



GREENING OUR COMMUNITY GRANTS
**GUIDELINES AND
APPLICATION FORM**

GREENING OUR COMMUNITY GRANTS

The City of Holdfast Bay Greening Our Community grants provide financial assistance to help community groups and schools make our city greener.

Grant projects should incorporate one or more of the following environmental themes:

- Native flora and fauna: e.g. building and installing bird and bat boxes, planting local native plants
- Water conservation: e.g. installing water saving devices
- Energy reduction or renewable energy: e.g. installing solar panels
- Waste reduction: e.g. installing recycling bins, installing composting facilities
- Nature and sustainable living education
- Sustainable transport: e.g. installing bike racks, installing an electric vehicle charging station

Grants are awarded to projects that have a direct and practical environmental benefit and encourage broad community participation in environmental and sustainability projects.

WHAT FUNDING IS AVAILABLE?

Funding is available up to \$5,000 (ex-GST).

WHAT ARE THE ELIGIBILITY CRITERIA?

Schools and community organisations wishing to apply must:

- Be located in the City of Holdfast Bay
- Be a community-based not-for-profit organisation, or school
- Have permission from the land owner to conduct the project
- Have a project that involves at least one of the above six environmental themes
- Have the means available to provide funds to match the amount of grant money applied for
- Have the means to complete the project and related administration work by the required date
- Can provide a copy of public liability insurance cover

IF YOUR ORGANISATION ANSWERS YES TO ANY OF THE FOLLOWING QUESTIONS THEN YOU ARE NOT ELIGIBLE TO APPLY

- Has your project, or program already commenced?
- Do you have any outstanding Final Financial Acquittal Reports from previous Council grant funding?
- Will the grant be used for:
 - Salaries
 - Fundraising activities
 - On-going running and maintenance expenses including postage, telephone, stationery
 - Publication or development of newsletters
 - Political purposes or lobby groups
 - Maintenance or repairs that is the responsibility of a private entity, Council, State or Government Department

FUNDING CONDITIONS

- All applications must be received on the Council approved application form on the internet ([Smarty Grants portal](#))
- Your proposed project must be able to start and finish within the financial year in which you received the grant. Any unnecessary delay may result in the withdrawal of the grant
- You are required to submit a Final Project and Financial Acquittal Report within one month of the end of the project
- All successful applicants must provide Council with an income and expenditure statement for the project with supporting documentation showing the applicant's contribution
- Any unspent funds given by Council must be returned to Council
- Any changes to the project expenditure must be submitted to Council in writing for approval
- Successful applicants must acknowledge the City of Holdfast Bay in any publications or publicity regarding the project
- Council reserves the right to publish your organisation name on the City of Holdfast Bay website
- Your organisation agrees to provide council with an electronic photo of the project
- Council will contribute up to 50% of the total project costs only
- 'In kind' volunteer hours may be negotiated prior to application (no more than 10% of total project and not for project management time)
- Funding will not be provided for projects or activities that are considered to be primarily the responsibility of the State or Federal Governments, or have previously received funding from these bodies
- Successful applicants must follow sound governance practices, and comply with all laws and regulations (e.g. Work Health & Safety, Equal Opportunity, WorkCover, planning and building permits)
- You must adequately support and supervise volunteers and work to ensure public safety in conducting the project
- You are responsible for ensuring Public Liability Insurance cover (a copy must accompany the application) for the project

WHAT HAPPENS TO MY APPLICATION?

Council will send you a notification that your application has been received.

The applications will be assessed by a panel and a final recommendation will be submitted to Council.

All grant applications will be assessed on their merit, according to the grant criteria. Consideration will also be given to applications that demonstrate:

- Benefits to the environment and the broader community
- Value for money and sound budget
- The organisation's ability to manage the project including evaluating and documenting the results
- Evidence of effective consultation, partnering and networking
- Ability to promote the project to the broader community

Priority will be given to organisations that have limited capacity to raise funds or have not previously received immediate past funding from Local/State/Federal grants. No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.

SUCCESSFUL APPLICANTS

Applicants will be notified of the outcome of the application.

Successful applicants will be required to sign a grant agreement and will need to invoice Council. Funds will be provided upfront for the project.

A Tax Invoice from an organisation that is registered for GST must include a GST component and state that this amount is included. An organisation that does not have an ABN must complete a 'Statement by Supplier' form (available from the Australian Tax office) to accompany the invoice.

Successful applicants will need to expend funds for their projects within the financial year. A Project Acquittal and Status report must be completed and must include copies of related invoices/receipts and suitable evidence to show how the grant money and the organisation's body contribution has been expended. A completed Final Project and Financial Acquittal Report must be received within one month of the end of the project.

An inspection of the project may be carried out as part of the acquittal process.

PLANNING YOUR APPLICATION

Before you apply for a grant:

- ensure that your organisation is eligible to apply
- check that your project is eligible
- consider the assessment criteria and ensure your application meets these criteria
- consider how you will manage and deliver the project with the resources that you have available and in the timeframe required by the grant
- consult relevant stakeholders about your project and try to demonstrate support e.g. letter of support.

ACKNOWLEDGEMENT OF COUNCIL

The City of Holdfast Bay's contribution to the project should be acknowledged where possible e.g. signage, newsletters or electronic media.

The City of Holdfast Bay reserves the right to place a small sign near the project site promoting the project and Councils involvement.

HOW DO I APPLY

Schools and community organisations wishing to apply for a Greening Our Community Grant are required to fill in the application form and submit it through the new online system before the grant submission deadline. Submissions received after the closing deadline will not be accepted.

Supporting material

You are required to supply quotes for all items (equipment, materials and labour) covered by the grant funding. Applications will not be able to be submitted without quotes.

Please limit supporting material to that requested in the application form.

Please do not include management plans or large documents.

Signing the completed form

Completed application forms must be signed by an office holder of the organisation or a staff member who holds the authority to sign on behalf of the organisation. Given that the application is done online, the authorised person must insert their name on the form and this will be taken to be signed. This person should be contactable by phone during normal business hours.

MORE INFORMATION

Contact the Environment Team.

Email mail@holdfast.sa.gov.au

Phone 8229 9999