

Grants Program - Guidelines

Climate Change and Sustainability

Overview

Intent:

The Climate Change and Sustainability grant stream provides financial assistance to not-for-profit community groups that wish to pursue projects and activities which promote sustainability and enhance community resilience to climate change and/or peak oil.

The aim of the Climate Change and Sustainability grant stream is to encourage groups and individuals in the community to take the initiative to develop programs, activities, projects and events which make a positive contribution to promoting sustainable communities, improving energy efficiency, or enhancing community resilience to climate change.

Objectives:

- Increase the number of community projects working to address climate change and promote sustainability
- Enhance community resilience to climate change
- Reduce the region's impact on climate change and improve the region's sustainability considering the natural environment, resource efficiency, community health and wellbeing and economic sustainability
- Increase community participation in climate change and sustainability projects
- Promote environmental awareness, sustainability and a connection to the natural environment

Logistics

Assistance Type:	Assistance will be of a purely financial nature and be provided as a cash contribution.		
Minimum Amount:	\$500	Maximum Amount:	\$10,000
Submission Times:	There will be one funding round per year that will open in October and close in November. Applications must be received on or before the last Friday of the closing month.		
Applicable Period:	Projects, activities and events to commence and be completed within 12 months of the approval date		
Duration of Assistance:	Assistance will be provided as a one-off contribution		
Council Contact Officer:	Sustainability Officer		
Contact Phone No:	07 4044 3312		
Contact Email:	m.grenfell@cairns.qld.gov.au		

Only one application should be lodged to this funding stream per year.

Submitting an application does not guarantee approval.

It is essential that all applicants work in partnership with Council's Contact Officer in submitting their application. Please contact us for an appointment prior to the completion and submission of your application.

Eligibility

Applicants must:

- Be based within the boundaries of Cairns Regional Council; and
- Be a not-for-profit organisation; or
- Be a charitable organisation registered or sanctioned under the Collections Act 1966

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Applicants must not:

- Have outstanding Council grants that have not been acquitted satisfactorily
- Have overdue outstanding payments to Council for rents, rates, fees, Council guarantor loan repayments etc.
- Be a commercial organisation
- Be a discriminatory group or organisation
- Be a political group or organisation
- Be a School, University or TAFE college

Applications must be:

- Able to demonstrate significant environmental outcomes and community benefits
- For raising environmental awareness or increasing opportunities for community participation in environmental projects

Applications must not be:

- Requesting funding or support retrospectively for a project, event or activity that has already occurred
- Supporting an individual's pursuit without community benefit
- Supporting private and/or commercial ventures
- Requesting support for projects that do not benefit the community of the Cairns region.
- For routine maintenance tasks
- For general operating costs
- For projects, events or activities that are the subject of litigation
- For the purchase of land, buildings or facilities

Examples of Eligible Applications are:

- Modifications to improve energy or water efficiency
- Projects that promote sustainability and raise awareness of climate change
- Projects that enhance local food security or energy security
- Projects that provide skills or experiences that enhance appreciation of nature and foster connection to the local environment

Examples of Ineligible Applications are:

- A request for assistance in paying electricity bills, phone bills, rent, meals or accomodation
- To clear residual debt from an event that occurred last year
- Contributions towards relocation costs

If the proposed project is ineligible under this funding stream there are several other Council grant streams that could provide alternative assistance. Please visit the Council website (www.cairns.qld.gov.au/content/grants/communitygrants.html) for more details.

Applications must not be submitted to more than one funding stream in the same round, however applications for additional In-Kind assistance can be lodged in conjunction with another funding stream in the same round.

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Project Activity or Event Definition

It will be necessary for the applicant to give details of the project, activity or event that is to be supported. This will include the proposed start and end dates, a description of what is envisaged, and how the grant funds will be used. A high level cash-flow projection will also be required.

See below for an example of a cash-flow projection for a Local Event application.

Income Items (please include In-Kind Support)	Amount (ex GST)	Expenditure Items	Amount (ex GST)	GST Amount
State Funding	\$10,000	Hire of Equipment	10,000	1,000
Council Funding (Cash)	\$6,000	Hire of Council Venue (In Kind)	4,000.00	400
Council Funding (In Kind)	\$4,000	Entertainer Fees	20,000	2,000
Sponsorships	\$5,000	Administration and Security	6,000	600
Ticket Sales	\$2,000			
Refreshment Sales	\$500			
Applicant Contribution	6,500			
Total INCOME (ex GST)	\$44,000	Total EXPENDITURE	\$40,000	\$4,000
Amount requested from CRC (ex GST)	\$10,000			

Note that the above cash-flow projection is from an applicant that is **not** registered for GST. Thus the net income (Ex. GST) must be sufficient to match the gross expenditure (Incl. GST). For GST registered organisations the net income must be sufficient to match the net expenditure.

Assessment

The criteria for assessment are:

1. How well the application aligns with the funding stream objectives (30% weighting)
2. The viability of the project (10% weighting)
3. The level of community need for the project activity or event (20% weighting)
4. The level of community support for the application (20% weighting)
5. The financial viability of the applicant (5% weighting)
6. The amount of financial and/or in-kind support already committed by the applicant, other grant agencies or sponsorships (5% weighting)
7. The capability of the applicant to manage the grant (10% weighting)

Supporting documentation should include:

1. Letters of support from the community (a letter of support is not required from your Divisional Councillor)
2. A copy of the applicant's certificate of incorporation (if applicable)
3. Quotations for works to be done. At least 2 quotes are required if work is to be performed by a third party

The application will be assessed by the Sustainability and Climate Change Grant Selection Panel

The delegation level for decisions will be the full Council

Application Approval Process

1. The application will be prepared by the applicant using the appropriate application form. The applicant is advised to consult with the Council contact officer for advice and guidance on filling out the application
2. The completed application will be submitted by the applicant to the Council postal address, within the designated application submission timeframe
3. Applications will be received and collated by the designated Council contact officer. After the application is received, the Council contact officer will acknowledge receipt within 5 working days
4. Applications will be reviewed by the Council contact officer to determine eligibility and completeness. The Council contact officer will notify the applicant within 10 working days of receipt of the application if it is considered ineligible or appears incomplete. The applicant has one opportunity to alter and resubmit the

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application. The resubmission must be received within 5 working days of the applicant being notified of the incomplete or ineligible application

5. Collated applications will be submitted for assessment to the designated selection panel or assessment officer. The applications will be considered within 30 working days of the collated applications being submitted for assessment - a list of recommendations will be produced indicating the order of preference for approving the applications
6. Recommendations from the assessment process will be submitted to a Councillor workshop for review and fine tuning of application prioritisation; the results being submitted in a report to Council for final approval. The Council contact officer will inform all applicants of the approval or rejection of their application within 5 working days of a decision being made
7. The Council contact officer will complete arrangements for successful applications within 30 working days of approval being given

Acquittal Requirements

Grant acquittal requirements may include:

- Proof that the event or activity event took place (e.g. photograph of attendees participating)
- Proof of expenditure (e.g. copy of receipts)
- Proof of the acknowledgement of Council funding (e.g. including Cairns Regional Council logo on website, event program, newsletter or plaque)
- Proof that the project was completed (e.g. photograph(s) of completed work)

Conditions

Successful grant recipients will be required to:

- Sign a funding agreement
- Submit an invoice for the agreed amount
- Complete the project, activity or event within 12 months of the approval date
- Submit the agreed grant acquittal documents within the agreed timeframe (as specified in the funding agreement) to demonstrate that the grant has been utilised for the intended purpose
- Return any unspent grant funds to Council within 21 days of the completion of the project, activity or event
- Notify the Council in writing of any changes to the approved project, activity or event that will alter the level of community benefit that will be delivered compared to that declared in the application

Application Submission

Forward completed application form to:	Sustainability Officer Planning Strategies PO Box 359 CAIRNS QLD 4870
Or send as a scanned E-mail attachment to:	m.grenfell@cairns.qld.gov.au
Or send as a Fax to:	Sustainability Officer Planning Strategies 07 4044 3830



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Applicant (Grant Beneficiary) Details

Organisation Name:

Organisation's main aims/objectives:

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Number of Members or Shareholders:

Principal place of business, Street, Suburb, Postcode:

Postal Address:

Phone:..... Mobile: Fax:.....

Email:

Web Site:

Does the organisation have an ABN? No Yes ABN number:

(If no, include a 'Statement by a Supplier' form advising why an ABN has not been quoted. Council is required to withhold 48.5% tax if an ABN or a Statement by Supplier form is not supplied.)

Is the organisation GST Registered? Yes No Incorporation No:

(Note that even if the organisation is not registered for GST, it will still have to pay GST on any expenses that are incurred whilst delivering the project activity or event as per federal legislation. See <http://www.ato.gov.au/businesses/content.asp?doc=/content/20724.htm&page=5> for further information on GST)

Applicant Contact Details

Application Contact Name:

Position in Organisation:

Postal Address:

Phone:..... Mobile: Fax:.....

Email:

Name of President or CEO:

Postal Address:

Phone:..... Mobile: Fax:.....

Email:

Alternative Contact Name (Optional):

Position in Organisation:

Postal Address:

Phone:..... Mobile: Fax:.....

Email:



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6. The amount of financial and/or in-kind support already committed by the applicant, other grant agencies or sponsorships (5% weighting)

7. The capability of the applicant to manage the grant (10% weighting)

Supporting Documentation

Checklist:

- Letters of support from the community (a letter of support is not required from your Divisional Councillor)
- A copy of the applicant's certificate of incorporation (if applicable)
- Quotations for works to be done. At least 2 quotes are required if work is to be performed by a third party

Please list below any other supporting documentation attached to this application:



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Declaration / Authorisation

This declaration requires the signature of the applicant or representative of the applicant.

I certify that I am authorised by the club/organisation to prepare and submit this application.

I have read the guidelines relating to the grant and certify that to the best of my knowledge the information provided in this form is correct and disclose full and accurate information of expenditure and activities proposed.

I agree to provide Council with any additional information required to assess this application.

I agree to comply with all requirements of the Grant funding stream.

I will acknowledge the support of Council in all relevant promotional and printed material.

Signature of contact: Date:.....

Name of CEO or President: Phone:
(if different from above, otherwise alternative committee/board member)

Signature of CEO, President, Committee or Board member:

Cairns Regional Council is collecting your personal information for the purpose of processing your grant application. The collection of this information is authorised under the Local Government Act 2009. Your personal information will not be disclosed to any other person or agency unless you have given your permission or Council is required to by law.