

# Guidelines

## Wingecarribee Environment & Sustainability Grant 2020/21

[www.wsc.nsw.gov.au](http://www.wsc.nsw.gov.au)



## How to submit your application

- Applications must be submitted online
- Access to the internet and an email address will be required
- The link to the Application Form is available on Council's website  
<http://www.wsc.nsw.gov.au/wingecarribee-community-assistance-scheme>
- The application must be submitted by the due date
- Late or incomplete applications will be not considered

The scheme opens on **Monday 17<sup>th</sup> February 2020**

Closing date for applications **Friday 27<sup>th</sup> March 2020 at 4:00pm**

If you require assistance to use the online application form contact the Community Development Coordinator Cath Brennan  
Email: [cath.brennan@wsc.nsw.gov.au](mailto:cath.brennan@wsc.nsw.gov.au) or Telephone: 4868 0888

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## Introduction

The Community Strategic Plan for Wingecarribee Shire, "Wingecarribee 2031" outlines five themes. These include a commitment to leadership, our people, our places, our environment and our economy. These were developed in consultation with the community and underpin the work of Council.

A copy of this plan is available on the Wingecarribee Shire Council website which can be accessed at:

**<http://wsc.nsw.gov.au/uploads/2515/wingecarribee-2031-community-strategic-plan.pdf>**

The Wingecarribee Environment and Sustainability Grant has been provided by the Environment Levy to support potential projects with the principle purpose to achieve environment or sustainability outcomes, especially those that increase environmental sustainability and community capacity building.

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## Important things to note:

- Grants are for amounts up to \$2000.
- The organisation or group applying for the grant is referred to as the 'applicant' throughout the application.
- The applicant is the organisation, not the individual representative or person completing the application form.
- Grants are given for projects that will commence after 1 July 2020 and be completed by 30 June 2021. Applicants need to plan in advance and consider the timing of their projects or purchases.

# 1. Objectives

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1.1 The Wingecarribee Environment and Sustainability Grant pool of \$10,000 has been provided by the Environment Levy to support community groups, schools and early learning centres who want to deliver a project that focuses on achieving that increase **environmental sustainability and community capacity building**.

1.2 Under the Environment and Sustainability Grant applications for the following project types are eligible:

- Projects associated with schools and organisations primarily associated with schools\*
- Permanent works of a capital nature executed on and/or pertaining to public or community owned property
- Substantial permanent fixtures or maintenance or upgrades on Council property, facilities or buildings\*
- Projects that meet the application guidelines (see 2.6, 2.7 and 2.8)

*\*Note under the general funding stream of the Community Assistance Scheme, these are ordinarily ineligible.*

1.3 Council will only accept one application from organisations. Organisations cannot apply for the Environment and Sustainability Grant and the Community Assistance Scheme.

1.4 Applications for the Environment and Sustainability Grant must:

- Benefit the environment through local projects;
- Support the local community to undertake actions to protect and enhance the natural environment, and to increase sustainable living practices;
- Raise awareness and understanding of environmental and sustainability issues, and to build community capacity of these issues;
- Encourage innovative approaches and positive solutions to environmental and sustainability issues;
- Have the capacity to be implemented by, or used as a model or case study for, other groups/schools.

1.5 Environment and Sustainability Grant applications that would ordinarily be considered / delivered through an existing program of the Environment Levy may not be supported. Consideration of Environment and Sustainability Grant applications will be limited to projects that have the principal purpose to achieve environment or sustainability outcomes.

## 2. Funding Principles

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So that funding is allocated equitably and effectively successful applications must meet the following criteria:

- 2.1. Applicants must address how their application fits into one of the four Environmental Goals outlined in the Wingecarribee Shire Council's Community Strategic Plan – Wingecarribee 2031.

These goals are:

- Wingecarribee's distinct and diverse natural environment is protected and enhanced
- Sustainable living practices are actively encouraged
- Wingecarribee achieves continuous reduction in waste generation and disposal to landfill
- Wingecarribee addresses, adapts and builds resilience to climate change

For details of these please download the Community Strategic Plan here:

<http://wsc.nsw.gov.au/uploads/2515/wingecarribee-2031-community-strategic-plan.pdf>

- 2.2. The applicant Organisations must demonstrate their commitment to the principles of social justice and how they work towards the promotion of equity, access and participation and the rights of all Wingecarribee residents who access their services, projects, activities and events.

- 2.3. Types of projects may include but are not limited to:

- Energy and water saving initiatives
- Climate change adaptation and mitigation initiatives
- Waste minimisation/recycling
- Fauna and flora protection and conservation
- Education and community capacity building

- 2.4. Only **one** application for the Environment and Sustainability grant will be accepted from an organisation (refer also to 3.7 re Auspicing organisations).

- 2.5. Priority will be given to:

- 2.5.1. Areas where the need is considered greatest and where there is an obvious and documented community/local need.

- 2.5.2. Projects which have not previously received funding from Council.

- 2.5.3. Projects which support the goals and strategies of the Community Strategic Plan - Wingecarribee 2031.

- 2.5.4. Projects that can be replicated in other schools/organisations.

- 2.5.5. Projects that demonstrate clear value for money.

- 2.5.6. Projects where the applicant contributes "\$ for \$" in cash.

- 2.6. Grant applications must benefit and/or support local education, cultural, sporting, welfare, health promotion, community development and leisure facilities, services and activities.

- 2.7. Generally, a low priority will be given to projects requiring recurrent funding. For long term projects Council may consider funding *components* of the project that can be completed within twelve (12) months.

- 2.8. Funds **must** be expended **within the twelve (12) month period** from 1 July 2020 to 30 June 2021 unless otherwise approved by Council.
- 2.9. Where funding has been granted under this scheme in previous years, the applicant must have fully satisfied the conditions of previous Wingecarribee Community Assistance funding agreements to be considered for this round.
- 2.10. Contributions from the applicant to the project in cash and/or in-kind (voluntary labour and/or materials, etc) will strengthen the application, as will evidence of efforts to seek funding from other sources.
- 2.11. Council's Environment and Sustainability Advisory Committee is not eligible to apply for funding.
- 2.12. Any asset, non-permanent fixture or fitting acquired through the Environment and Sustainability Grant and located on Council property, will remain in Council ownership. Ownership of any other assets acquired with these funds is to be determined by Council as a condition of each project funded. Should the organisation cease to operate, or vary the objectives/rules under which it operates, assets and resources acquired with Council grant funds must be returned to Wingecarribee Shire Council. If not voluntarily returned, Wingecarribee Shire Council reserves the right to take possession of these assets and resources and redistribute to a like-minded organisation within Wingecarribee Shire.
- 2.13. All funding awarded by Council is made on the assumption of honest and full disclosure of information. Evidence of any breach of this trust will make the grant or donation null and void in which case, any funds paid under the subject scheme must be returned to Council.
- 2.14. No funds will be granted for goods, services or works carried out or purchased in the previous financial year. Organisations need to plan in advance and consider the timing of their projects or purchases that they are completing an application for.
- 2.15. Council funding is made directly to the grant recipient. Council cannot pay the supplier directly for goods or services purchased with Council funds. To ensure accountability, all Council funds must go through the organisation's bank account. Receipts or accounts from suppliers must be presented for payments to be made – refer to 5.6
- 2.16. Applicants should note that the information and documents requested in the application form will be used to assess that the organisation is currently functioning and sustainable.
- 2.17. Grants are subject to Goods and Services Tax (GST) for gst registered organisations – please refer to Section 3.12 for further details.

## 3. Procedures

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In order to be considered for funding, applicants must follow these procedures:

- 3.1 A new application form must be completed each year.
- 3.2 Only **one** application for the Environment and Sustainability Grant can be submitted by each organisation.
- 3.3 Applications for grants should include quote(s) or estimate(s) justifying the budget request.
- 3.4 Attach any additional relevant information which you believe would assist Council in determining your grant (i.e. site plan, project plans, etc) in pdf, Word or jpg format.
- 3.5 Council may recommend part funding for your project. To assist in the determination process, where possible, break your project into stages according to your priorities.
- 3.6 Attach copies of your organisation's latest audited financial account statement, or where an organisation is not subject to audit requirements, a signed statement of income and expenditure for the previous financial year must be submitted with your application. This does NOT apply to schools.
- 3.7 If a group wishing to apply for funding is NOT incorporated, it MUST be supported by an Incorporated Organisation that has similar objectives. In this case the application is made on behalf of the Incorporated Organisation (this organisation is referred to as the Auspicing Organisation). Auspicing organisations can still make their own separate application. This does NOT apply to schools.
- 3.8 Funding for projects being undertaken in a Council facility, park or sports field that is managed by a Council 355 Management Committee and/or a similar group which manages a facility on Council's behalf, must obtain written approval from the relevant management committee/officer, and attach evidence that such approval has been granted.
- 3.9 Where development consent is required, a development application and or construction certificate must be lodged and further approved by the consent authority prior to release of funds by Council for a successful application. Where development consent is not required, Council will be required to acknowledge that the development and or use of the land (where necessary) is exempt development in accordance with the Environmental Planning and Assessment Act 1979.
- 3.10 Council 355 Committees can only apply for projects which involve equipment, events, training and other activities which DO NOT involve maintenance, upgrades or permanent fixtures.
- 3.11 Where a project is dependent on some form of contribution from another organisation, a letter of endorsement from the other organisation is required.
- 3.12 If your organisation has an ABN and is registered to claim GST, a tax invoice together with the necessary Payment Claim Form and invoices/receipts from the supplier must be included when making claims for payment of the grant.
- 3.13 If you are not registered for GST, you will be required to submit an Invoice. If you do not have an ABN you will be required to submit a Statement by Supplier form. Further instructions will be supplied to successful grant recipients.

- 3.14 If you know in advance of difficulties in commencing your project and/or claiming the funds within the financial year for which the funds were granted, please contact Council to discuss your situation.
- 3.15 Applications WILL NOT BE CONSIDERED IF:
- 3.15.1 They are not completed in full and the required documentation is not attached.
  - 3.15.2 They are not submitted using the online application form.
  - 3.15.3 They have been completed or signed by Councillors or Council staff.
  - 3.15.4 Are submitted AFTER the closing date.
- 3.16 The closing date for submission of applications is Friday 27 March 2020 at 4:00pm**
- 3.17 Applications must be submitted using the online application form.
- 3.18 Assistance to complete your application is provided on request.

## 4. Evaluation Process

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To ensure continuing objectivity in the funding evaluation process, the following procedure will be strictly adhered to:

- 4.1 Applications will be considered on their merits, taking into account the circumstances of each case, the availability of funds and the relevant provisions of the Local Government Act 1993, or any other Act or Acts authorising Council to provide grants, subsidies or donations.
- 4.2 All information provided will be treated as **confidential**.
- 4.3 Applications will initially be processed for eligibility in accordance with these guidelines.
- 4.4 Applications may then be assessed and ranked according to priority by the Environment and Sustainability Advisory Committee of Council. Advice is also sought from relevant Council staff.
- 4.5 Final recommendations for funding will be made by the Wingecarribee Community Assistance Scheme Advisory Committee and will be reported to Council for final endorsement.

## 5. Funding Agreements and Accountability

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- 5.1 Successful donation and grant applicants will receive notification and an invitation to attend a Special Presentation Function to receive a Certificate of Entitlement. Successful donation and grant applicants will be listed on the Council website from 1 July 2020.
- 5.2 All project compliance and instructions will be presented to successful applications at the Presentation Function. Reporting and acquittal forms will be available from 1 July 2020 through Council's online grant system – Smartygrants.
- 5.3 A Presentation of Certificates is held during Local Government Week.

- 5.4 Before receiving the funds, successful applicants (other than recipients of donations) must complete and return to Council the online Certificate of Compliance. Successful applicants must also comply with the payment guidelines and upon requesting payment, provide a progress and/or final report outlining:
- 5.4.1 How the funds are being/have been spent (receipts or accounts from suppliers for the project will be required).
  - 5.4.2 How the project is meeting/has met its objectives.
  - 5.4.3 How the project is being/has been evaluated.
  - 5.4.4 Photographs or other printed material illustrating the project.
- 5.5 Council may inspect completed works on acquittal.
- 5.6 Grant monies, other than donations, are to be paid progressively during the project, subject to Council receiving a completed Certificate of Compliance, Progressive Payment Claim form, a Tax Invoice/Invoice for the Grant amounts from the recipient organisations and receipts for monies spent or accounts in relation to the project.
- 5.7 Funding is granted for a specified project. Any minor variations to projects that are in keeping with the original purpose can be approved by the General Manager. Substantial variations and those that involve a change to the original purpose must be submitted in writing to be approved by Council.
- 5.8 Previous recipients may also be invited to present on their funded project in future years of the Scheme so as to share learnings with the community.
- 5.9 Council must be acknowledged in any publicity relating to projects funded through the Scheme.
- 5.10 Council reserves the right to use information about funded projects in publicity and reports.

## 6. Assistance to Complete Your Application

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- 6.1 If you need assistance with the online application form or with any aspect of completing your application please contact the: **Community Development Coordinator, Cath Brennan (02) 4868 0888.**
- 6.2. Please discuss your projects with **Coordinator Environment and Health Systems, Cecilia Kemp, (02) 4868 0748** prior to submitting your application.