

Community Sustainability Grants

Guidelines and Application Form

Do you have a great idea to help your community tackle climate change?

Do you want some funding to help get your project up and running?

If so, Conservation SA and the Government of South Australia are offering grants up to \$10,000 for projects that will engage community groups on the issue of climate change.

Applications close 28th May 2010

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Applicant guidelines

Who can apply

The Community Sustainability Grants are a one-off grant open to all incorporated, not-for-profit community groups. If you are not an incorporated body you should seek sponsorship.*

* If you are not incorporated, approach an incorporated community-based organisation to sponsor your project.

It is up to the applicant to negotiate a sponsoring body. Sponsoring organisations will receive the funding and take full legal and financial responsibility for the project. A letter of agreement defining the terms of the sponsorship must accompany the application form.

Eligible groups may include, but are not limited to:

- Non-government organisations
- Progress associations
- Sporting or recreational organisations
- Peak organisations
- Cultural organisations
- Art organisations
- Volunteer groups
- Local government related community groups
- Religious organisations
- Outdoor clubs

Ineligible groups:

- Individuals
- Non-incorporated bodies (unless there is a sponsoring body – see note above)
- Political organisations
- Local government
- Australian Government and State and Territory Government agencies

Eligible projects

Projects need to help change community behaviour and MUST fall within at least one of the following categories:

- **Innovative audits and education programs** (eg targeting sectors of the community such as youth, the elderly or people from culturally and linguistically diverse backgrounds)
- **Production of education and awareness raising materials** (eg information aids, brochures, translations targeting specific sectors of the community)
- **Community engagement activities** (eg talks, workshops, forums, events)
- **Community capacity building projects** (eg train the trainer audit programs)
- **Community events** (eg water and energy reduction challenges, cycling and public transport events, fridge replacement campaigns)

Projects may also be complemented by on-ground actions and/or retrofitting such as:

- replacing old refrigerators or insulating refrigerator doors
- installing recycling and composting systems
- replacing disposable cups with non-disposable options
- installing rainwater tanks, solar hot water or grey water systems
- improved irrigation systems
- shade solutions

Please note that on-ground projects must also have a component that helps educate community to change their behaviour.

Applicant guidelines

Ineligible projects

Projects that will not be funded include:

- Purchase or lease of computer software and hardware, vehicles or media equipment
- Administrative processes
- Insurance or legal costs
- Overseas travel
- Core operational funding, travel to conferences, fundraising or sponsorship activities
- Projects that have commenced or are completed
- Projects by commercial and for-profit groups
- Project that are political in nature

If you have any queries regarding your project's eligibility, please contact the Conservation Council of SA to discuss your ideas.

general@conservationsa.org.au

Phone (08) 8223 5155

Funding amount and timelines

Grants are split into two categories:

Small grants up to \$3000 (GST inclusive)

Medium grants up to \$10,000 (GST inclusive)

Closing date for applications is 28th May 2010

Applicants will receive email notification within a week of their application's receipt. If you have not received notification please phone to check you application has arrived.

Notification of successful and unsuccessful applications will be by 30th June 2010.

Projects must be completed by 31st March 2011. Projects requiring longer periods will be considered on merit.

How to apply

The application form needs to be filled out and returned by 30th May 2010. Application forms can be posted, emailed, faxed or delivered in person.

Community Engagement Team
Conservation Council of SA
Level 1, 157 Franklin Street
Adelaide SA 5000

general@conservationsa.org.au

Fax: (08) 8232 4782

Phone (08) 8223 5155

It is recommended you contact the Conservation Council of SA to discuss your project idea before submitting your application.

Applicant guidelines

How will applications be assessed

Projects will be assessed based on the information provided in the application form.

Applications will be reviewed by an assessment panel consisting of members from Conservation SA, the Sustainability and Climate Change Division and other selected experts.

The assessment panel will consider how well your application meets the following selection criteria and objectives:

- engages community on combating and coping with the negative impacts of climate change and leads to behavioural change
- takes into account access, social inclusion and cultural diversity
- demonstrates the required resources and planning (including financial) to ensure the project's success
- promotes the minimisation of greenhouse gas emissions in the areas of energy, waste and water
- demonstrates value for money and a level of in-kind support
- demonstrates innovation
- provides evidence of measurable outcomes and ongoing benefits

Reporting requirements

Successful projects will be required to fill out a final report (template shown below) no later than one month after completion of the project. This will include a financial statement signed by the person responsible for managing the project finances. Successful projects will need to acknowledge the Government of South Australia and Conservation Council of SA on any materials produced.

Further information

Community Engagement Team
Conservation Council of SA
general@conservationsa.org.au
Phone (08) 8223 5155
www.conservationsa.org.au

Terms and conditions

- 1.** The Conservation Council of South Australia Inc. (Conservation SA) will administer funding provided by the Government of South Australia to the successful applicant(s) ('the Grantee') with a one-off grant in the amount as indicated in a 'letter of agreement'.
- 2.** The grant must be used in the manner and for the purpose as stated in the approved application and letter of agreement.
- 3.** If, at any time, the project is no longer possible and cannot be completed in the manner described in the approved application, the Grantee must advise Conservation SA of the inability to complete the project and any unspent grant monies shall be returned to Conservation SA within two weeks of this becoming apparent. Any variations to the approved project must be sought in writing and approved by Conservation SA.
- 4.** The approved grant shall be expended and project activities completed by 31 March 2011. Any extensions of time must be sought in writing and approved by Conservation SA.
- 5.** The Grantee will complete and submit a final project report outlining the outcomes of the project no later than one month after the completion of the project.
- 6.** Should the actual total project costs be more than the proposed project costs in the approved application, Conservation SA will not be obliged to pay any additional monies.
- 7.** The Grantee will maintain adequate insurance (including public liability insurance) for the activities carried out by the Grantee in relation to the project. Conservation SA will accept no liability for any claims for loss or damage to property and injury or death to persons from activities carried out by the Grantee in relation to the project.
- 8.** The funding and administrative support provided by the Conservation Council of South Australia Inc. and the Government of South Australia must be acknowledged during the project at events and on any materials produced. Relevant logos will be provided to the Grantee by Conservation SA. All advertising, signage, media releases and other materials that contain these logos must be submitted to and approved by Conservation SA prior to their production and release.
- 9.** All monies provided are GST inclusive.
- 10.** Conservation SA and the Government of South Australia reserve the right to use materials, photos and information related to the Grantee's project in their own promotional material and upon their respective websites.
- 11.** These Terms and Conditions are to be read together with the approved application, the guidelines and the Letter of Offer from Conservation SA. They will all form the terms of the agreement for the grant.

Application form

Office use only
Project ID _____
Approved _____

1. Project title (maximum 8 words)

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2. Applicant details

Group name	
Group email	
Group address	
Is your group incorporated? <small>If no, please attach a letter of endorsement from an incorporated sponsoring organisation</small>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Incorporation number	
Is your group registered for GST?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Contact person for group	
Position of contact person	
Postal address (if same as group address write 'same')	
Phone	
Mobile	
Fax	
Email	

Please describe the primary role/ focus of your group

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3. Project category (tick appropriate box/es)

Audit and education program	<input type="checkbox"/>
Education and awareness raising material	<input type="checkbox"/>
Community engagement activity	<input type="checkbox"/>
Community capacity building project	<input type="checkbox"/>
Community event	<input type="checkbox"/>

4. Project budget and timelines

Funding sought (GST inclusive) (transfer total figure from your project budget below)	\$	Expected completion date (if after 31 March 2011 please provide additional details to justify extra time required)	___/___/___
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5. Project description (maximum 200 words)

Please briefly describe your project, including what you intend to do, why you wish to undertake this project, the location of the project (if relevant) and how you will engage community.

6. Expected outcomes (maximum 100 words)

Please explain the expected outcomes, focusing on the climate change and community outcomes. Include any ongoing benefits.

7. How will you measure your success (maximum 50 words)

Explain how you will measure, communicate and evaluate the outcomes of your project.

8. Who will be involved

List who will be involved with your project including who will coordinate the project, contractors expected to be employed and the sectors of the community you expect to engage (e.g. local council, other community groups etc...)

9. Project budget

Provide a detailed budget summary, including when you expect to start and finish each activity involved with your project.

- Describe what will be done, the estimated timing and estimated cost (all costs are GST inclusive)
- Clearly describe the intended use of the funding sought through the Community Sustainability Grants
- Itemise all contributions, including cash and in-kind contributions. Volunteer times can be costed at \$30/hr.
- Transfer the total funding sought to question 4 of this application form
- If you obtained any quotes in preparing this budget, please attach these to your application form

Project activity	Timing		In-kind contributions (\$ GST inclusive)		Cash contributions (\$ GST inclusive)		Funding sought (\$ GST inclusive)	Total cost of activity (\$ GST inclusive)
	Start	Finish	Your group	Other	Your group	Other		
	Column Totals		\$	\$	\$	\$	\$	\$

10. Application checklist

I have read the Community Sustainability Grants guidelines including the terms and conditions of funding	<input type="checkbox"/>
I have filled out all relevant sections of the application form	<input type="checkbox"/>
I have signed the application form or ticked the box to indicate all information provided is accurate	<input type="checkbox"/>
I have included the group's incorporation number <u>OR</u> I have sought sponsorship from an incorporated community-based organisation and attached a letter of agreement outlining the terms of the sponsorship	<input type="checkbox"/>
I have attached letters of support (optional)	<input type="checkbox"/>
I have attached quotes obtained (optional)	<input type="checkbox"/>

11. Applicant signature

I certify that all information provided is accurate and I am authorised to submit this application on behalf of the group.

Name _____ Position in group _____

Signature _____

If you are submitting this form electronically and are unable to sign, please tick the box to indicate your agreement

**Send your completed application form to
Community engagement team
Conservation Council of SA
Level 1, 157 Franklin Street
Adelaide SA 5000
general@conservationsa.org.au
Fax: (08) 8232 4782**