

EnviroGrants

Guidelines

2019



EnviroGrants

PROGRAM INTRODUCTION

The City of Logan Environmental Grants Program (EnviroGrants) provides grants to support community organisations, educational facilities, businesses and individuals to deliver projects which, through community awareness and participation, enhance and protect the natural environment and foster environmentally sustainable practices across the City of Logan. EnviroGrants are delivered in accordance with the City of Logan [Environmental Grants Policy](#).

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 funding is available under the following five categories:

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|--|--------------|
| 1. Environmental Partnerships & Capacity Building | page 10 – 11 |
| 2. On-ground Ecosystem Restoration | page 12 – 13 |
| 3. Environmental Surveys & Research | page 14 |
| 4. Environmental Education | page 15 – 16 |
| 5. Individual Wildlife Carer Support | page 17 – 18 |

ELIGIBILITY

Aligning with the aim of the EnviroGrants program, all proposed projects must operate within the City of Logan and deliver care for wildlife or positive environmental outcomes that also benefit the wider community. Please note any projects that overlap Logan Local Government Area boundaries will only be funded for the percentage within the City of Logan.

The following are eligible and encouraged to apply:

- Individuals
- Local private landholders
- Registered individual wildlife carers residing within the City of Logan
- Educational facilities
- Incorporated not-for-profit environmental and wildlife care organisations
- Businesses



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The following are ineligible to apply:

- Government agency of department project (Local, State or Federal)
- Political organisations
- Applicants with a political agenda
- Organisations or individuals that have outstanding accounts with Logan City Council
- Organisation or individuals that have not successfully acquitted any previous grant funding

APPLYING FOR ENVIROGRANTS

In line with Council's objective to become more environmentally friendly, EnviroGrants are managed completely online through an interface called SmartyGrants. Users must create a log in, then draft, submit and manage applications through SmartyGrants. Council may also from time to time contact Applicants through the program so it is imperative that contact details are maintained within SmartyGrants.

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

In addition to required documents for specific grant category, all applicants are required to provide the following information in their SmartyGrants application:

- Name
- Address
- Business details e.g. ABN, GST (if applicable)
- Copies of quotes for proposed works / services / purchases - 3 quotes are required for works / services / purchases of \$3,000 or greater

Applications that do not include the relevant required information and attachments may not proceed to the assessment stage.



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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:

- Using grant funding only for the details and conditions of the project as agreed by the Applicant and Council.
- Submitting to Council an end of-project EnviroGrants Outcome and Financial Report detailing project progress and outcomes, by the due date June 1 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. Failure to complete reporting may deem the applicant ineligible to apply for future funding.
- Spending the entire grant amount within the financial year specified. If the entire grant amount awarded 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 June 1 of the current year (whichever is sooner).
- Any changes to a project proposal must be submitted to and approved by Council in writing. These include changes to:
 - recipient contact details
 - project location/s, timing, purpose and outcomes
 - grant amount
- Anything else that may affect the outcome of the project including:
 - acknowledging assistance from Council in, and obtaining Council endorsement of any media releases, reports, advertising, promotion, etc. related to the project funded.
 - declaring that funding from another source has not been obtained for the same project for the same purposes.
 - obtaining all appropriate documentation (e.g. permits, approvals, adequate insurance cover, etc.) relating to the project and providing copies to Council.



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What can be funded?

The following are general items that may be applied for funding across each category (with the exception of Individual Wildlife Carer Support):

- 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 such as herbicide; materials for other bushland rehabilitation assistance such as 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, etc. If the project is not fully acquitted, any purchased items must be returned to Council.
- The development, printing and promotion of environmental educational resource material.
- Costs associated with public relations and media launches, including catering. Council will consider funding items up to \$250.
- Equipment hire where the equipment is essential for the delivery of the project.
- Labor and contractor services provided by an external company that will assist in the efficiency and environmental outcomes of the project. Council will consider funding no more than 50% of the total funding provided (allowances made at Council's discretion).

What cannot be funded?

- No application will be considered retrospectively i.e. projects must not commence prior to the anticipated notification dates for that funding period.
**Individual Wildlife Carer Support is exempt and may include up to 6 months of receipted costs retrospectively*
- Covering of general running costs, including insurances.
- Portable electronic devices such as mobile phones, laptops etc.
- Reimbursement of projects that have already commenced or are completed.
- Covering costs of mandatory conditions administered by Council (e.g. rehabilitation orders, development conditions etc.).
- Purchase of land, loan repayments.
- Rental costs.



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ASSESSMENT PROCESS

Assessment will focus on how the project will engage and be promoted to the broader community as well as demonstrating benefit to our local environment.

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

All applications must meet the General Assessment Criteria.

All applications must meet the Key Category Assessment Criteria for the selected grant category.

Special consideration will be given to applications that align with [Council Corporate Priority](#) outcomes and adhere to grant category specific conditions as stated below.

Environmental partnerships & Capacity Building

- Projects focus on land adjoining or lying within the immediate vicinity of biodiversity corridors, existing conservation areas or properties that are part of the Logan City Council [Conservation Incentives Programs](#)
- Project supports the reduction of sediment and nutrient loads in Logan waterways

On-ground Ecosystem Restoration

- Private landholder applicants involved in a form of on-going land management support will be held in high regard. For example [Land for Wildlife](#), [Landcare](#) or [BushCare](#).
- Projects targeting pre-clear Regional Ecosystems
- Projects focusing on restoration and revegetation of waterways, wetlands and biodiversity corridors.
- Project supports the reduction of sediment and nutrient loads in Logan waterways



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Assessment

All EnviroGrants applications received will be assessed against the general assessment criteria by a selection panel consisting of Council Officers. Below is a brief guideline:

1. The selection panel will independently review applications via an assessment form in SmartyGrants. From this, a shortlist of projects will be derived.
2. If a project is on the shortlist, a Council Officer may contact the applicant to arrange a time to discuss the project in more detail, undertake a site visit or request further information. Applicants will have 3 business days to respond.
3. The shortlist of applicants will be provided to each Divisional Councillor for consultation.
4. The panel will then make its final decision regarding project funding based on these discussions and submit funding recommendations to the Health, Environment & Waste Manager for endorsement.
5. Deliverables may be negotiated and agreed upon between Applicant and Council

*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 applications will be notified in writing and will be provided with 2 copies of their EnviroGrants Agreement which must be signed and witnessed by a Justice of Peace (or equivalent). Applicants with an ABN must provide an invoice for the funding amount plus GST (if registered for GST) and return to Council with the 2 signed contracts.

Council's EnviroGrants Delegated Authority will execute the project Agreement and return one of the signed agreements back to the EnviroGrants recipient and the other executed Agreement will be recorded on Council's contract register.

Successful EnviroGrants are presented each year at Council's Logan Eco Action Festival ([LEAF](#)) which is generally held on the last Sunday in May.



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UNSUCCESSFUL

Unsuccessful applications will be notified in writing and will be provided with feedback regarding their application. Applicants are provided contact details should they seek further feedback regarding their application.

ACQUITTAL

Reporting

EnviroGrants Applicants must complete and submit the EnviroGrants Outcome and Financial Report form within 8 weeks of completion of the Project and no later than 1 June in the financial year of funding. They must complete and submit the report through SmartyGrants.

Applicants must include with their final report:

1. complete and accurate expenditure records including receipts;
2. progress and final photographs of the project; and
3. evidence of how the project was promoted demonstrating how Council was acknowledged.

Acquittal

A Council Officer will assess each EnviroGrants Outcome and Financial Report, once this is complete Applicants will be notified in writing of the project acquittal. Should the Council Officer deem that the project is not eligible for acquittal, they will notify the Applicant in writing outlining actions that must be completed to finalise the project.

On-ground Restoration projects may require an inspection to complete the acquittal process, this should be done either just before a final report is submitted or within 2 weeks of the report being submitted.



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Termination

Should an EnviroGrants recipient be found to misuse funds, Council is authorized to terminate the Agreement due to default of the Applicant.

Council will give notice to the Applicant stating that Council proposes to terminate the EnviroGrants Agreement (Notice of Intention to Terminate) if the Applicant:

- withdraws from the Project; or
- does not comply with the terms of the signed Agreement.

If Council gives the Applicant a Notice of Intention to Terminate, the Agreement shall terminate on a date not less than 14 days after the giving of the Notice of Intention to Terminate.

If the Council terminates an EnviroGrants Agreement:

- Council shall not be required to pay to the Applicant any further part of the Grant; and
- the Applicant shall immediately pay to the Council as a liquidated debt any part of the Grant which:
 - has not been expended by the Applicant; or
 - is considered by the Council, in its absolute discretion, to not have been expended by the Applicant in accordance with the terms the Agreement.

Should an EnviroGrants recipient be required to return funds, they must return funds within 14 working days of notice. Payment can be made by EFT or cheque.



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GENERAL ASSESSMENT CRITERIA

The following criteria will apply to all applications received from individuals or organisations:

- Adheres to Key Category Assessment Criteria
- Project operates/delivers environmental outcomes or care for wildlife within the City of Logan
- Project is consistent with Council's [Environmental Grants policy](#) and other strategic documents
- Project demonstrates a need or delivers a benefit to the wider community within the City of Logan
- Project has not been previously funded by EnviroGrants
- Application includes evidence of an effective project management plan highlighting timeframes, detailed budget, resources list (items, equipment, labour etc.) and measurable outcomes.
- Applicant demonstrates capacity to manage the project to completion within the grant funding period
- Applicant demonstrates the required proficiencies to deliver the project
- Applicant demonstrates commitment to maintenance of work beyond the funding period
- Applicant has provided evidence of appropriate insurances for the project
- Applicant demonstrates at least 30% co-contribution of funding or in-kind contribution (in-kind based on volunteer labour calculated at \$30/hr *Australian Bureau of Statistics (ABS))
- Applicant is free from debt with the Council
- Applicant has successfully acquitted any previous grant funding provided by Council
- 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)



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ENVIRONMENTAL PARTNERSHIPS & CAPACITY BUILDING

Up to \$10,000 available per grant

Funding towards operational, capital, on-ground and capacity building project expenses for not-for-profit environmental and wildlife organisations whose operations or services contribute to the enhancement and protection of the environment and wildlife within the City of Logan.

Who can apply?

Incorporated not-for-profit organisations who:

1. Operate within the City of Logan or are able to demonstrate how the program will benefit residents and the environment within the City of Logan (this includes wildlife carer organisations).
2. Demonstrate viability of the organisation.
3. Demonstrate being an environmental protection organisation or an organisation aimed at the rehabilitation of native wildlife.

What can be funded?

The following are some examples of what is eligible for funding through the Environmental Partnerships & Capacity Building grant category:

- Group and community training activities/events.
- Landholder extension and training activities developed and implemented by the community organisation (e.g. plant identification workshops, activities or events).
- Projects addressing protection, monitoring and rehabilitation of biodiversity.
- Projects addressing major ecological threatening processes (e.g. rural and urban runoff, clearing of vegetation, riparian corridors and linkages, pest management).
- Projects addressing waterways and catchment health.
- Projects addressing the reduction of erosion and sediment runoff into waterways.
- Projects requesting assistance for environmental weed management (must include a proposed post-funding maintenance regime). **funding will not be provided for the management of Restricted plants*
- Travel and transport expenses will be considered where funding increases the efficiency of a project. Council will consider funding up to \$300. A vehicle log book must be kept.



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- Operation or administration expenses will be considered where funding helps a community group with limited funds and access to other funding sources to meet daily expenses. These could include postage, photocopying, stationery, etc. Council will consider funding items up to 15% of grant amount.
- **Specific to Wildlife Care Organisations:** Funding for wildlife carer related capital items e.g. specialised enclosure for the rehabilitation of native wildlife or purchase of specialised equipment for wildlife rehabilitation (e.g. incubator). **Capital items must be distributed for use to carers within the City of Logan.*

What cannot be funded?

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

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 president/treasurer of organisation
- Letter of support from Councillor/Council for projects involving Council Land
- Copy of relevant insurances

Key Category Assessment Criteria

- Application adheres to the General Assessment Criteria
- Application includes a detailed plan of the proposed project
- Applicant is an environment protection organisation or an organisation aimed at the rehabilitation of native wildlife
- Project establishes partnerships/links with external agencies and residents to improve extension activities and the protection, restoration and/or management of the region's environment.
- Applicant is able to provide Council with data on wildlife rescue and release locations *for wildlife care organisation
- Applicant can provide a wildlife carer organisation rehabilitation permit * for wildlife care organisation



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ON-GROUND ECOSYSTEM RESTORATION

Up to \$10,000 available per grant

Supporting on-ground ecosystem restoration projects that make a positive and ongoing contribution to corridors, biodiversity and waterway values within the City of Logan.

Who can apply?

- Individuals
- Private landholders
- Incorporated not-for-profit organisations
- Educational facilities
- Businesses

What can be funded?

The following are some examples of what is eligible for funding through the On-ground Ecosystem Restoration grant category:

- Restoration and revegetation of mapped biodiversity corridors (refer [Logan Planning Scheme 2015](#)).
- Stabilisation, revegetation and/or restoration of degraded areas with priority to projects targeting pre-clear Regional Ecosystems.
- Fencing 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 *for private property only.
- Environmental weed management *must include a proposed maintenance regime
- Projects that cover multiple properties (all landholders must provide written approval with application).

What cannot be funded?

- Projects that have previously received Council funding, unless the project is clearly well planned with a staged cost effective approach.
- Projects that are not primarily aimed at ecosystem restoration/threatened vegetation, flora, fauna / or water quality improvement.

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- Boundary fencing or internal stock "yards" and pathways or trails.
- Landscaped gardens (this includes vegetable, community and sensory gardens).
- Projects that fall within the scope of regular [BushCare](#) activities.
- Anything that is a requirement of the Landholder under Council Policy or any other legislation - e.g. management of Regulated Species, development conditions etc.
- Capital items in excess of 10% of the EnviroGrants amount applied for.
- Applications for more than 3 projects on one property within a 10 year period.
- Components that may be reasonably seen as property maintenance.
- Maintenance of previously funded projects.
- Funding proposals on Council controlled land that do not include written support from the appropriate Council Branch.
- Funding proposals on Business managed land that do not include written support from their head of operations (e.g. school principal, property business manager etc.).

Required Documents

- Project/s on Council land must include a letter of approval from the relevant Council branch
- Photos of project site
- Site map identifying the proposed project area
- Project on business managed land must include written support from their head of operations (e.g. school principal, property business manager, etc.)

Key Category Assessment Criteria

- Application adheres to the General Assessment Criteria
- Application includes defined project outcomes supported by a detailed plan of the proposed project demonstrating a positive and ongoing contribution to the region's biodiversity and/or waterways values and corridors
- Applications for proposed project/s on Logan City Council (LCC) controlled land must be conducted as per a LCC approved work plan and in line with LCC workplace safety guidelines and practices
- Project demonstrates ecological value e.g. waterways, regional ecosystem, adjoins conservation significant land



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ENVIRONMENTAL SURVEYS & RESEARCH

Up to \$10,000 available per grant

Supporting surveying and research projects that focus on Logan City Council's priorities (water quality, connectivity, sustainability, carbon neutrality and threatened and pest species).

Who can apply?

- Education facilities (Schools, TAFEs, Universities)
- Incorporated not-for-profit organisations
- Businesses

What can be funded?

The following are some examples of what is eligible for funding through the Environmental Surveys and Research grant category:

- Innovative carbon emissions reduction / sustainability research.
- Flora and fauna surveys.
- Scientific trials that may assist Council's future operations.
- Native plant propagation research / trials.
- Water quality monitoring research.
- Mapping of significant environmental values.
- Community environmental perception surveys and research.
- Community environmental behaviour change surveys and research.
- Community environmental engagement surveys and research.

Required Documents

- Letter of support from relevant landowner/manager (e.g. Council, State Government, educational facility etc.)
- Photos of project site (where applicable)
- Site map identifying the proposed project area (where applicable)

Key Category Assessment Criteria

- Application adheres to the General Assessment Criteria
- Project public surveys adhere to Council Guidelines



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ENVIRONMENTAL EDUCATION

Up to \$2,000 available per grant

Supporting projects that aim to educate the wider community about responsible environmental and sustainability practices within the City of Logan. These include workshops, sustainable gardening projects, wildlife conservation events or educational booklets.

Who can apply?

- Individuals
- Education facilities (e.g. childcare centres, schools, TAFEs, universities, etc.)
- Incorporated not-for-profit organisations
- Businesses

What can be funded?

The following are some examples of what is eligible for funding through the Environmental Education grant category:

- Sustainability projects on school property.
- Bushtucker education.
- Community water quality monitoring projects.
- Community education publications.
- Innovative carbon emission reduction or sustainability projects.
- Community environmental education activities (e.g. workshop series which may help the community to become more sustainable, or more appreciative of native animals etc.).

What cannot be funded?

- Landscaped gardens will not be funded.
- Project/s of a similar nature will not be re-funded, e.g. sustainable garden within a school will only be funded once, maintenance or expansion will not be funded; year after year funding will not be provided for the same project.
- Project/s where there may be personal or financial gain from the outcomes.
- Project/s which primarily pay for a business's standard services - matching in-kind contribution must be detailed.

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Required Documents

- A letter of support from the Principal/Head of School/Land facilities manager etc.
- Photos of project site (where applicable)
- Site map identifying the proposed project area (where applicable)

Key Category Assessment Criteria

- Application adheres to the General Assessment Criteria
- School application demonstrates link to curriculum
- Application includes the number of community members involved in the project
- School application includes plan for sharing the project with the greater community



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INDIVIDUAL WILDLIFE CARER SUPPORT

Up to \$1,500 available per grant

Supporting individual wildlife carers for the purchase of native animal food, supplements, fuel and medication associated with the rehabilitation of native wildlife.

Who can apply?

- Individuals who are endorsed by a legislated wildlife rehabilitation organisation and/or hold an individual wildlife rehabilitation permit issued under the [Queensland Nature Conservation Act \(1992\)](#)
- Individuals residing within the City of Logan

What can be funded?

- Costs of native animal food supply associated with the rehabilitation of native wildlife.
- Costs of medication associated with the rehabilitation of native wildlife.
- A travel allowance will be considered for travel related to the rehabilitation and release of native wildlife up to a maximum of \$300 per annum.
- Kilometres will be paid between 0.58c/km and 0.69c/km depending on vehicle size. A vehicle log book must be kept.

What cannot be funded?

- Capital items such as incubators, enclosures, cages and specialised equipment - these can be made available through the wildlife rehabilitation organisation (refer to Environmental Partnerships and Capacity Building Category).
- Delivery and shipping costs.
- Postage and books.

Required Documents

- Evidence of current endorsement by a legislated wildlife rehabilitation organisation and/or hold an individual wildlife rehabilitation permit issued under the [Queensland Nature Conservation Act \(1992\)](#)
- Letter of support from wildlife rehabilitation organisation (if applicable)

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Key Category Assessment Criteria

- Application adheres to the General Assessment Criteria
- Applicant must be endorsed by a legislated wildlife rehabilitation organisation and/or hold an individual wildlife rehabilitation permit issued under the [Queensland Nature Conservation Act \(1992\)](#).
- Applicant is able to provide Council with data on wildlife rescue and release locations
- Applicant resides within the City of Logan

