EnviroGrants Guidelines - Environmental Education

2025 EnviroGrants Guidelines

*Please ensure you read the 2025 EnviroGrants Guidelines prior to starting your application.

2025 EnviroGrants focus areas Projects that address the following environmental focus areas in Logan will be prioritised: - Waterways - Threatened species - Education

Purpose and Eligibility

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.

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

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.
- 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 and plants.

Assessment Criteria

- Application meets the General Eligibility and General Assessment Criteria.
- Project is consistent with relevant Council policies and other strategic documents.
- Grant funds must be used to deliver environmental outcomes 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.
- 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.
- 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).
- Project is in the public interest.
- Outlines level of engagement with the community.
- Project has 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).

Assessment criteria for projects on Council controlled land

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

Additional Criteria for schools

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

Application Requirements

- A letter of support from 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.

Note:

* 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

* Projects which primarily pay for a Businesses standard service - matching in-kind contribution MUST be detailed.

* Once you start your application you can save your progress and come back to it later.

* It is recommended that you save your progress prior to proceeding to the next page.

Application Form

* indicates a required field

Are you applying as an individual or an organisation? *

○ Individual   ○ Organisation

Individual Applicant Details

Applicant Name *

Title   First Name   Last Name

Phone Number *

Include area code - e.g. (07)

Secondary Phone Number

Email *

Address *

Address

Suburb   State   Postcode

Postal Address (if different from above)

Address

Suburb   State   Postcode

Are you registered for GST? *

○ Yes   ○ No

Do you have a relevant ABN? *

○ Yes   ○ No

Please only provide your ABN if it is relevant to your application.

Please enter ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Organisation Applicant Details

Organisation Name *

Organisation Name

Name *

Position *

Phone Number *

Mobile Phone Number

Email *

Website

Address *

Address

Suburb   State   Postcode

Postal Address (if different to above)

Address

Suburb	State	Postcode

Is the organisation registered for GST? *   ○ Yes   ○ No

Does the organisation have an ABN? *   ○ Yes   ○ No

Organisation ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

How did you hear about the EnviroGrants Program? *

☐ Logan City Council website
☐ Council's Facebook page
☐ Instagram
☐ Newspaper advertisement
☐ E-mail
☐ Word of mouth
☐ Other:

Do you agree for Council to contact you for feedback on your application experience?

☐ I agree
☐ I disagree
Response optional

Background Information

* indicates a required field

Have you or your organisation received funding from Logan City Council or any other organisation for this program/project previously? *

○ Yes   ○ No

If yes, please complete the below

Amount Received: *

$

Must be a dollar amount

Grant Provided By & Year: *

Have you met acquittal conditions for previous funding? *

○ Yes   ○ No

If previous funding not fully acquitted please provide details *

Please explain why previous funding is not fully acquitted. It is understood that EnviroGrants projects funded in the previous year may not be at the acquittal stage.

Have you or your organisation applied for funding for this program/project from any other agency? *

○ Yes   ○ No

If yes, please provide details: *

Do you have appropriate insurance for this project? *

○ Yes   ○ No

For example: volunteers, professional indemnity, public liability. Please provide documentation.

Please attach relevant insurance documentation *

Attach a file:

A minimum of 1 file must be attached.

Project Details

* indicates a required field

Project Title *

Maximum 10 words

Project Location *

Council division that the project is located in *

☐ Division 1   ☐ Division 5   ☐ Division 8   ☐ Division 11
☐ Division 2   ☐ Division 6   ☐ Division 9   ☐ Division 12
☐ Division 3   ☐ Division 7   ☐ Division 10   ☐ CITY WIDE
☐ Division 4

At least 1 choice must be selected.

Project Land Tenure *

☐ Private ownership   ☐ Education facility (school, childcare, university, TAFE etc.)

☐ Council owned or managed land   ☐ Other:

☐ Business (other than education facility)

Project start date *

Must be a date and between 31/5/2025 and 31/5/2026.

Project end date *

Must be a date and between 1/6/2025 and 1/6/2026.

Brief Project Description *

Word count:

Provide a brief description of your project and what it will achieve. Maximum 100 words

Why is there a need to deliver this project? *

How will your project benefit the environment and community?

Briefly outline your / your organisations project management experience *

Word count:
Detail any experience that you have that may be relevant to the delivery of your project.

Will your project involve the use of Council controlled land? *
○ Yes   ○ No
eg. a community workshop at a Council park

Will your project involve an education facility (school, childcare, university, TAFE etc)? *
○ Yes   ○ No

If you are an education facility (school, childcare, university, TAFE etc), please include a letter of support from your Principal / Director / Head of School. *
Attach a file:

A minimum of 1 file must be attached.

If your project is to be conducted on Council controlled land, please attach approval from the relevant Council branch for your project to be conducted if successful *
Attach a file:

A minimum of 1 file must be attached.

If you are applying on behalf of a business and are not the business owner, please provide a letter of support from the business owner and/or treasurer. *
Attach a file:

a minimum of 1 file must be attached.

Community Outcomes

* indicates a required field

How does your project meet the EnviroGrants Aim? *

"Through community awareness and participation, enhance and protect the natural environment and foster environmentally sustainable practices"

How will the community benefit from your project? *

This could include engagement/involvement of the broader community, raising awareness and educating the community or having open days/project celebration events

How will your project be promoted to the community including how Logan City Council's support will be acknowledged? *

This could include media releases, newsletters, Youtube clips, social media and/or project signage.

List other groups, organisations and networks that will be involved in the project

If applicable

How will the other groups, organisations and networks contribute?

If applicable

Project Plan

* indicates a required field

Project outcomes

What are the planned activities? *

Word count:
Briefly list the specific activities that will take place and where they will take place (200 words recommended)

What are the expected outcomes of the project? *

Word count:
Describe at least three things you want the project to achieve in terms of benefits for participants/community/the environment (200 words recommended)

How will you know if these outcomes have been achieved? *

Describe at least three changes you will see if the expected outcomes of the project occur (200 words recommended)

Why does this work need to be done? *

Word count:

Describe the specific issue or need you want to address (200 words recommended)

How will your project be maintained / progressed beyond the funding period? *

For example, on-ground projects must demonstrate how they will be maintained into the future.

Project Plan example

John is planning to conduct a community tree planting day, followed by an open day, he creates a basic project plan to help identify what resources he may need, an when he will need them.

Milestone Date

Task

Resources Required

28/06/2024

Plan project and order resources

N/A

14/09/2024

Set up 5 photo monitoring points.

Camera

5 star-pickets

15/09/2024

Prepare site for planting - slash and spray for weeds. Weeds to be targetted include Lantana, Cats Claw Creeper and Balloon Vine.

Whipper Snipper

Herbicide

27/09/2024

Community planting day.

1000 plants

Gloves

Water

28/09/2024

Conduct photo monitoring of site, take photos from each photo monitoring point.

Camera

01/10/2024

Follow up weed control.

Herbicide

Sprayer

04/02/2025

Follow up weed control & photo monitoring

Camera

Herbicide

Sprayer

20/03/2025

Community open day and workshop

Presenter

Catering

marquee hire

printing

Project Plan

Your project plan should provide clear and measurable outcomes. It should give the assessor a clear picture of what your projects goal is, your timeline, and what resources you will require to achieve the goal.

Milestone Date	Task	Resources Required
Expected date of task	(eg. plant trees, site planning, conduct weed control)	(eg. 200 plants, star pickets, maps, herbicide)

Does your project contain an on-ground component? *
○ Yes   ○ No
E.g. tree planting, bushtucker planting. Please note that a site visit by the EnviroGrants Officer may be required prior to approval of application.

Site map and photos

As your project contains and on-ground component, you must include a map of your project site highlighting the project area. You may be able to find a satellite image of your project site online where you can identify key areas and features relevant to your project. You must also include current photos of your site which highlight the area / issue relevant to the funding application.

Project Site map *

Attach a file:

Attach a map to identify project area, including what tasks will be done where.

Project Site photos *

Attach a file:

Attach photos of project area to show where works will be conducted.

Proposed Budget

* indicates a required field

Your budget should break down purchases and any in-kind/co-contributions to the project. Please ensure that you take the time to accurately fill out the budget table below. Incorrect completion may result in your project being assessed as ineligible.

Key points to consider

1. Your project MUST include a minimum of 30% in-kind/co-contribution.
2. To demonstrate in-kind value/co-contribution:
   - Include project items or equipment that you will provide (e.g. 500 plants donated @ $2/plant = $1000 in-kind).
   - Include in-kind labour contributions @ $42/hr (e.g 2 volunteer hours per week for 26 weeks @ $42/hr = 2 x 26 x 42 = total $2184.00 in-kind labour contribution).
   - Put these dollar amounts in the In-Kind/Co-Contribution and Total $ Amount Columns.
3. Outline your project budget including details of any other funding that has been/will be received for your project. Clear item descriptions should be given (e.g. tube stock, office supplies, herbicide etc).
4. Don't use commas e.g. write 1000 not $1,000.

EXAMPLE BUDGET -

Eco School applies for an EnviroGrant to monitor the water quality in the local creek and also educate the children & community on the importance of water quality. *Eco School* applies for a $2000 EnviroGrant and estimates the project's value to be $4000. *Eco School* has demonstrated $2000 in-kind value to their project, which is in excess of the required 30% in-kind contribution.

Item Description

	Source of Funds	EnviroGrant $ Amount Required	In-Kind/ Co-contribution $	TOTAL $ Amount
Water Quality testing equipment	EnviroGrants	1500	0	1500
PPE for children	In-kind	200	800	1000
Educational factsheet production and printing	In-kind	0	500	500
Expert water quality community workshop & talk	EnviroGrant and In-kind	300	500	800
Workshop catering	In-kind	0	200	200
		$2,000	$2,000	$4,000

Budget (incl. GST)

EnviroGrants 2025 Application - Environmental Education
Form Preview

All funding amounts are GST inclusive.

Item	Source of Funds (EnviroGrants, in-kind or other)	EnviroGrant $ Amount Required	In-Kind/Co-contribution $	TOTAL Project Value $
Provide quantity where possible		Must be a dollar amount.	Must be a dollar amount.	This number/ amount is calculated.
		$		
		$		
		$		
		$		
		$		
		$		
		$		
		$		

Budget Totals

EnviroGrant $ Amount Required *

$

This number/amount is
calculated.
This number must be no more
than $2000

In-Kind/Co-contribution $ Amount *

$

This number/amount is
calculated.

In-kind / Co-contribution % *

This number/amount is
calculated.
This number must be more than
30% for your application to be
processed

Quotes

You must include 3 Quotes for each proposed purchase relating to your project application.

For example, should you plan to purchase equipment and plants, you must include 3 quotes for the equipment AND 3 quotes for the plants.

Attach Quote/s *

Attach a file:

A minimum of 3 files must be attached.
A minimum of 3 quotes must be included with the application

Supporting Information

* indicates a required field

Additional supporting documents

Attach a file:

Please attach any additional documents that you think may assist with assessing your application.

Documentation Checklist *

☐ A letter of support from the Principal / Head of School / Land facilities manager.
☐ Letter of support / approval from relevant landowner/ manager, for example, Council, state government, educational facility.
☐ Quotes
☐ Project Site map (if relevant)
☐ Project Site photos (if relevant)
☐ Insurance certificate (if relevant)
☐ Certificate of incorporation (where applicable)

Have you uploaded your supporting documents? *

○ Yes   ○ No   ○ Not applicable

Privacy Collection

* indicates a required field

Privacy Collection Notice

Purpose:

Your personal information and your organisation's information is being collected by Logan City Council (**Council**) for the purposes of assessing your grant application, in line with the requirements outlined in the *Local Government Act 2009* (Qld) and the *Information Privacy Act 2009* (Qld). This information may be accessed by employees and/or councillors of Council for Council business only. Some of this information may be given to State Government agencies for grant acquittals or audits; organisations and individuals preparing Council publications; audit firms; debt recovery agencies; and to the public for the purposes of reporting on grant usage; public notification of grant information and public promotion of grants available from Council. Your personal information and your organisation's information may be released by Council to other parties, including law enforcement bodies, if we are required or authorised by law to do so. For further information on how to access or amend your personal information that is held by Council, or if you believe Council has not acted in a way that is compliant with its obligations under the *Information Privacy Act 2009* (Qld), please visit Privacy – Logan City Council.

You understand that Council may use your personal information and your organisation's information for promotional and public purposes; this includes the use of photographs, placement of permanent ceremonial plaques, publication in printed and/or online material; and you consent to this use of your information and the organisation's information. You understand that this is a requirement of the Grants to community organisations policy.

You understand that where Council may publish the above information online, such as on the Council website, that your personal information and your organisation's information may be transferred overseas; and you consent to this use of your information and your organisation's information. You understand that this is a requirement under section 189 of the *Local Government Regulation 2012*.

Informed consent:

I acknowledge that Council may use my personal information to send me marketing material, electronic communications and eNewsletters, and I consent to this use of my information. I understand that by selecting 'yes' below, I agree to opt in and will continue to receive material until I opt out by sending a request to theEnviroGrants team at environment@logan.qld.gov.au.

Privacy Collection Permission *
○ Yes, I / we agree
○ No, I / we do not agree

Certification / Declaration

* indicates a required field

Council Employee Declaration

Are you an employee of Logan City Council? *
☐ Yes
☐ No

Conflict of Interest Declaration - Assessment Form

If you are a Council employee you are required to declare any potential conflicts of interest. Please complete the Conflict of Interest Declaration - Assessment Form found on The Buzz and upload here. If you have any questions regarding this process, please contact the Environmental Grants Officer at environment@logan.qld.gov.au. If you are an employee of Logan City Council and do not attach a completed Conflict of Interest Declaration - Assessment Form, your application will not be processed.

Upload completed Conflict of Interest Declaration - Assessment Form *
Attach a file:

Council's Code of Conduct requires ALL employees to declare any potential conflicts of interest. It is your responsibility to comply with the Code of Conduct by completing and signing the declaration

Certification Declaration

This MUST be completed by all applicants or by an authorised representative if the applicant is an organisation.

I/We certify that to the best of my/our knowledge the statements made within this application are true and correct, and I/we understand that if Logan City Council approves the grant, I/we will be required to accept the terms and conditions of the grant as outlined in the grant application, policy and funding agreement.

Name of Applicant / Authorised Representative *

Name of Applicant (2)

If more than one applicant