EnviroGrants Guidelines - Environmental Partnerships & Capacity Building

*Please ensure you read the EnviroGrants Guidelines prior to starting your application www.logan.qld.gov.au/envirogrants

2023 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 cost, 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)
- 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.
- Costs of food for the rehabilitation of native wildlife (must include distribution plan to members).

Assessment Criteria

- Project is consistent with relevant 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.
- 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, 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 in Logan

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

Organisation Name *

Organisation Name

[   ]

Name *

[   ]

Name of Authorised Officer making application

Position *

[   ]

Authorised Officer position held in organisation

Phone Number *

[   ]

Include area code - e.g. (07)

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	

Copy of Certificate of Incorporation

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 species data.

Does your wildlife care organisation commit to providing Council with wildlife species data for wildlife managed within Logan City? *
○ Yes   ○ No
For your application to be assessed for funding your organisation must agree to share wildlife species data with Council.

How did you hear about the Grants 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

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

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.

Land Tenure *

☐ Private ownership   ☐ Education Facility (School, Childcare, University, TAFE etc)

☐ Council owned or managed land   ☐ Other: _____

☐ Business ownership (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 31/5/2023 and 31/5/2024.

Project end date *

_____

Must be a date and between 1/6/2023 and 1/6/2024.

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? *

_____

Briefly outline your/ your organisations project management experience *

_____

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 your project is to be conducted on 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.

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 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, blogs, newsletters, Youtube clips, social media and/or project signage.

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

How will the other groups, organisations and networks contribute?

Project Plan

* indicates a required field

Project outcomes

What are the expected outcomes of the project? *

Word count:
Describe three things you want the project to achieve in terms of benefits for participants and/or others (200 words recommended)

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

Word count:
Describe three changes you will see if the expected outcomes of the project occur (200 words recommended)

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)

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? *

NB: On-ground projects must demonstrate maintenance beyond the funding round.

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

28/06/2018

Plan project and order resources.

N/A

14/09/2018

Set up 5 photo monitoring points.

Camera

5 star-pickets

15/09/2018

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

Whipper Snipper

Herbicide

27/09/2018

Community planting day.

1000 plants

Gloves

Water

28/09/2018

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

Camera

01/10/2018

Follow up weed control.

Herbicide

Sprayer

04/02/2019

Follow up weed control & photo monitoring.

Camera

Herbicide

Sprayer

20/03/2019

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)

Will the project involve an on-ground component? *

○ Yes   ○ No

eg. restoration works, fodder tree planting, 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.

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, as by incorrectly completing your application may be deemed ineligible.

Key points to consider

1. Your project MUST include a minimum of 30% in-kind/co-contribution. To demonstrate in-kind value/co-contribution - Include works or equipment that you the applicant will do or provide e.g. 10hr volunteer labour @ $30/hr - total $ equals $300, or 500 plants donated @ $2/plant - total $ equals $1000. Put these dollar amounts in the Total $ Amount Column

2.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).

3.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 ($900),
- plants for revegetation ($3,000)
- volunteer hours to manage weeds and plant trees ($1,200)

The total projects estimated value is $15,100. *Catchment Group* have provided over 30% in-kind contribution.

Item DescriptionSource of FundsEnviroGrant $ Amount RequiredIn-kind / Co-contribution $TOTAL $ Amount

Produce and distribute educational flyer (30 volunteer hours plus printing)EnviroGrants and In-kind5009001400

Catchment Group operations and administration expensesEnviroGrants and In-kind100001000

Herbicide & weed controlEnviroGrants7000700

40 hours labour volunteer labourIn-kind012001200

Tools for weed control and tree planting (gloves, picks etc)EnviroGrants5000500

FuelEnviroGrants3000300

Plants for revegetation (5000 tube stock)EnviroGrants and In-kind7000300010000

$10,000$5,100$15,100

Budget (incl. GST)

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 $
		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 proposed purchases 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
☐ Quotes
☐ Project Site map (if relevant)
☐ Project Site photos (if relevant)
☐ Insurance certificate (if relevant)
☐ Letter of support (if relevant)
☐ Other:

[   ]

Have you uploaded your supporting documents? *

○ Yes   ○ No   ○ Not applicable

Certification / Declaration

* indicates a required field

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/or letter of approval.

Name of Applicant / Authorised Representative *

Name of Applicant (2)

If more than one applicant

Privacy Collection Notice

Logan City Council is collecting your contact details and program specifics to correctly place your application through our grants process. The information will only be accessed by employees and/or Councillors of Logan City Council. Your information will not be given to any other person or agency unless you have given permission or we are required by law.

Transfer of personal information overseas

Logan City Council is utilising software that is located overseas to create this online form. You are agreeing that your personal information may be transferred and/or stored in an overseas facility.

Privacy Collection Permission *

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