

EnviroGrants Guidelines

Updated January 2026

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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Program background

Logan City Council's 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, to enhance and protect the natural environment and foster environmentally sustainable practices across the City of Logan’.

2026 EnviroGrants focus areas

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

- Waterways
- Threatened species
- Education
- Habitat connectivity

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 their respective funding category.

Environmental partnerships and capacity building

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

- Refer to [Applications and GST](#) for GST requirements

Funding in this category will be allocated to incorporated, not-for-profit environmental and wildlife organisations for the following purposes:

- 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 costs, 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 demonstrate post-funding maintenance).
- 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

- Wildlife carer related capital items, for example, specialised enclosures for native wildlife rehabilitation.
- Specialised equipment for wildlife rehabilitation, for example, incubator – capital items must demonstrate distribution for use to wildlife carers within Logan and remain the asset of the applicant organisation.
- Food and medication for the rehabilitation of native wildlife (must demonstrate distribution to wildlife carers within Logan).

Assessment criteria

- Application meets the General Eligibility and General Assessment Criteria.
- Defined project outcomes supported by a detailed project plan showing contribution to the enhancement and protection of the environment and/or 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.
- Builds partnerships with organisations and/or local residents to enhance the protection, restoration, and management of the region's environment – particularly on land adjoining or within biodiversity corridors, conservation areas, and [Environmental Conservation Partnerships](#) properties (Land for Wildlife or higher agreement). Activities may include property management planning, plant identification, and other extension activities.
- Demonstrates commitment to maintaining the work into the future.
- Demonstrates need for project.
- Ability to provide Council with rescue and release location data (for wildlife carer organisations).

Required documents

- Copy of Certificate of Incorporation.
- 1 quote provided per requested item/service over the value of \$1,000 (exceptions may apply).
 - additional quotes may be requested to demonstrate value for money.
- 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.
- Letter(s) of support from wildlife carers who are proposed to receive specialised structures or enclosures (wildlife carer organisations).
- Copy of a current wildlife rehabilitation permit issued under the Queensland Nature Conservation Act (1992) (wildlife carer organisations).
- Copy of appropriate permits (where applicable).
- 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 allocated to administration costs.
- Projects (or parts thereof) that are delivered outside of Logan Local Government Area.

On-ground ecosystem restoration

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

- Refer to [Applications and GST](#) for GST requirements.

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

Who can apply?

- Individuals and private landholders who are existing members of Council's [Environmental Conservation Partnerships](#) program 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 and property boundary fencing is not eligible).
- Environmental weed management. Must include a proposed maintenance program. Funding will not be given for the management of prohibited species.
- Enhancement of existing habitat such as via nest box installation (threatened species prioritised).
- Modifications to existing fencing to improve wildlife movement and habitat connectivity (for example - replacement of barbed wire with plain wire, covering barbed wire with split Polypipe etc.).
- 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.
- Application demonstrates a positive and ongoing contribution to the region's biodiversity and/or waterways values and corridors.
- Application shows commitment to maintaining the work into the future.
- The proposed project works are considered environmental best practice.
- Project delivers benefits to the wider community, for example, via workshop, newspaper article, open property, Land for Wildlife newsletter article, factsheet, opportunity for Council promotion etc.
- Land for Wildlife, Voluntary Restoration Agreement, Voluntary Conservation Agreement and/or Voluntary Conservation Covenant landholder projects must take place within the registered conservation area (for further information or for projects outside of this area please discuss with your Land for Wildlife or higher agreement officer).
- Land for Wildlife program members must have undertaken a site visit with a Land for Wildlife officer within the past 5 years.
- Council reserves the right to exercise discretion where an applicant is receiving funding from more than one Council program or source.
- Projects must be for non-profit purposes only.

Assessment criteria for projects on Council controlled land

- All works on Council owned or managed land need to be conducted as per the approved project 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.
- 2 quotes provided per requested item/service (exceptions may apply).
 - additional quotes may be requested to demonstrate value for money.
- Photos of the project site.
- Site map showing the proposed project area.
- Certificate of incorporation (where applicable).

- Letter of support from president of the organisation (Not-for-profit organisations). Projects on business managed land must include written support from their head of operations, for example, school principal, property business manager etc.

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](#) as Land for Wildlife, Voluntary Restoration Agreement, Voluntary Conservation Agreement and/or Voluntary Conservation Covenant.
- Projects that are not largely aimed at ecosystem restoration, threatened species, 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.
- Projects which involve the use of machinery that may have a negative impact on the ecosystem.
- Vegetation/habitat management where livestock are not sufficiently excluded from the project area.
- Anything that is a requirement of the landholder under Council or other government 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, such as dam leaks.
- Maintenance of previously funded projects.
- Project proposals on Council controlled land that do not include written approval/support from the appropriate Council Branch.
- Projects that require Council Development Approval and/or State Government approval (e.g. waterway works) unless that approval has already been received in writing and is submitted with the application.
- Funding proposals on business managed land that do not include written support from their head of operations, for example, school principal, property business manager.
- Restoration projects on business or educational facility grounds where the project site may be developed in the future.

Environmental surveys and research

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

- Refer to [Applications and GST](#) for GST requirements.

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

Who can apply?

- Educational facilities, for example, universities, TAFEs, schools
- 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.
- Environmental research which involves community engagement.

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.
- Any data/results collected will be shared with Council for use by Council.
- Final outcomes will be communicated to Council in an agreed upon format, including via written report.
- Flora/fauna survey data can be provided to Council within a Council-provided template/pro forma upon request.

Required documents

- 2 quotes provided per requested item/service (exceptions may apply).
 - additional quotes may be requested to demonstrate value for money.
- 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.

- Refer to [Applications and GST](#) for GST requirements.

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

Projects may include activities such as workshops, water quality monitoring, environmental wildlife conservation initiatives, environmental education programs and events, or the development of educational resources such as 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 and biodiversity projects.
- Community water quality monitoring projects.
- Community education publications (not for profit).
- Innovative carbon emission reduction projects.
- Community environmental education activities, for example, workshops that may help the community to become more sustainable, or more appreciative of the environment.

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).
- Project benefits the environment and/or enhances community appreciation for the environment.

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

- 2 quotes provided per requested item/service (exceptions may apply).
 - additional quotes may be requested to demonstrate value for money.
- 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

Maximum funding allocation is up to \$3,000 per grant.

- Refer to [Applications and GST](#) for GST requirements.

Funding is available to support individual wildlife carers with the purchase of animal food, supplements, fuel, medication and equipment for native wildlife rehabilitation. Items such as cages and specialised equipment may be funded up to the value of \$400.

Key changes to funding

In the 2026 EnviroGrants funding round, Individual Wildlife Carer Support applicants may apply for funding prospectively (in the usual way) for eligible expenses incurred during the 2026 – 2027 financial year or retrospectively for eligible expenses incurred during the 2025 – 2026 financial year. Please read below for further details and changes.

- Maximum funding allocation of up to \$3,000 per grant (increased from \$1,500).
- Maximum funding available for equipment for collection, transport and rehabilitation of native wildlife of up to \$400 per grant (increased from \$200).
- Applicants may seek funding for retrospective costs of eligible items purchased within the financial year of application. For example, retrospective applications submitted during the 2026 application period may fund items purchased between 1 July 2025 and the date of application submission, or 11 March 2026, whichever comes first.

Who can apply?

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

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, specialty cleaning products, gloves, etc.),
- 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 \$400.

Assessment criteria

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

Required documents (all applications)

- Copy of a current [wildlife rehabilitation permit](#) issued under the Queensland Nature Conservation Act (1992).
- Evidence of current endorsement by a legislated wildlife rehabilitation organisation including a copy of that organisation's wildlife rehabilitation permit AND a letter of support from the president of that organisation (if applicable).

Required documents (retrospective applications)

- Complete and accurate evidence of expenditure for eligible items totalling the funding amount requested. Accepted documentation includes:
 - receipts (scans, photos, or physical copies),
 - invoices showing nil outstanding (\$0.00) in the amount to be paid (invoices or orders without proof of payment will not be accepted).
 - Receipts submitted with retrospective applications must be unique and must not duplicate those provided in any previous funding rounds
- Completed record of wildlife cared for during the financial year of application (2025 – 2026), including species, health concern, location of collection, outcome of care and release location.

The above documents will be required from recipients applying for prospective funding at the point of acquittal.

What will not be funded?

- Capital items like incubators, enclosures, cages and specialised equipment that are more than \$400 in total. Items over \$400 may be funded through a wildlife rehabilitation organisation (refer to the [Environmental partnerships and capacity building category](#)).
- Delivery and shipping costs.
- Postage and books.
- Training or organisation membership.
- Applicants under notice from Council or State government in relation to wildlife carer activities.

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 Council policy titled ['Grants to Community Organisations'](#).
- Project is consistent with the allocation of environmental levy funds outlined in the Council policy titled ['Environmental Levy'](#).
- Grant funds must be used to deliver environmental outcomes or care for wildlife within the city of 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.
- Quoting requirements for proposed works/services/purchases are listed under each category. Exceptions may be granted if the applicant can demonstrate that:
 - (a) the goods, services, or works can only be sourced from the proposed provider; or
 - (b) the project could not proceed without the proposed provider.
- A minimum of 30% in-kind or co-contribution is demonstrated within the project budget.
- Applicants must be free of debt with the Council. Exceptions may apply where the applicant can demonstrate adherence to a scheduled payment arrangement with Council.
- Applicants must have successfully acquitted any previous Council 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, recipients must comply with all grant conditions throughout the year. Failure to do so may result in repayment of all or part of the grant. These conditions include but are not limited to:

- The recipient(s) will submit an EnviroGrants Outcome and Financial Report to Council detailing project progress and outcomes. This report must be submitted by 30 June in the financial year of funding or within 8 weeks of completion (whichever is sooner).
- The recipient(s) will acquit 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 recipient(s) not receiving future Council funding and/or result in financial action.
- If the project is not fully acquitted, the recipient(s) must return any purchased items to Council.
- The recipient(s) will spend the entire grant amount within the financial year specified. If the entire grant amount is not spent upon project completion, the recipient(s) must return any unused funds to Council within 14 days of project completion or within 14 days of 30 June in the financial year of funding (whichever is sooner).
- The recipient(s) must only use grant funding for the project details and conditions agreed between the recipient(s) and Council.
- The recipient(s) will submit any proposed changes to their approved project plan in writing and will not enact changes until written approval is provided by Council. These may include changes to:
 - grant funding allocation
 - recipient contact details

- project timing
- project purpose and outcomes
- grant amount
- location of project.
- The recipient(s) will obtain endorsement and acknowledge Council's assistance in media releases, reports, advertising, promotion, and so on, related to the funded project.
- The recipient(s) must disclose any additional funding received for the project and declare that such funding will not be allocated for the same purpose as this grant.
- The recipient(s) will provide copies of appropriate documentation (e.g. permits, approvals, adequate insurance cover, etc.) relating to the project.

Applying for an EnviroGrant

Applications

To support Council's commitment to sustainability, EnviroGrants are administered online via the SmartyGrants platform. 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.

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
- Contact details
- 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—two (2) quotes are needed per service/purchase requested (exceptions may apply)
- Bank details (for successful applicants only).
- Additional information, including required documentation, is detailed under each grant category above.

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

Applications and GST

Applicants registered for GST will not be provided with funding to account for costs directly associated with GST and are required to provide the GST exclusive amount in their budget. Recipients registered for GST can claim the GST component for any expenditure that they incur back from the ATO.

Where an applicant is not registered for GST, the budget may include the GST as a cost component of the grant.

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 (tube stock only)
 - 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 prior to the recipient receiving the grant funds.
- General running costs, including insurances.
- Portable electronic devices like mobile phones, laptops, and so on.
- Costs of mandatory conditions administered by Council or other government bodies, for example, rehabilitation orders, development conditions, compliance notices, management of prohibited species and so on.
- Purchase of land and 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 \$400
- delivery and shipping costs
- postage
- books
- training and certifications

Assessment

Each EnviroGrants application will be evaluated against the relevant General Assessment Criteria and Category-specific 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 the key focus areas (waterways, threatened species, education)
- engages with the community
- is promoted to the community
- benefits the local environment
- provides value for money

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

- Applications must meet the Assessment Criteria for the specified category (the criteria are listed under each category in this document).
- Is consistent with Council's Environmental Levy Policy and other Council documents.
- Project delivers environmental outcomes and/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 labour is calculated at \$35/hour for unskilled or \$42/hour for skilled contributions).
- Grant recipients must be free of debt with the Council and must have successfully acquitted any previous grant funding. Exceptions may apply where the applicant can demonstrate adherence to a scheduled payment arrangement with 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).
- 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 portion taking place 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 and category-specific eligibility criteria to confirm eligibility for assessment.
- The assessment panel will independently review and shortlist eligible 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 undertake moderation meetings and make a final decision based on these discussions.
- Supported projects will be allocated funding according to the assessment scoring, until the funding pool is exhausted.
- The EnviroGrants officer will submit funding recommendations to the Health, Environment and Sustainability General 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 shortlisted will not automatically receive funding.

Notification of outcome

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

Successful

Successful applicants will be formally notified in writing by the end of June of the application year.

A **Funding Agreement** will be made available to all successful applicants through SmartyGrants. Successful applicants will be required to agree to the terms and conditions of their funding agreement and provide their banking details before funding will be made available.

Funding will be made by Electronic Funds Transfer following submission of the Funding Agreement in SmartyGrants.

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

Unsuccessful

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

Acquittal

Reporting

Recipients 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 30 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 (unpaid invoices/orders are not sufficient)
- photos of the project progress and completion of the project
- details of environmental and community outcomes achieved
- reports, results and data relating to the project
- evidence of how the project was promoted showing how Council was acknowledged.

Acquittal

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

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

Unspent funds must be returned to Council within two weeks of the end of the funding period as defined in the EnviroGrants **Funding Agreement**.

Some projects may require an inspection to complete the acquittal process. The inspection must be organised with the Council EnviroGrants Officer for completion either prior to the final report being submitted or scheduled within 2 weeks of the report being submitted.

Termination

Should a recipient misuse funds, fail to comply with terms and conditions or withdraw from the project, Council is authorised to terminate the Funding 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.