

THE CITY OF GREATER GEELONG



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**2020-21 GRANTS GUIDELINES**

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## POLICY STATEMENT

The City provides grants to community groups for the development of positive and beneficial projects to deliver on the community's clever-creative vision and the Council's priority actions. To find out more please refer to:

*Greater Geelong: A Clever and Creative Future* is a guide for all levels of government, community organisations, businesses and anyone wanting to make a genuine contribution to our city-region.  
[www.geelongaustralia.com.au/clevercreative](http://www.geelongaustralia.com.au/clevercreative)

*Council Plan 2018-22-Putting Our Community First* guides our resources to deliver infrastructure, services and programs to the community in a sustainable way [www.geelongaustralia.com.au/councilplan](http://www.geelongaustralia.com.au/councilplan)

The Environmental Sustainability Grants respond to the City's *Sustainability Framework*  
[www.geelongaustralia.com.au/sustainability](http://www.geelongaustralia.com.au/sustainability)

## WHAT ARE ENVIRONMENTAL SUSTAINABILITY GRANTS?

- Environmental Sustainability Grants aim to support the initiation, development and delivery of projects that enhance our natural environment and drive sustainability actions across the Geelong region.
- We look for projects that assist the City to build environmental and sustainability strengths, connect communities and raise the profile of the Geelong municipality as a leader in addressing climate change and environmental challenges in the following areas:
  - Protect, enhance and restore our region's biodiversity
  - Move towards a zero-emission, climate-ready city and region
  - Create greener community spaces
  - Contribute to a circular economy by reducing waste
- The program is structured to support a wide range of community groups for a varied range of Environmental Sustainability projects.
- Eligible organisations may apply for activities that will take place within the Greater Geelong municipality, and/or benefit the cultural life of the Geelong community.

## STANDARD GUIDELINES

Applicants must comply with the requirements of the Standard Guidelines, which are common to all grant programs. Standard Guidelines are available on the Geelong Australia website [www.geelongaustralia.com.au/grants](http://www.geelongaustralia.com.au/grants)

## WHAT ARE THE KEY DATES FOR APPLICATIONS?

Applications will be accepted until 5.00pm on the final day. Incomplete or late submissions of applications will not be accepted.

GRANT NAME	APPLICATION DATES	OUTCOMES ANNOUNCED
Environmental Sustainability Grants	17 July to 14 September 2020	December 2020

## WHO CAN APPLY?

If you are receiving external support to write this grant, you must actively participate in developing the ideas and in the application process.

Applicants who received funding from this grant program in the previous financial year will be given a lower priority.

ORGANISATION CATEGORY	YES	NO
Not for Profit, incorporated bodies, cooperatives or associations	✓	

ORGANISATION CATEGORY	YES	NO
Registered charitable organisations - Refer to Australian Charities and Not for Profit Commission	✓	
Government Schools/Learning institutions – (only where the project is not curriculum based or where the activity or benefit is not confined to the learning institution but is for the primary benefit of the wider community)	✓	
Unincorporated bodies with an auspice	✓	
Individuals and sole traders		X
Profit making organisations including commercial entities, businesses and sole traders		X
Organisations with outstanding debts or arrears to the City of Greater Geelong		X
Organisations that have not provided a satisfactory Evaluation/Acquittal form for any previous funding received from Council. This includes organisations that have acted as an Auspice body for an unincorporated group		X
Organisations that have already received funds from Council from this program within the current financial year.		X

## HOW MUCH CAN YOU APPLY FOR?

CATEGORIES	DESCRIPTION	MAXIMUM GRANT ALLOCATION PER APPLICATION
<b>Capital Works</b>	*Minor Environmental Capital Works (e.g. water tanks)	\$4,000
<b>Projects</b>	For the delivery of responsive environmental projects, programs and community activities.	\$10,000

\* For capital works above \$4,000, applicants are advised to apply through the Community Infrastructure Grant program.

- Funding contributions from the applicant organisation towards the cost of the project are strongly encouraged.
- Only one of the above categories can be selected per application and organisation.

## WHAT CAN YOU APPLY FOR?

This table provides ideas and examples of the types of initiatives and projects that will be considered for funding. It is not an exhaustive list and is a guide only. Projects funded in previous years can be found at the Geelong Australia website [www.geelongaustralia.com.au/grants](http://www.geelongaustralia.com.au/grants). If you are unsure that your project is suitable, please contact a grants team member to discuss – see contact details on last page.

PROJECT TYPE: ENHANCE OUR NATURAL ENVIRONMENT	YES	NO
Re-vegetation with indigenous (locally native) plants	✓	
Purchase of re-vegetation materials and equipment	✓	
Pest plant and/or animal control measures	✓	
Creating healthy waterways	✓	
Removal of native vegetation or other environmental assets		X
Re-vegetation with non-indigenous plants		X

PROJECT TYPE: ENHANCE OUR NATURAL ENVIRONMENT	YES	NO
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Works or equipment for landscaping without positive biodiversity benefits or outcomes		X
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PROJECT TYPE: SUSTAINABILITY	YES	NO
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Saving energy e.g. energy efficiency upgrades to facilities – minor capital works are capped at \$4,000	✓	
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Saving water e.g. water efficiency upgrades – minor capital works are capped at \$4,000	✓	
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Sustainable transport e.g. reducing fossil fuels associated with transport, bicycle skills training, end-of-trip facilities, carpooling initiatives	✓	
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Reducing waste e.g. reducing waste going to landfill, recycling systems, composting systems	✓	
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Greening urban spaces e.g. urban/rooftop gardens, sustainable food production, community gardens, local food events, connecting people to nature, reducing urban heat.	✓	
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Upgrading facilities where the sustainability outcomes or credentials are minimal or incidental		X
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PROJECT TYPE; CAPACITY BUILDING AND COMMUNITY ENGAGEMENT	YES	NO
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Community events that engage on environmental or sustainability themes	✓	
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Development of educational or capacity building materials and resources	✓	
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Development of a strategic or business plan, or land management plans for a community group	✓	
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Initiatives that build capacity and promote best practice in environment or sustainability e.g. workshops, networking events, training and skill development	✓	
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Events or initiatives that do not have a clear focus on environment or sustainability outcomes		X
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PROJECT TYPE: WHAT WILL NOT BE FUNDED	YES	NO
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Activities that could be considered core business i.e. those associated with the application organisation's normal or day-to-day operation (including regular projects and activities administration, staff salaries/wages, insurances and permit costs)		X
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Catering costs		X
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Programs or activities that could potentially commit Council funding on an ongoing basis		X
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Requests for retrospective purchases or projects		X
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Activities that take place outside the City of Greater Geelong		X
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Fundraising events. e.g. Fetes, markets, fun runs, concerts, competitions, and other activities where the main aim is to directly fundraise for a particular charity or cause.		X
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Funding for Council services where fees are normally charged e.g. Council rates; waste removal; building or planning permit fees; parking fees, etc.		X
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PROJECT TYPE: WHAT WILL NOT BE FUNDED	YES	NO
Activities aimed at promoting political views		X
Projects that have already received support from, or meet the criteria of another City of Greater Geelong funding program		X
Prizes, gifts, awards, or sponsorship costs. e.g. Trophies, medals, money, vouchers etc.		X

**Note: Proposals for funding where the recipient organisations receive revenue from electronic gaming machines will be given a lower priority.**

*Projects that are the same or similar to a previous year's application cannot be assured repeat funding and to ensure that funds distributed equitably, new or one-off projects are our priority.*

## ASSESSMENT CRITERIA

Eligible applications are assessed on a weighted average scoring system in the table below. Applicants should address these criteria in the online application form.

Key Criteria and weighting %	KEY INDICATORS – (what we look for when assessing an application)
<b>Well Planned Project</b> 25%	<b>Project Rationale</b> <ul style="list-style-type: none"> <li>• Considers the need and reasons for doing it. Includes estimated number, age and location/region of those participating in the project.</li> <li>• Considers how it responds to the community's clever-creative vision and Council Plan 2018-2022.</li> </ul> <b>Well Scoped Project and Sound Budget</b> <ul style="list-style-type: none"> <li>• Demonstration that the project is well planned and scoped. Where relevant project plans, required permits and approvals should be provided.</li> <li>• Provision of a clear, well balanced budget that details total project costs and all income sources relevant to the project.</li> <li>• Demonstrated capacity of the applicant organisation to support delivery of the project.</li> <li>• One written quote for goods, services and works that are part of project.</li> </ul>
<b>Community Impact</b> 20%	<b>Considers how the project will:</b> <ul style="list-style-type: none"> <li>• enhance health, wellbeing, diversity and quality of life for Greater Geelong communities by creating new or enhancing existing opportunities and capacities (awareness, knowledge, skills, resources).</li> <li>• improve access to programs for people with all abilities.</li> <li>• encourage healthy environments for physical activity and infrastructure to support healthy living.</li> <li>• the direct or indirect impact on local economic growth, business and/or organisational capacity.</li> <li>• how the project contributes to the City of Greater Geelong's goals of a vibrant and prosperous community.</li> </ul>
<b>Environmental Impact</b> 55%	<b>Considers how the project responds to the objectives of City's Sustainability Framework:</b> <ul style="list-style-type: none"> <li>• Reduction of carbon emissions</li> <li>• Build community resilience to the impacts of climate change</li> <li>• Increase the quantity and quality of our protected natural environment</li> </ul>

## Key Criteria and weighting % KEY INDICATORS – (what we look for when assessing an application)

- Lead and support our community to adopt sustainable practices to move towards zero-waste
- Manage our water efficiently using best practice standards
- Green our urban spaces

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**TOTAL 100%**

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### DO I NEED TO PROVIDE ANY PERMITS AND APPROVALS?

Evidence of permits or approvals may be required with your application. If you are unsure about the type of permits required, please contact the Grants Team.

A successful grant application is not automatic approval for your event to proceed. In many cases, particularly for outdoor venues, you will also require an Events Permit from the City of Greater Geelong.

Events Permits are coordinated by the City's Event Services Unit and are subject to a separate process, requiring the event organiser to: (as a minimum)

- review the City's Events Planning Guide (available from [www.eventsgeelong.com.au](http://www.eventsgeelong.com.au))
- complete an Event Permit Application Form
- provide evidence of public liability insurance demonstrating a minimum cover of \$20M and providing a Principal's Indemnity to the City of Greater Geelong
- submit all relevant plans, including emergency management plans and risk assessments.

You may also be required to participate in the Events Multi-Agency Working Group process, which is an advisory group ensuring the safe and appropriate conduct of events in the region.

Further information can be obtained from the City's Event Planning Guide at [www.eventsgeelong.com.au](http://www.eventsgeelong.com.au), or by contacting the Event Services Unit on [events@geelongcity.vic.gov.au](mailto:events@geelongcity.vic.gov.au) or phoning 5272 4139.

### CONTACT INFORMATION

To discuss your project or for help and support in accessing the online application form, please contact our Grants Team on 5272 5039 or 5272 4736 or email [communitygrants@geelongcity.vic.gov.au](mailto:communitygrants@geelongcity.vic.gov.au)

### OTHER CITY OF GREATER GEELONG FUNDING OPTIONS

There are a variety of fund programs under the Community Investment and Support Fund. For more information, go to [www.geelongaustralia.com.au/grants](http://www.geelongaustralia.com.au/grants)