

# EnviroGrants guidelines

Updated January 2024

# Acknowledgement of Country

Logan City Council acknowledges the Traditional Custodians of the land, water and country we now call the City of Logan. We pay our respect to Elders past, present and emerging and extend that respect to all Aboriginal and Torres Strait Islander peoples across the city.

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# EnviroGrants categories

## Program background

Our Environmental Grants program (EnviroGrants), funded through the Environmental Levy, provides support to community organisations, educational facilities, businesses and individuals.

The aim of the EnviroGrants program is, 'Through community awareness and participation, enhance and protect the natural environment and foster environmentally sustainable practices across the City of Logan'.

## EnviroGrants categories

Environmental grant funding is available under the following categories:

1. Environmental partnerships and capacity building
2. On-ground ecosystem restoration
3. Environmental surveys and research
4. Environmental education
5. Individual wildlife carer support.

Applications will be assessed against the criteria for funding category.

## 2024 EnviroGrants focus areas

Projects that address the following environmental focus areas in Logan will be prioritised:

- Waterways
- Threatened species
- Education

In 2024, projects should take into consideration the predicted weather conditions. For example please consider water usage/requirements when planning your project and include this information in your application.

## Environmental partnerships and capacity building

Maximum funding allocation is up to \$10,000 per grant.

Funding for this category will go to incorporated not-for-profit environmental and wildlife organisations towards:

- operational costs
- capital costs
- on-ground and capacity building project costs.

These organisations must contribute to the enhancement and protection of the environment and wildlife within Logan.

Outcomes from these projects may be negotiated and agreed upon between the Applicant and Council.

## Who can apply?

Incorporated not-for-profit organisations that:

- operate in the City of Logan or are able to prove that the program will benefit Logan's residents and environment (this includes wildlife carer organisations)

- are able to show viability of the organisation
- are an incorporated environmental protection organisation, or
- are an incorporated organisation aimed at the rehabilitation of native wildlife.

### **What can be applied for?**

Funding can be used for operational, capacity building, capital and deliverable project cost, for example:

- Community capacity building projects.
- Group and community training activities or events.
- Landholder extension and education/training activities developed and implemented by the community organisation (e.g. plant identification workshops, activities or events).
- Projects which address the protection, monitoring and rehabilitation of biodiversity.
- Projects which address major ecological threatening processes (e.g. rural and urban runoff, clearing of vegetation, riparian corridors and linkages, pest management).
- Projects which address waterways and catchment health.
- Projects which address the reduction of erosion and sediment runoff into waterways.
- Projects which seek help for environmental weed management (they must include a proposed post-funding maintenance program)
- Up to a maximum of \$500 in travel costs may be included where it increases the efficiency of a project. A vehicle logbook must be kept and provided at Council's request
- Operation or administration expenses that aid a community group with limited funds and access to other funding sources to meet daily expenses (for example, postage, photocopying and stationery—Council will consider funding items up to 15% of the grant amount.

### **Specific to wildlife care organisations**

- Funding for wildlife carer related capital items, for example, specialised enclosures for native wildlife rehabilitation.
- Purchase of specialised equipment for wildlife rehabilitation, for example, incubator—capital items must be distributed for use to carers within Logan and remain the asset of the applicant organisation.
- Costs of food and medication for the rehabilitation of native wildlife (must demonstrate distribution to Logan wildlife carers).

### **Assessment criteria**

- Application meets the General Eligibility and General Assessment Criteria.
- Defined project outcomes supported by a detailed project plan showing their contribution to the enhancement and protection of the environment and wildlife.
- Applicants must show they have the skills and experience to deliver the project in the specified time frame.
- Projects which align with Council's Environmental Corporate Priority outcomes will be prioritised.
- Delivers benefits to the wider community.
- Establishes partnerships with external agencies and/or residents to improve the protection, restoration and/or management of the region's environment (particularly on lands adjoining or within the immediate area of biodiversity corridors, existing conservation areas, Environmental Conservation Partnerships' properties) and extension activities, for example, property management planning and plant identification.
- Demonstrates commitment to maintaining the work in the future.
- Outlines need for project.
- Ability to provide Council with rescue and release location data (for wildlife carer organisations).

### **Required documents**

- Copy of Certificate of Incorporation
- Photos of project site (where applicable)
- Site map identifying proposed project area (where applicable)
- Letter of support/approval from the president/treasurer of the organisation
- Letter of support from the relevant Council branch for projects involving Council land
- Copy of relevant insurances

#### **What will not be funded?**

- Projects that have received Council funding before, unless the project is clearly well planned with a staged cost-effective approach.
- Projects that do not have community benefit.
- More than 15% of funding provided in administration costs.
- Projects (or parts thereof) that are delivered outside of Logan.

### **On-ground ecosystem restoration**

Maximum funding allocation is up to \$10,000 per grant.

Funding for this category is for support of on-ground ecosystem restoration projects that make a positive and ongoing contribution to corridors, biodiversity and waterways values within Logan.

#### **Who can apply?**

- Individuals and private landholders who are existing members of Council's [Environmental Conservation Partnerships](#) specifically Land for Wildlife, Voluntary Restoration Agreement, Voluntary Conservation Agreement and/or Voluntary Conservation Covenant landholders.
- Incorporated not-for-profit organisations.
- Educational facilities.
- Businesses.

#### **What can be applied for?**

The following are examples of projects that may be eligible for funding through the on-ground ecosystem restoration category:

- Restoration and revegetation of mapped biodiversity corridors (refer Logan Planning Scheme 2015).
- Stabilisation, revegetation and/or restoration of degraded areas (priority will be given to projects targeting pre-clear regional ecosystems, waterways, wetlands and/or biodiversity corridors).
- Fencing / off-stream watering for the restriction of stock access to natural areas where benefits to existing vegetation or waterway can be proven and stock numbers must be provided (private property only).
- Environmental weed management. Must include a proposed maintenance program. Funding will not be given for the management of prohibited species.
- Projects that cover more than one property (all landholders must provide written approval with the application).

#### **Assessment criteria**

- Application meets the [General Eligibility](#) and [General Assessment](#) Criteria.
- Application includes defined project outcomes supported by a detailed plan of the proposed project. The plan should also show a positive and ongoing contribution to the region's biodiversity and/or waterways values and corridors.
- Application shows commitment to maintaining the work in the future.

- Project provides environmental outcomes by improving ecological value of waterways and wildlife habitat.
- The proposed project works are considered environmental best practice.
- Delivers benefits to the wider community, for example, workshop, newspaper article, open property, Land for Wildlife newsletter article, factsheet, opportunity for Council promotion.
- Land for Wildlife member projects must take place within the registered Land for Wildlife conservation area (for further information or for projects outside of this area please discuss with your Land for Wildlife Officer).

### **Assessment criteria for projects on Council controlled land**

- All works on Council owned or managed land need to be conducted as per the approved work plan and/or letter of approval/support as provided by the relevant Council branch and in line with Council's workplace safety guidelines and practices.

### **Required documents**

- Projects on Council land must include a letter of approval/support from the appropriate Council branch. Applications **will not** be processed without this.
- Photos of the site.
- Site map showing the proposed project area.
- Certificate of incorporation (where applicable)
- Projects on business managed land must include written support from their head of operations, for example, school principal, property business manager. Projects must be for non-profit purposes only.

### **What will not be funded?**

- Projects that have received previous Council funding, unless the project is clearly well planned with a staged cost-effective approach.
- Projects on private property that are not registered under Council's [Environmental Conservation Partnerships](#).
- Projects that are not largely aimed at ecosystem restoration / threatened vegetation, flora, fauna / or water quality improvement.
- Landscaped gardens, for example, non-native, vegetable, community and sensory gardens.
- Projects or items that fall within regular BushCare activities.
- Boundary fencing or internal stockyards.
- Pathways or trails.
- Vegetation/habitat management where livestock are not sufficiently excluded from the project area.
- Anything that is a requirement of the landholder under Council policy, compliance notice or other legislation, for example, management of prohibited species, development approval conditions.
- Capital items in excess of 10% of the funding amount applied for.
- Applications for more than 3 projects on one property within a 10 year period.
- Components that may be seen as property maintenance.
- Maintenance of previously funded projects.
- Funding proposals on Council controlled land that do not include written approval/support from the appropriate Council Branch.
- Projects that require Council DA/State Government approval (e.g. waterway works) unless that approval has already been received
- Funding proposals on business managed land that do not include written support from their head of operations, for example, school principal, property business manager.

## Environmental surveys and research

Maximum funding allocation is up to \$10,000 per grant.

Funding is to support surveying and research projects that focus on Council's [Environmental Corporate Priorities](#), for example, water quality, connectivity, sustainability, carbon neutrality and threatened and pest species.

### Who can apply?

- Educational facilities, for example, schools, TAFEs, universities
- Incorporated not-for-profit organisations
- Businesses.

### What can be applied for?

The following are examples of projects that may be eligible for funding through the Environmental surveys and research category:

- Innovative carbon emissions reduction / sustainability research.
- Flora and fauna surveys including threatened species surveys and research.
- Scientific trials that may assist future Council operations.
- Native plant propagation research/trials.
- Water quality monitoring research.
- Mapping of significant environmental values.
- Community environmental perception surveys and research, for example, citizen science.
- Community environmental behaviour change surveys and research.

### Assessment criteria

- Application meets the [General Eligibility](#) and [General Assessment](#) Criteria.
- Demonstrates it is in the public interest.
- Capacity to deliver project within specified timeframe.
- Proven need for the research/survey.
- Applicants must show they have the skills and experience to deliver the project outcomes.
- Public surveys must adhere to Council Guidelines.
- All results will become the intellectual property of Logan City Council.
- Any data collected will be shared with Council.
- Final outcomes will be communicated to Council including via written report.
- Flora/fauna survey data can be provided to Council within a Council-provided template/pro forma upon request.

### Required documents

- Letter of support/approval from the president/treasurer of the organisation
- Letter of support/approval from relevant landowner/manager, for example, Council, state government, educational facility.
- Certificate of incorporation (where applicable)
- Photos of project site (where applicable).
- Site map showing the proposed project area (where applicable).
- Any required research permits including ethics approvals (where applicable)

### What will not be funded?

- Capital items.
- Purchase of technology/software in excess of 5% of the funding application.

## Environmental education

Maximum funding allocation is up to \$2,000 per grant.

Funding is to support projects that aim to educate the wider community about responsible environmental and sustainability practices within Logan.

These include workshops, water quality monitoring projects, wildlife conservation activities and events or educational booklets.

### Who can apply?

- Individuals
- Educational facilities, for example, childcare centres, schools, TAFEs, universities
- Incorporated not-for-profit organisations
- Businesses.

### What can be applied for?

The following are examples of projects that may be eligible for funding through the Environmental education category:

- Sustainability projects on school property.
- Bush tucker education.
- Community water quality monitoring projects.
- Community education publications (not for profit).
- Innovative carbon emission reduction or sustainability projects.
- Community environmental education activities, for example, workshops that may help the community to become more sustainable, or more appreciative of native animals.

### Assessment criteria

- Application meets the General Eligibility and General Assessment Criteria.
- Demonstrates it is in the public interest.
- Level of engagement with the community (e.g. number of community members or organisations involved).
- Clear and measurable outcomes.
- Capacity, skills and experience to deliver project within specified timeframe.
- Demonstrates commitment to long-term support for the project (where relevant).

### Additional criteria for schools

- Demonstrates link/s to the curriculum.
- Plan for sharing the project with the greater community, for example, open property, workshop, fact sheet, newspaper articles.
- School commitment to long-term support for the project.

### Required documents

- Letter of support from the school principal / head of school / land facilities manager.
- Letter of support / approval from relevant landowner/manager, for example, Council, state government, educational facility.
- Photos of the site (where applicable).
- Site map showing the proposed project area (where applicable).
- Certificate of incorporation (where applicable)

### What will not be funded?

- Landscaped gardens.
- Projects of a similar nature will not be re-funded, for example, a sustainable garden in a school will only be funded once, maintenance or expansion will not be funded, and year after year funding will not be provided for the same project.
- Projects where there may be personal or financial gain from the outcomes.
- Projects which largely pay for a business's standard services. Matching in-kind contribution must be detailed.

## Individual wildlife carer support

Funding is for supporting individual wildlife carers for the purchase of animal food, supplements, fuel, medication and equipment (items such as cages and specialised equipment may be funded up to the value of \$200) for native wildlife rehabilitation.

Maximum funding allocation is up to \$1,500 per grant.

### Who can apply?

- Individuals who are endorsed by a legislated wildlife rehabilitation organisation or hold an individual wildlife rehabilitation permit issued under the Queensland Nature Conservation Act (1992).
- Individuals residing in Logan

### What can be applied for?

- Costs of animal food supply for rehabilitation of native wildlife.
- Costs of medication for rehabilitation of native wildlife.
- Specialty items required for native wildlife rehabilitation that are effectively disposable (e.g. heat lamps and light bulbs),
- A travel allowance will be considered for travel related to the rehabilitation and release of native wildlife up to a maximum of \$500 per annum. A vehicle logbook must be kept and provided at Council's request.
- Equipment for the collection, transport and rehabilitation of native wildlife to the value of \$200.

### Assessment criteria

- Application meets the [General Eligibility](#) and [General Assessment](#) Criteria.
- Applicant must be endorsed by a legislated wildlife rehabilitation organisation or hold an individual wildlife rehabilitation permit issued under the *Queensland Nature Conservation Act (1992)*.
- Applicants must agree to share data with Council regarding wildlife cared for throughout the EnviroGrants funding period.

### Required documents

- Evidence of current endorsement by a legislated wildlife rehabilitation organisation or the possession of an individual wildlife rehabilitation permit issued under the Queensland Nature Conservation Act (1992).
- Letter of support from wildlife rehabilitation organisation (if applicable).

### What will not be funded?

- Capital items like incubators, enclosures, cages and specialised equipment that are more than \$200 - items over \$200 may be funded through the wildlife rehabilitation organisation (refer to the [Environmental partnerships and capacity building category](#)).
- Delivery and shipping costs.
- Postage and books.
- Training or organisation membership

# Eligibility and conditions

## General eligibility

The following criteria will apply to all applications received:

- Project meets the community purpose requirements in the Council policy titled '[Grants to Community Organisations](#)'.
- Project meets the eligibility criteria in the policy procedure titled '[Grants to Community Organisations](#)'.
- Project is consistent with the allocation of environmental levy funds outlined in the policy titled '[Environmental Levy](#)'.
- Grant funds must be used to deliver environmental outcomes or care for wildlife within Logan.
- Grant funds must be for a new initiative or for a new environmental project area.
- Funding for a previously funded project/deliverable will not be supported.
- Grant funded projects are to be delivered within the grant funding period.
- Applicants must supply evidence of appropriate insurance for the proposal/project.
- Quotes for proposed works/services/purchases—3 quotes are required per budget item.
- A minimum of 30% in-kind or co-contribution is demonstrated within the project budget.
- Grant recipients must be free of debt with the Council and must have successfully acquitted any previous grant funding.
- Political organisations are not eligible for funding.
- Internal Council branches are not eligible for funding.
- Council employees who are also residents of the city can apply in the same way as any other resident but must also submit a Conflict of Interest Declaration—Assessment Form.
- Project or portion of project to which the funding applies occurs within Logan City Council boundaries.
- Applicants must give full consent for Council to use any data, information and/or multimedia relating to the project in any or all promotional and marketing campaigns and any other printed or audio-visual or website material relating to Logan City Council (personal details will not be published).

Specific eligibility for each grant category is outlined above under each category heading.

## General conditions

If an EnviroGrants application is successful, it must meet certain grant conditions throughout the year, or recipients may be asked to repay all or part of the grant.

These conditions include:

- Submitting an EnviroGrants Outcome and Financial Report to Council detailing project progress and outcomes. This report must be submitted by 1 June in the financial year of funding or within 8 weeks of completion (whichever is sooner).
- Acquitting all grant funds, including copies of receipts, to Council (further details about reporting will be given to successful applicants). Failure to complete reporting may result in the applicant not receiving future funding and/or result in financial action.
- If the project is not fully acquitted, any purchased items must be returned to Council.
- Spending the entire grant amount within the financial year specified. If the entire grant amount is not spent, the recipient must return any unused funds to Council within 14 days of completion of the project or within 14 days of 1 June of the current year (whichever is sooner).
- Only using grant funding for the project details and conditions agreed between the Applicant and Council.
- Any changes to a project proposal being submitted to and approved by Council in writing. These may include changes to:

- grant funding allocation
- recipient contact details
- project timing
- project purpose and outcomes
- grant amount
- location of project.
- Obtaining endorsement and acknowledging Council assistance in media releases, reports, advertising, promotion, and so on, related to the project funded.
- Declaring that funding from another source has not been obtained for the same project for the same purposes.
- Providing copies of appropriate documentation (e.g. permits, approvals, adequate insurance cover, etc.) relating to the project.

## Applying for an EnviroGrant

### Applications

In line with Council's objective to be more environmentally friendly, EnviroGrants are managed online through SmartyGrants. Users must create a log in, then draft, submit and manage applications through SmartyGrants. Council may contact applicants through SmartyGrants so please make sure that contact details are kept up to date in SmartyGrants.

Applications must be submitted between the promoted opening and closing date. Late applications will not be accepted.

### SmartyGrants

All applicants are required to provide the following information in their SmartyGrants application:

- Name
- Address
- Business details, that is, Australian Business Number (ABN), Goods and Services Tax (GST) (if applicable)
- Insurance and Public Liability where required
- Quotes for proposed works/services/purchases—3 quotes are needed per service/purchase requested
- Bank details (for successful applicants only).

Additional information including documentation described under each grant category above.

**Applications that do not include the required information and attachments may not be processed.**

### What can be funded

The following are general items that may be applied for across each category (with the exception of Individual Wildlife Carer Support these are detailed in the Individual Wildlife Carer Support section above).

- Materials that will be used directly in the project, are effectively 'disposable' and include but are not limited to:
  - local native plants
  - tree guards
  - weed mats
  - mulch

- water crystals or other materials designed to protect and assist plant growth
- products for weed control like herbicide
- materials for other bushland rehabilitation assistance like nest boxes and wildlife friendly fencing.
- Council will consider funding tools and equipment that are bought specifically for the delivery of the project, up to 10% of the funding amount. For example:
  - rakes
  - shovels
  - mulch forks
  - herbicide spray equipment.
- The development, printing and promotion of environmental educational resource materials that will not be sold for profit.
- Costs for public relations and media launches, including catering. Council may fund items up to \$250.
- Equipment hire where the equipment is essential for the delivery of the project.
- Labour and contractor services provided by a company, independent of the applicant, which will improve the efficiency and environmental outcomes of the project.

## What will not be funded

- Projects commenced before the expected notification dates for that funding period.
- Covering of general running costs, including insurances.
- Portable electronic devices like mobile phones, laptops, and so on.
- Covering costs of mandatory conditions administered by Council, for example, rehabilitation orders, development conditions, compliance notices, and so on.
- Purchase of land, loan repayments.
- Property rental costs.

In addition to the above, funding for Individual wildlife carer support projects cannot be used for:

- capital items such as enclosures and specialist rehabilitation equipment that is more than \$200
- delivery and shipping costs
- postage
- books
- training and certifications

# Assessment

Each EnviroGrants application will be assessed on how it meets the relevant General Assessment Criteria and Category Assessment Criteria.

## General Assessment Criteria

All applications must meet the EnviroGrants aim of 'Through community awareness and participation, enhance and protect the natural environment and foster environmentally sustainable practices across the City of Logan'.

Assessment will focus on how the project:

- aligns with a key focus area (waterways, threatened species, education)
- engages with the community
- is promoted to the community

- benefits the local environment
- considers the predicted environmental conditions of the coming year (where relevant).

The General Assessment Criteria listed below are applicable to all applications received:

- Applications must meet the Assessment Criteria for the specified category (the criteria is listed under each category in this document).
- Is consistent with Council's Environmental Levy Policy and other Council documents.
- Project delivers environmental outcomes or care for wildlife in Logan.
- Project is consistent with relevant policies and other strategic documents.
- Project fulfils a need or delivers a benefit to the Logan community.
- Project has not been funded by EnviroGrants before.
- Application includes evidence of an effective project management plan highlighting timeframes, detailed budget, resources list (items, equipment, labour etc.) and measurable outcomes.
- Applicant shows capacity to manage the project to completion within the grant funding period.
- Applicant has the required ability to deliver the project.
- Applicant shows commitment to maintaining work after the funding period.
- Applicant has provided evidence of appropriate insurances.
- Applicant shows at least 30% co-contribution of funding or in-kind contribution (in-kind based on volunteer labour calculated using the [Volunteering Queensland calculator](#)).
- Grant recipients must be free of debt with the Council and must have successfully acquitted any previous grant funding.
- Applicant gives full consent for Council to use any data, information and/or multimedia relating to the project in any or all promotional and marketing campaigns and any other printed or audio-visual or website material relating to Logan City Council (personal details will not be published).
- The project must be undertaken in Logan to the benefit of Logan residents. Projects that overlap local government boundaries will only receive funding for the part that is in Logan.

## Assessment process

All EnviroGrants applications received will be assessed against the assessment criteria by a panel of Council officers.

Below is a brief guideline to the assessment process:

- All applications will be evaluated against the general eligibility criteria to confirm eligibility for assessment.
- The assessment panel will independently review and shortlist applications through SmartyGrants.
- A Council officer may contact shortlisted applicants to arrange a time to discuss the project in more detail, undertake a site visit, or collect further information (On-ground ecosystem restoration applications may require a site visit).
- Applicants will have 3 business days to respond to any Council request for further information.
- The assessment panel will make a final decision based on these discussions and submit funding recommendations to the Health, Climate and Conservation Manager for approval.
- Deliverables may be negotiated and agreed upon between the Applicant and Council.
- The Assessment Panel's decision is final.

Please note that a project which has been short listed will not automatically receive funding.

## Notification of outcome

All applicants will be advised in writing about the outcome of their EnviroGrants application.

### Successful

Successful applicants will be notified in writing. A Funding Agreement) will be made available to you through SmartyGrants. This form must be completed and agreed to before funding will be made available.

Successful applicants will receive their funding by Electronic Funds Transfer (total funding amounts are inclusive of GST where applicable) after submission of the EnviroGrants Bank Details form which will be made available through SmartyGrants.

An EnviroGrants Outcome and Financial Report form will be made available through SmartyGrants so that successful applicants are aware of their reporting requirements.

Successful EnviroGrants recipients will be notified by end of June of the application year.

### **Unsuccessful**

Unsuccessful applications will be notified in writing and provided with feedback regarding their application by end of June of the application year.

## **Acquittal**

### **Reporting**

Applicants must provide evaluation and monitoring information to the satisfaction of Council, including submission of an EnviroGrants Outcome and Financial Report through SmartyGrants. This report must be submitted within 8 weeks of completion of the project and no later than 1 June in the financial year of funding.

Applicants must include with their report:

- complete and accurate expenditure records including receipts for the full funding amount (invoices/orders are not sufficient)
- photographs of the project progress and completion of the project
- details of environmental and community outcomes achieved
- evidence of how the project was promoted showing how Council was acknowledged.

### **Acquittal**

A Council officer will assess each EnviroGrants Outcome and Financial Report. Applicants will be notified in writing of the project acquittal status.

If the project is not eligible for acquittal, Council will notify the Applicant in writing advising actions that must be completed.

Unspent funds must be returned to Council within one month of the end of the funding period as defined in the EnviroGrants Agreement.

On-ground restoration projects may need an inspection to complete the acquittal process. This should be done either just before a final report is submitted or scheduled within 2 weeks of the report being submitted.

### **Termination**

Should a recipient misuse funds, fail to comply with terms or withdraws from the project, Council is authorised to terminate the Agreement.

Should Council propose to terminate the agreement, Council will give the Applicant a Notice of Intention to Terminate.

If a Notice of Intention to Terminate is given the Agreement shall terminate on a date not less than 14 days after the Notice is given.

If the Council terminates an EnviroGrants Agreement:

- any purchased capital items must be returned to Council, and
- the Applicant shall immediately pay to the Council as a liquidated debt any part of the Grant which:
  - has not been used by the Applicant, or
  - is considered by the Council, in its absolute discretion, to not have been used by the Applicant in line with the terms of the Agreement.

Should an EnviroGrants recipient be required to return funds, they must return funds within 14 working days.