

EnviroGrants Guidelines - Environmental Partnerships & Capacity Building

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

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

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

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

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

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 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 include a proposed post-funding maintenance program)

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- A travel allowance will be considered up to a maximum of \$500 where it increases the efficiency of a project. A vehicle logbook must be kept and provided at Council's request
- Operation or administration expenses that aid a community group with limited funds and access to other funding sources to meet daily expenses (for example, postage, photocopying and stationery - Council will consider funding items up to 15% of the grant amount).

Specific to Wildlife Care Organisations:

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

Assessment Criteria

- Application meets the General Eligibility and General Assessment Criteria.
- Project is consistent with relevant Council policies and other strategic documents.
- Grant funds must be used to deliver environmental outcomes or care for wildlife within Logan.
- Grant funds must be for a new initiative or for a new environmental project area.
- Funding for a previously funded project/deliverable will not be supported.
- Grant funded projects are to be delivered within the grant funding period.
- Applicants must supply evidence of appropriate insurance for the proposal/project.
- Quotes for proposed works/services/purchases—3 quotes are required per item.
- 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).
- Defined project outcomes supported by a detailed project plan showing the contribution to the enhancement and protection of the environment and wildlife.
- Applicants must show they have the skills and experience to deliver the project in the specified time frame.
- Projects which align to our Corporate Priority outcomes will be prioritised.
- Delivers benefits to the wider community.
- Establishes partnerships with external agencies and residents to improve the protection, restoration and / or management of the region's environment (particularly on lands adjoining or within the immediate area of biodiversity corridors, existing conservation areas, Environmental Conservation Partnerships' properties) and extension activities, e.g. property management planning and plant identification.
- Commitment to maintaining the work in the future.
- Outlines need for project.
- Ability to give Council data about wildlife rescue and release locations (*for wildlife carer organisations*).
- The project must be undertaken in Logan to the benefit of Logan residents. Projects that overlap Local Government boundaries will only receive funding for the part that is within Logan.

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Application Requirements

- 3 quotes for each requested item
- 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 the relevant Council Branch for projects involving Council Land
- Copy of relevant insurances

What will not be funded?

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

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**

*** 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

Organisation Applicant Details

Applicant *

☐ Individual ☐ Organisation
Organisation Name

Title First Name Last Name

Position *

Organisation Name

Phone Number *

Secondary Phone Number

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

Copy of Certificate of Incorporation

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To be successful your organisation must be a registered not-for-profit organisation who can demonstrate being an environmental protection organisation or be an organisation aimed at the rehabilitation of native wildlife.

Please attach a copy of your organisation's Certificate of Incorporation *

Attach a file:

A minimum of 1 file must be attached.

Organisation Type

Which type of not-for-profit organisation does the applicant identify with? *

☐ Environmental protection/conservation organisation ☐ Wildlife Care organisation

Wildlife Care organisations, if successful in obtaining an EnviroGrant, must provide Council with Wildlife carer species records.

Does your wildlife care organisation commit to providing Council with wildlife carer species records for wildlife managed within the City of Logan? *

☐ Yes ☐ No

For your application to be assessed for funding your organisation must agree to share wildlife carer species data with Council.

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

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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 *

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Council division that the project is located in *

- | | | | |
|-------------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Division 1 | <input type="checkbox"/> Division 5 | <input type="checkbox"/> Division 8 | <input type="checkbox"/> Division 11 |
| <input type="checkbox"/> Division 2 | <input type="checkbox"/> Division 6 | <input type="checkbox"/> Division 9 | <input type="checkbox"/> Division 12 |
| <input type="checkbox"/> Division 3 | <input type="checkbox"/> Division 7 | <input type="checkbox"/> Division 10 | <input type="checkbox"/> CITY WIDE |
| <input type="checkbox"/> Division 4 | | | |

At least 1 choice must be selected.

Project Land Tenure *

- | | |
|---|--|
| <input type="checkbox"/> Private ownership | <input type="checkbox"/> Education facility (school, childcare, university, TAFE etc.) |
| <input type="checkbox"/> Council owned or managed land | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Business (other than education facility) | |

Please select 1 only. If land tenure is not relevant please tick other and give brief description

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 *

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

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.

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If your project is to be conducted at an Education Facility (School, Childcare, University, TAFE etc), please include a letter of support from the Principal / Director / Head of School. *

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? *

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, having open days/project celebration events or environmental impact.

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

This could include media releases, blogs, 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?

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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? *

Word count:

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 beyond the funding round? *

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, and when he will need them. The following example includes the minimum information that should be provided.

Milestone Date

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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 targeted 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 regular 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

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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 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)

Will the project involve an on-ground component? *

☐ Yes ☐ No
eg. restoration works, tree planting, outdoor workshop etc.

Site map and photos

Please include a map of your on-ground 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.

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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 other funding that will be/has been received for this 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 -

Catchment Group applies for an EnviroGrant to help improve the capacity of private landholders to manage and enhance waterways on their property. The project will work with properties in a targeted catchment to manage weeds and revegetate waterways.

Catchment Group applies for \$10,000 in EnviroGrants funding and detail the in-kind support to the project through:

- volunteer hours to produce an educational flyer (\$1260),
- plants for revegetation (\$3,000)
- volunteer hours to manage weeds and plant trees (\$1,680)

The total projects estimated value is \$15490. *Catchment Group* have provided over 30% in-kind contribution.

Item Description	Source of Funds	EnviroGrant \$ Amount Required	In-kind / Co-contribution \$TOTAL \$ Amount
Produce and distribute educational flyer (30 volunteer hours @ \$42/hr plus printing @ \$50/500 flyers)	EnviroGrants and In-kind	5012601310	
Catchment Group operations and administration expenses	EnviroGrants and In-kind	100001000	
Herbicide for weed control	EnviroGrants	7000700	
40 hours volunteer labour @ \$42/hr	In-kind	016801680	
Tools for weed control and tree planting (gloves, picks etc.)	EnviroGrants	5000500	
Fuel	EnviroGrants	3000300	
Plants for revegetation (5000 tube stock @ \$2/plant)	EnviroGrants and In-kind	7000300010000	
		\$9,550	\$5,940
			\$15,490

Budget (incl. GST)

All funding amounts are GST inclusive.

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Item	Source of Funds (EnviroGrants, in-kind or other)	EnviroGrant \$ Amount Required	In-kind / Co-contribution \$	TOTAL Project Value \$
		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 \$10,000

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 5000 plants and use a contractor for weed control works, you must include 3 quotes for the plants AND 3 quotes for the contractor works.

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

*

- ☐ Copy of Certificate of Incorporation
- ☐ Letter of support from organisation president/treasurer
- ☐ Quotes

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- ☐ Project Site map (if relevant)
- ☐ Project Site photos (if relevant)
- ☐ Insurance certificate (if relevant)
- ☐ Letter of support from relevant Council branch for projects involving Council land (if relevant)
- ☐ Other:

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 the EnviroGrants team at environment@logan.qld.gov.au.

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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 here *

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

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

