

# HOBSONS BAY CITY COUNCIL

## 2020 Environment Grants Guidelines

Applications close Friday 13 December 2019

# 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 13 December 2019.**

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 Community 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 2020 program contact Council's Environmental Engagement Officer on 9932 1000 or email [sustainability@hobsonsbay.vic.gov.au](mailto:sustainability@hobsonsbay.vic.gov.au).

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.

### Activate sustainable practices

Council supports the community in addressing climate change, water management and greenhouse gas emissions with an eye for innovation, inspiration and collaboration.

Council is committed to supporting its community to become more climate change resilient and increase its capacity to adapt to the local impacts of climate change.

Hobsons Bay is susceptible to rising seas levels, storm surges, heatwaves and more frequent storm events. Therefore, climate change focussed projects are strongly encouraged.

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

Council supports the local community to conduct activities that encourage residents to interact directly with the environment and live an active life.

Council encourages community activities that contribute to the provision of diverse flora and fauna, including integrated green initiatives between natural, residential and industrial areas.

## Eligibility

- an activity/project must be undertaken by 31 December 2020 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, please contact Council's Environmental Engagement Officer on 9932 1000 to discuss options for obtaining such insurance.

**\*Note:** Organisations not incorporated must have an Auspice agent. An Auspice agent can be another community organisation that meets the above eligibility criteria. 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 that do not include an education and/or engagement component
- 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

# 2020 ENVIRONMENT GRANTS

## Funding

Funding is available to support local community groups and organisations for activities and projects that respond to Council's environmental priorities as outlined in the Hobsons Bay 2030 Vision and specified above, and includes an educational and/or capacity building component that supports Council's environmental goals and objectives.

## Environmental Innovation Grant

Council is offering the opportunity to request a \$5,000 environmental innovation grant. This grant can be put into effect over a one or two-year period and must be delivered in partnership with at least one other not-for-profit organisation.

This option is intended for a more substantial project that is new and innovative and has the potential for significant environmental impact. This option must be discussed with the Environmental Engagement Officer prior to applying through SmartyGrants.

## General Environmental Grant

This option is intended for a project that demonstrates alignment with Council's Environmental Grants criteria outlined

below. Funds of up to \$2,000 per project are available.

## Closing Date

Submissions for all 2020 Environment Grants close on 13 December 2019.

## Distribution of funds

Applications for grants are highly competitive and will be assessed on the basis of the criteria as outlined below. Council will endeavour to ensure that the 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 adapt to a changing climate, reduce greenhouse gas emissions, protect and enhance our natural environment, increase recycling, save water or reduce waste and litter.
- the outcome of the project has a direct benefit to the City of Hobsons Bay and its community

- groups who operate in accordance with equal opportunity and non-discriminatory philosophies and occupational health and safety guidelines

## What are the assessment criteria?

Applicants must demonstrate that the funds will be used to:

- connect or facilitate education, engagement and/or capacity building with a broader audience to enhance community understanding of environmental issues. This can include strengthening existing community capacity.
- enable activities that reach new audiences, or an event that will enhance community understanding of environmental issues
- build or contribute to an integrated or collaborative approach to engagement which will enhance community understanding of and action around environmental issues
- support Council's environmental objectives, as outlined below

## What are Council's environmental objectives?

Council's environmental objectives are to:

- address climate change and build the capacity of the community to become more resilient to climate change
- reach zero net greenhouse gas emissions from the community's activities by 2030
- increase water security and the sustainable management of all water resources within the municipality
- value, protect and enhance our unique biodiversity for current and future generations
- reduce waste through waste reduction activities, promoting composting and the recovery of food waste, increasing recycling and reducing litter
- create and support an integrated, innovative and equitable transport system to provide a range of efficient, accessible and safe ways for people and goods to reach their destination whilst reducing car dependency

## What is the assessment process?

Council officers with expertise in areas relevant to the specific objectives of the project 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:**

The project will:

1. provide significant benefit to the Hobsons Bay community.
2. contribute to the achievement of Council's environmental objectives (listed on page 6).
3. include an educational, engagement and/or capacity building component.

The application must:

1. outline the Applicant's capacity to undertake the project and document outcomes in terms of environmental benefit
2. describe the community in which the organisation operates (eg: residents, schools, businesses).
3. describe how the project will support Council's existing environmental objectives.
4. demonstrate the Applicant's financial solvency and provide a copy of the organisation's current annual profit and loss statement in support.

## **Environmental Innovation Grants assessment criteria**

As above, **PLUS**

1. demonstrate a new and innovative approach to contributing to the achievement of Council's environmental objectives (as outlined on page 6). This could be in the form of, but is not limited to, the following:
  - the application of innovative solutions to wicked or complex environmental problems
  - applies an original and/or creative approach or methodology to addressing local environmental issues
2. will be delivered in partnership with at least one other Not-for-Profit organisation.

# 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 exception of the Environmental Innovation category, which is limited to a maximum of up to \$5,000
- Environment Grant assessments will be determined by February 2020
- 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
- All funds granted must be expended during the period of the agreement. This must be proven through the acquittal process in conjunction with the Evaluation and Acquittal Form. Where funds are not expended, the grant recipient must contact Council to discuss how extra funds may be utilised.
- 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 2020, 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 13 December 2019 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	လီဇာဓိ တၢ်ကတိၤကၟိးတၢ် 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