

**POLICY NO: 4.1.21**

**ENVIRONMENTAL GRANTS AND AWARDS**

**OBJECTIVES**

The objectives of this Policy are as follows:

**1. Environmental Grants**

To establish a procedure whereby schools, community groups and non-profit organisations can apply to the City for an Environmental Grant to assist them in implementing an environmental project or initiative. Each Environmental Grant awarded will be up to a maximum amount of:

- 1.1 **\$2,000** for a school located within the City;
- 1.2 **\$2,000** for a community group or non-profit organisation.

**2. Environmental Awards:**

To establish a procedure whereby schools, community groups, non-profit organisations and individual members of the City of Vincent community, who have taken environmental action, may nominate for an Environmental Award.

Awards will be presented on an annual basis, and will consist of:

- 2.1 First (1<sup>st</sup>) prize of **\$500** and a feature article in City of Vincent's Quarterly
- 2.2 Newsletter and a Media release;
- 2.3 Second (2<sup>nd</sup>) prize of **\$250**; and
- 2.4 Third (3<sup>rd</sup>) prize of **\$100**.

**3. Principles governing the Environmental Grants and Awards program**

To ensure that the awarding of Environmental Grants and Awards follows a process that includes:

- 3.1 Transparency and accountability to the community;
- 3.2 A standard procedure for all applicants to follow when applying for a grant;
- 3.3 An equitable assessment by the City of each grant application and award nomination received; and
- 3.4 An effective mechanism to report to the Council regarding the grants approved in any one financial year.

<b>Date Adopted:</b>	<b>12 June 2007 – Re adopted 11 October 2011</b>
<b>Date Amended:</b>	
<b>Date Reviewed:</b>	
<b>Date of Next Review:</b>	<b>October 2016</b>

## GUIDELINES AND PROCEDURES FOR ENVIRONMENTAL GRANTS AND AWARDS – POLICY NO. 4.1.21

### 1. Definitions

**“Applicant”** means a school, community group or non-profit organisation who applies to the City for a Grant.

**“Authorised Representative”** means a person who is authorised by the applicant to receive and disburse Grant funds.

**“Award”** means the 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> prize given to a school, community group, non-profit organisation or community member for the best overall environmental achievement as judged by City in the period of one financial year.

**“Grant”** is a financial contribution made by the City to a School, Community Group or Non for Profit Organisation for the sole purpose of enabling the applicant to deliver a specific project with mutually agreed outcomes and performance measures. A Grant must be fully financially acquitted to the City at the conclusion of the project.

**“Grant Panel”** means a panel comprised of the City of Vincent's Director Technical Services, Manager Parks & Property Services, Project Officer – Environment, and Project Officer – Sustainability.

**“Nominee”** means a school, community group, non-profit organisation or community member based within the City of Vincent who wishes to be considered for an Award.

**“Project”** means an environmental project or initiative.

### 2. Environmental Grants

2.1 The number of grants available in each financial year will be subject to the funding allocated in the City's Annual Budget.

2.2 Grants will be up to a maximum of \$2,000 each.

#### Grant eligibility

2.3 In order to be considered for a grant, the applicant must demonstrate the following:

2.3.1 That the applicant is a school, a community group, or a non-profit organisation;

2.3.2 That the applicant is located within the City of Vincent boundaries, or where the applicant is a community group or a non-profit organisation and is based outside of the City, that the project will have clear benefits for the City;

2.3.3 That the proposed project will raise community or school awareness, by involving the community or students in environmental activities;

2.3.4 That the proposed project will have a demonstrated outcome for at least one of the objectives of the City's *Sustainable Environment Strategy 2011-2016*, that is:

- Encourage, empower and support the City's community to live in an environmentally sustainable manner, including through:
  - Environmental education programs; or
  - Youth-based environmental activities.
- Contribute to a cleaner local and regional air environment by using and promoting alternative modes of transport to car use;
- Reduce and offset the use of non-renewable energy, and promote the same to the community;
- Use and promote the use of renewable energy sources;
- Ensure effective and efficient management of water;
- Protect and promote the quality of surface and groundwater resources within the City;
- Re-establish, conserve and enhance floral and faunal biodiversity, native vegetation, green spaces and green linkages within the City;
- Reduce the use of resources and production of waste within the City, including through the re-use and recycling of materials; or
- Reduce the use of toxic and hazardous materials within the City and facilitate the proper disposal of such materials; and

2.3.5 Commitment to acknowledging the City of Vincent in any promotional or publicity regarding the project.

#### Application for a Grant

2.4 The City will offer one (1) round of grants per financial year. Closing dates for the round will be advertised on the City's website, and by advertisement in a local newspaper.

2.5 Grant applications must:

- 2.5.1 Be submitted using the *Environmental Grant Application Form* attached to this Policy;
- 2.5.2 Be signed by an authorised representative of the applicant;
- 2.5.3 Be received by the closing date nominated by the City;
- 2.5.4 Address the eligibility criteria outlined in clause 2.3 above;
- 2.5.5 Outline the extent to which the applicant will provide complementary resources for the project (for example through volunteer labour or contributory funding), and demonstrate the applicant's ability to provide such resources in practice; and
- 2.5.6 Demonstrate the applicant's capacity to plan, implement and deliver outcomes from community-based environmental (or similar) activities.

#### Assessment of Grant applications

2.6 Grant applications will be independently assessed by each member of the Grant Panel.

2.7 The Chief Executive Officer will determine the grants to be awarded for the financial year, on recommendation from the Grant Panel.

- 2.8 Grant applications will be assessed against the following criteria, in accordance with the Assessment pro forma attached to this Policy:
- 2.8.1 The extent to which the proposed project will achieve an objective (or multiple objectives) of the *Sustainable Environment Strategy 2011-2016*;
  - 2.8.2 Whether there is a clear explanation of how the proposed project will deliver its intended outcomes;
  - 2.8.3 Whether the proposed project is feasible and can be successfully implemented, on time; and
  - 2.8.4 Whether there is a clear benefit from the proposed project, and whether the proposed project will provide benefit to the wider City of Vincent community.
- 2.9 Successful applicants will be notified by mail and invited to attend a Council meeting, at which the grant will be presented. In addition, the City will include a notice announcing the grant recipients in a local newspaper, and will include the names of the grant recipients and a summary of their proposed projects on the City's website.
- 2.10 The City will approve a maximum of one (1) grant per applicant in any one (1) financial year.

#### Ineligible projects

- 2.11 The City will not approve a grant application that seeks funding for any of the following:
- 2.11.1 Major capital equipment purchases;
  - 2.11.2 Ongoing or recurring recurrent staff salaries or costs;
  - 2.11.3 New building projects or capital works;
  - 2.11.4 Facility maintenance projects or payment of rent;
  - 2.11.5 Deficit funding;
  - 2.11.6 Fundraising activities.
- 2.12 In addition, the City will not approve a grant application where:
- 2.12.1 More appropriate alternative sources of funding are available, including where the proposed project falls within the ambit of another grant program offered by the City; or
  - 2.12.2 The project commences prior to the grant application being considered by the City.

#### Grant Conditions and Acquittal Requirements

- 2.13 Grants awarded by the City will be subject to the following conditions, which will be included in a Letter of Agreement to be signed by the Authorised Representative:
- 2.13.1 The grant recipient shall be required to expend all of the grant funds within twelve (12) months from the date the Grant is awarded. The City may require the grant recipient to refund to the City any grant funds not expended within this time;

- 2.13.2 The grant recipient shall undertake to use the grant funds to carry out the proposed project, in accordance with the details in the grant application, to the satisfaction of the City's Chief Executive Officer or nominated representative;
- 2.13.3 No later than twelve (12) months after the awarding of the grant, the grant recipient shall submit to the City a formal acquittal report, which shall include:
- An expenditure statement showing how the grant funds were spent; and
  - A written summary of the project outlining the success of the project in achieving the intended outcomes;
- 2.13.4 The grant recipient acknowledges that after receiving the acquittal report, the Project Officer – Environment will undertake a site visit to ensure the grant funds have been expended in accordance with details as outlined in the approved grant application;
- 2.13.5 The grant recipient shall acknowledge the City in any publicity associated with the project and any promotional material will display the City's logo;
- 2.13.6 The grant recipient shall agree to indemnify the City against any claims, damages, writs, summonses or other legal proceedings and any associated costs, expenses, losses or other liabilities as a result of loss of life, personal injury or damage to property arising from an occurrence in or connected with the sponsored project/initiative regardless of the cause; and
- 2.13.7 Grants are provided on a one-off basis with no commitment by the City to any future funding;

#### Additional funding

- 2.14 Subject to the availability of funding, a grant recipient may apply for additional funding of up to \$500 per approved project.
- 2.15 The provision of additional funding will only be considered where the grant recipient can demonstrate that unforeseen circumstances and costs have resulted in them not being able to complete the project with the original budget amount. The grant recipient must provide a detailed submission outlining the reasons why the additional funding is required.
- 2.16 Requests for additional funding will be determined by the Chief Executive Officer, on recommendation from the Grant Panel.

#### City of Vincent reporting procedures

- 2.17 The City will keep a record of all grant applications received, and their assessment against the assessment criteria (referred to in clause 2.8). The determination by the Chief Executive Officer of the successful applications and their assessment shall be recorded in the Delegated Authority Register.
- 2.18 The Chief Executive Officer shall provide an annual progress report to the Council, outlining the Grants approved for the previous financial year and the outcomes of the grant projects.

### 3. Environmental Awards

- 3.1 The City will offer one (1) round of awards per financial year. The closing date for award nominations will be advertised on the City's website, and by notice in a local newspaper.
- 3.2 Awards for best overall environmental achievement will be presented on an annual basis, and will consist of:
  - 3.2.1 First (1<sup>st</sup>) prize of **\$500** and a feature article in City of Vincent's Quarterly Newsletter and a Media release;
  - 3.2.3 Second (2<sup>nd</sup>) prize of **\$250**; and
  - 3.2.4 Third (3<sup>rd</sup>) prize of **\$100**.
- 3.3 In addition to the cash prize, the City of Vincent will present all award winners with an award certificate.
- 3.4 Award winners will be notified by mail, invited to attend a Council meeting where the award will be presented, their names/organisation will listed on the City's website and a notice will be placed in a local newspaper.
- 3.5 Nominees shall be required to submit a completed *Application for Environmental Awards* form to the City before the closing date to be considered for an award in any one financial year.
- 3.6 Award nominations will be assessed by the Grant Panel. Award winners will be determined by the Chief Executive Officer, on recommendation from the Grant Panel.
- 3.7 Award nominations will be assessed on the basis of:
  - 3.7.1 The extent to which the nomination demonstrates that the nominee has achieved outcomes for at least one of the objectives of the City's *Sustainable Environment Strategy 2011-2016* (refer to clause 2.3.4 above); and
  - 3.7.2 The extent to which the nomination demonstrates that the nominee's actions have provided clear benefit, including to the wider City of Vincent community.
- 3.8 Activities that commenced more than 12 months before the closing date for award nominations will be ineligible for an award.

### **ASSESSMENT PROCESS**

As outlined in clause 2.8 of the Policy, grant applications are assessed against four criteria. Assessment will be undertaken as follows:

	<b>Criteria</b>	<b>Description</b>	<b>Score</b>	<b>Total</b>
1.	<b>The extent to which the proposed project will achieve an objective (or multiple objectives) of the <i>Sustainable Environment Strategy 2011-2016</i></b>	<p>The project will not achieve any of the objectives</p> <p>The project will go some way to achieving one of the objectives</p> <p>The project will go some way to achieving more than one objective</p> <p>The project will fully achieve one or more objectives</p>	<p><b>0</b></p> <p><b>2-4</b></p> <p><b>5-7</b></p> <p><b>8-10</b></p>	<b>/10</b>
2.	<b>Whether there is a clear explanation of how the proposed project will deliver its intended outcomes</b>	<p>There is no indication as to how the project will deliver its intended outcomes</p> <p>There is minimal explanation as to how the project will deliver its intended outcomes</p> <p>There is some explanation as to how the project will deliver its intended outcomes</p> <p>There is a clear explanation of how the project will deliver its intended outcomes</p>	<p><b>0</b></p> <p><b>2-4</b></p> <p><b>5-7</b></p> <p><b>8-10</b></p>	<b>/10</b>
3.	<b>Whether the project is feasible and can be successfully implemented on time</b>	<p>It is unlikely that the project will be able to be successfully completed on time</p> <p>There are some concerns that the project might not be successfully completed on time</p> <p>It is likely that the project will be able to be successfully completed on time</p> <p>It is very likely that the project will be able to be successfully completed on time</p>	<p><b>0</b></p> <p><b>2-4</b></p> <p><b>5-7</b></p> <p><b>8-10</b></p>	<b>/10</b>
4.	<b>Whether there is a clear benefit from the proposed project and whether the proposed project will provide benefit to the wider City of Vincent community</b>	<p>The project will only benefit the applicant</p> <p>The project will provide some benefit to some specific members of the City of Vincent community</p> <p>The project will provide significant benefit to some specific members, or some benefit to a large portion, of the City of Vincent community</p> <p>The project will provide significant benefit to a large portion of the City of Vincent community</p>	<p><b>0</b></p> <p><b>2-4</b></p> <p><b>5-7</b></p> <p><b>8-10</b></p>	<b>/10</b>

**Note:** Only projects that score 20 points or better will be considered for funding.