to support local community groups and organisations for activities and projects that meet an environmental need in the community, including an educational or capacity building component that supports Council's environmental goals and objectives.

Funds of up to \$2,000 per project are available until submissions close on 14 December 2018. In this grant round, Council is offering the opportunity to request a \$5,000 grant. This grant can be put into effect over a one or two-year period. This option is intended for a more substantial project that has a significant environmental impact. This option will need to be discussed with the Environmental Engagement Officer prior to applying through SmartyGrants.

Council will endeavour to ensure distribution of grant funds is fair and equitable.

Consequently, depending on the volume of requests, multiple applications from an organisation may not be funded.

## Who can apply?

- groups that comply with the eligibility criteria above (page 3-4)
- groups that wish to connect and engage with others about the environment and undertake projects

that save water, reduce greenhouse gas emissions, adapt to a changing climate, protect and enhance our natural environment, increase recycling, or reduce waste and litter.

- groups that are physically located within the geographical boundaries of the City of Hobsons Bay
- groups who operate in accordance with equal opportunity and non-discriminatory philosophies and occupational health and safety guidelines
- projects must be one off

## What are the assessment criteria?

Applicants must demonstrate that the funds will be used to:

- connect or facilitate engagement with a broader audience to enhance community understanding of environmental issues
- increase promotion activities of an event that will enhance community understanding of environmental issues
- support Council's existing environmental objectives, as outlined below

## What are Council's existing environmental objectives?

Council's environmental objectives are to:

- support climate change adaptation
- promote a low carbon future and reduce greenhouse gas emissions
- save mains (drinking) water
- protect and enhance our natural environment
- reduce waste, promote composting, increase recycling and reduce litter

## What is the assessment process?

Council officers with expertise in areas relevant to the specific objective of the applying group or organisation will assess the application and provide funding recommendations to Senior Officers for final approval.

Grants are distributed from a capped funding pool and are assessed at the end of the application period.

## Grants are assessed against the following list of criteria:

1. Project will be of significant benefit to the Hobsons Bay community.
2. Project meets high community environmental or sustainability needs and is linked to one or both of the Environment Grants 2019 program priorities (listed on page 3).
3. Clearly states the group or organisation's capacity to undertake the project and what the outcomes will be in terms of benefit and/or improvement.
4. Describes the community in which the organisation works (eg: residents, schools, businesses).
5. Describes how the project will support Council's existing environmental objectives.
6. Applicants must be financial and provide a copy of the organisation's current annual profit and loss statement in support.

# CONDITIONS OF FUNDING

## What are the conditions of funding?

The conditions of funding are that:

- each grant will be limited to a maximum of \$2,000, with the potential for a grant of up to \$5,000
- Environment Grant assessments will be determined by four weeks after the closing date i.e by Monday 14 January 2019
- decisions on the allocation or non-allocation of a grant and the grant amount will be made by Council and the decision of the Council will be considered final
- the grants will be paid in one single advance payment
- funding must be used only for the purposes specified in the Conditions of Funding
- all other costs associated with the project are the responsibility of the grant recipient
- funds not expended during the period of the agreement must be returned to Council in full. This must be proven through the acquittal process in conjunction with the Evaluation and Acquittal Form
- recipients must acknowledge the support of the Hobsons Bay City Council in promotional material, posters, correspondence and media. Council logos can be obtained from the Council's Environmental Engagement Officer
- allocation of funds for any purpose in any year is not a commitment by Council for funding in subsequent years
- organisations agree to inform Council if they have been successful in attaining grant funds from another source for the same project
- Council reserves the right to withdraw funding from a community group if the objectives, eligibility or funding conditions are breached; or if the project is not progressing satisfactorily. Full liability in this instance is borne by the recipient
- as part of Hobsons Bay City Council's commitment to improve participation for all community members and in order to comply with existing Disability Anti-Discrimination Legislation, it is a condition of funding that any activity/event funded by the Environment Grant must accept the Companion Card. You may also consider independently affiliating your event with the Companion Card Program

For more information on the Companion Card, visit [www.companioncard.org.au](http://www.companioncard.org.au)

- organisations that are holding a launch or event for which they have been funded must invite the Mayor or Councillors and/or Council officers at least four weeks prior to the event
- a Project Acquittal Report is due four weeks after completion of the project. If a project is not completed by 31 December 2019, then the organisation must contact the Environmental Engagement Officer.

## When can I lodge an application?

Applications for Environment Grants may be lodged anytime up to 14 December 2018 on the following site:

<http://hobsonsbay.smartygrants.com.au>



**HOBSONS BAY  
LANGUAGE LINE**

**9932 1212**

**Telephone interpreting service**

Arabic	خدمة الترجمة الهاتفية
Burmese	တယ်လီဖုန်းဖြင့် စကားပြန် ဝန်ဆောင်မှု
Cantonese	电话口译服务
Croatian	Telefonska služba tumača
Greek	Τηλεφωνική Υπηρεσία Διερμηνέων
Italian	Servizio telefonico interpreti
Karen	လီတဲခီ တၢ်ကတိၤတျီၤတၢ် တၢ်မၤ
Macedonian	Телефонска преведувачка служба
Maltese	Servizz ta' Interpretar bit-Telefon
Mandarin	电话口译服务
Vietnamese	Dịch vụ Thông dịch qua Điện thoại