

EnviroGrants Guidelines - On-Ground Ecosystem Restoration

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

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

Who can apply?

- Individuals and private landholders who are existing members of Council's Environmental Conservation Partnerships including Land for Wildlife and/or Higher Agreements.*
- Incorporated not-for-profit organisations.
- Educational facilities.
- Businesses.

*Please contact Council's Environment team if you are a private landholder in the City of Logan but not an existing member of Council's Environmental Conservation Partnerships program environment@logan.qld.gov.au.

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 or 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).
- Environmental weed management. Must include a proposed maintenance program. Funding will not be given for the management of prohibited species.
- 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.
- 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.

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- 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).
- Application includes defined project outcomes supported by a detailed plan of the proposed project. The plan should also show a positive and ongoing contribution to the region's biodiversity and/or waterways values and corridors.
- Application shows commitment to maintaining the work in the future.
- Project provides environmental outcomes by improving ecological value of waterways and wildlife habitat.
- Delivers benefits to the wider community, for example, workshop, newspaper article, open property, Land for Wildlife newsletter article, factsheet, opportunity for Council promotion.
- Land for Wildlife member projects must take place within the registered Land for Wildlife conservation area (for further information or for projects outside of this area please discuss with your Land for Wildlife Officer).

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.

Application Requirements

- Copies of quotes for proposed works / services / purchases - three quotes are required per item requested.
- Projects on Council land must include a letter of approval/support from the appropriate Council branch. Applications **will not** be processed without this.
- Photos of the site.
- Site map showing the proposed project area.
- Projects on business managed land must include written support from their head of operations, for example, school principals, property business managers. Projects must be for non-profit purposes only.
- Certificate of incorporation (where applicable).

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.
- Projects that are not largely aimed at ecosystem restoration / threatened vegetation, flora, fauna / 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 and pathways or trails.

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- Anything that is a requirement of the landholder under Council 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.
- Pathways and trails.
- Applications for more than 3 projects on one private property within a 10 year period.
- Components that may be seen as property maintenance.
- Maintenance of previously funded projects.
- Funding proposals on Council controlled land that do not include written support from the appropriate Council Branch.
- Funding proposals on business managed land that do not include written support from their head of operations, for example, school principal, property business manager.

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 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

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

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Form Preview

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

ACNC Registration

Tax Concessions

Main business location

[More information](#)

Organisation Applicant Details

Organisation Name *

Organisation Name

Name *

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Form Preview

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

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Form Preview

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

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Form Preview

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 ☐ Incorporated not-for-profit organisation

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Form Preview

☐ Business ownership
(Other than Education
Facility)

☐ Other:

Please select 1 only.

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.

Please select the ecological values of your project site

☐ Waterway

☐ Within an
Ecological Corridor

☐ Adjoins existing
LCC owned
bushland, or other
land managed for
conservation

☐ Threatened
Flora and/or Fauna

☐ Contains
remnant
vegetation
communities

☐ Other:

If you are unsure of one or more of the ecological values of your project site, contact Council's Environment team on 3412 4491 or email environment@logan.qld.gov.au

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 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 you are applying to conduct a project on business-owned land, please provide a letter of support from the business owner. *

Attach a file:

A minimum of 1 file must be attached.

If you are an incorporated not-for-profit organisation, please provide a letter of support from the head of the organisation. *

Attach a file:

A minimum of 1 file must be attached.

If you are applying to conduct a project on private land where you are renting, please provide a letter of support from the landowner.

Attach a file:

If you are the landowner, no response is required.

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

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Form Preview

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? *

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:

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

How will your program be maintained / progressed 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 example includes the minimum detail that should be provided.

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

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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 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)

Site map and photos

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:

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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 other funding that has been confirmed and applied for. 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 - Sarah applies for an EnviroGrant to help to restrict stock access along a waterway on her property and to start revegetating the creek. Sarah applies for \$2500 in EnviroGrants funding and estimates the project's value to be \$4420. Sarah has demonstrated \$1920 in-kind value to her project which is in excess of the required 30% in-kind contribution.

Item Description	Source of Funds	EnviroGrant \$ Amount	Required	In-Kind/Co-contribution
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500 tubestock @ \$2/plant	EnviroGrants	1000	0	1000
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Jute Matting	EnviroGrants	500	0	500
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Star Pickets & Electric Fencing	EnviroGrants and In-kind	1000	500	1500
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10 hours labour @ \$42/hr	In-kind	0	420	420
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Off stream watering point	donation	0	1000	1000
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		\$2,500	\$1,920	\$4,420
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Budget

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Item	Source of Funds (EnviroGrants, in-kind or other)	EnviroGrant \$ Amount Required	In-Kind/Co-contribution \$	TOTAL Project Value \$
		Must be a dollar amount and no more than 10000.	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

*

- ☐ Project Site map
- ☐ Project Site photos
- ☐ Quotes

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- ☐ Insurance certificate (if relevant)
- ☐ Letter/s of support (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 - Conflict of Interest

Are you an employee of Logan City Council? *

- ☐ Yes
- ☐ No

Conflict of Interest Declaration Form

If you are a Council employee you are required to declare any potential conflicts of interest. Please complete the Conflict of Interest Declaration 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 form, your application will not be processed.

Upload a Conflict of Interest 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

