



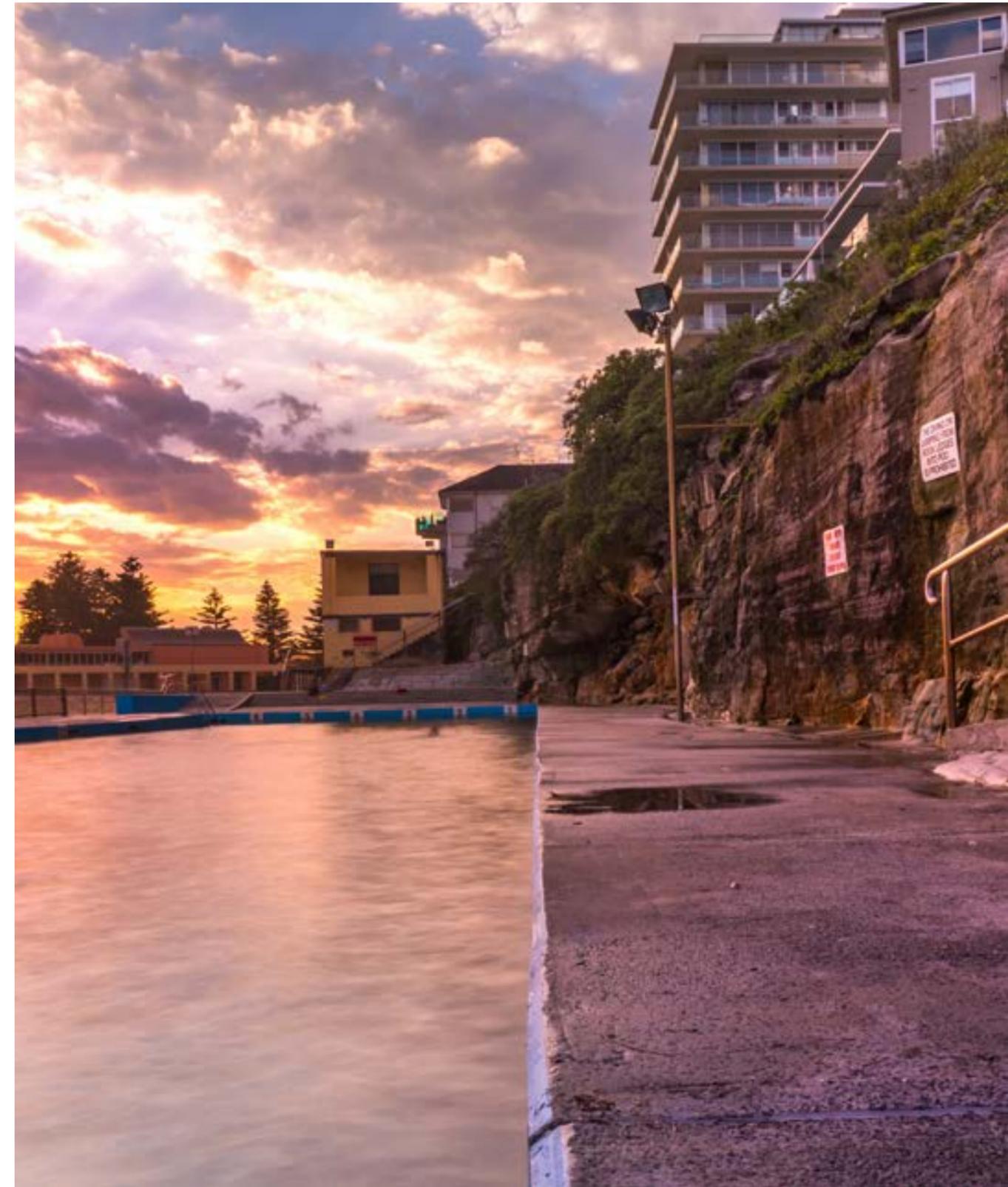
Environmental Grants Program

2023/24 guidelines



northern
beaches
council

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Northern Beaches Council Grant Program overview

Northern Beaches Council's grants program is guided by Council's Community Grants and Partnerships Policy, adopted on 25 June 2019.



Priority

Outcomes of grant programs are aligned with the Council's Community Strategic Plan 2040, as well as other key Council social, economic, environmental strategies and plans. Funding is allocated to priority areas to meet identified community need.



Partnerships

Council seeks to build and maintain constructive relationships based on mutual respect and transparency. We value the resources and skills that community groups and others bring to the grant partnership.



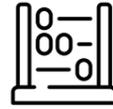
Inclusion and equity

Council supports inclusion and equity in our community. Applications are encouraged from people with all abilities, ethnicity, cultures, ages, and sexual orientations.



Value for money

Council seeks to meet the needs of the community and maximise outcomes for the local area. We support projects that represent good value for the level of funding requested and expected outcomes.



Good governance

Council commits to decision-making in the public interest, and effective and efficient grant management processes. We will ensure there are systems and opportunities to support applicants and provide feedback.



Transparency

Council will ensure that grant processes are transparent and fair. Applications are assessed objectively against the assessment criteria listed in the guidelines.





Scope of the Environmental Grant Program

Scope of the Environmental Grant Program

Purpose

To support project initiatives that deliver direct benefit to the environment of the Northern Beaches local government area.

Strategic framework and priorities

This grants program aligns with Goals 1-5 of Council's Community Strategic Plan 2040.

It also aligns with the goals in [Council's Protect. Create. Live Northern Beaches Environment and Climate Change Strategy 2040.](#)

Information about this grants program can be found on the Council website, visit northernbeaches.nsw.gov.au

Overview

The Environmental Grants Program has been established to meet community interest and provide financial support for environmental and sustainability issues on the Northern Beaches. The Environmental Grants Program has a total pool of \$50,000 with grants being offered up to \$5,000 per application (ex GST).

Eligible applicants may submit more than one application for consideration; however, they cannot receive funding for more than one application. The objective of the Environmental Grants Program is to assist Council and to support the community to deliver the aspirations and commitments in our recently adopted [Protect. Create. Live – Northern Beaches Environment and Climate Change Strategy](#) (the Strategy).

Applicants are strongly encouraged to read the Strategy and align proposed projects to its themes and goals.

Categories

This program covers three categories:

1. Restoration and environmental protection projects that support:
 - a. Bushland and biodiversity
 - b. Coastal and estuarine environments
 - c. Natural creeks and waterways.
2. Resource efficiency and sustainability projects including climate change initiatives, environmental resilience projects, and projects that support energy efficiency and carbon emission reductions, water savings and re-use, and waste reduction and recycling.
3. Sustainability education and community engagement, across all areas.

Funding priority areas

The Environmental Grants Program will support projects that clearly demonstrate and support:

- Protection of the natural environment
- Climate change mitigation and adaptation
- A reduction in resource consumption such as water or energy or a reduction in waste generation
- An increase in sustainable behaviours in the community
- Alignment with the commitments and aspirations in Council's Protect. Create. Live – Northern Beaches Environment & Climate Change Strategy 2040.

To view past grant recipient projects, visit northernbeaches.nsw.gov.au

Funding available

Up to \$5,000 (excl. GST) for one-year programs. Multi-year applications are not supported. Partial funding may be recommended for various reasons.

Projects can commence following signing and returning the funding agreement to Council along with a valid tax Invoice. Templates for invoices will be provided. All projects must be implemented between November 2023 and 31 December 2024 unless otherwise agreed.

Key Dates

29 June 2023, 10am

Applications open

7 August 2023, 3pm

Applications close

August - October 2023

Eligibility screening

Assessment by panels and report to Council

Council approval of successful grant recipients

November 2023

Notification to applicants

Documentation signed and completed by applicants and Council

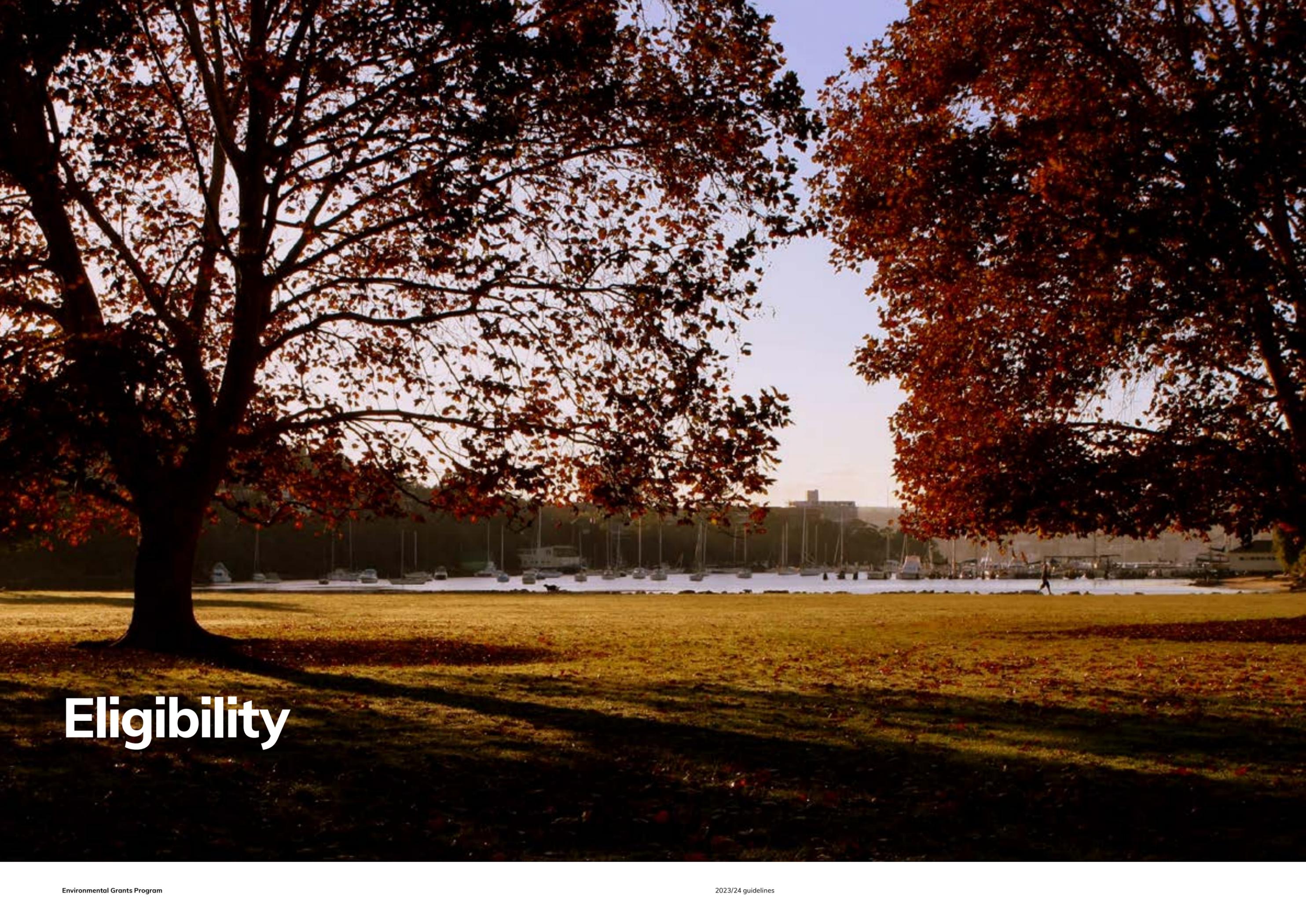
Distribution of funding

31 December 2024

Projects completed, unless otherwise agreed

31 January 2025

Acquittal reports submitted, unless otherwise agreed



Eligibility

Eligible applicants

- Incorporated not-for-profit organisation
- All other types of community organisations, unincorporated community groups, individuals and sole traders sponsored /auspiced by an eligible not-for-profit organisation that is able to apply in their own right

Non-local applicants must demonstrate tangible benefits to the Northern Beaches community. If you are choosing a sponsor, we encourage you to choose one that is relevant to the sector and that can support the implementation of the proposal.

In addition, applicants must:

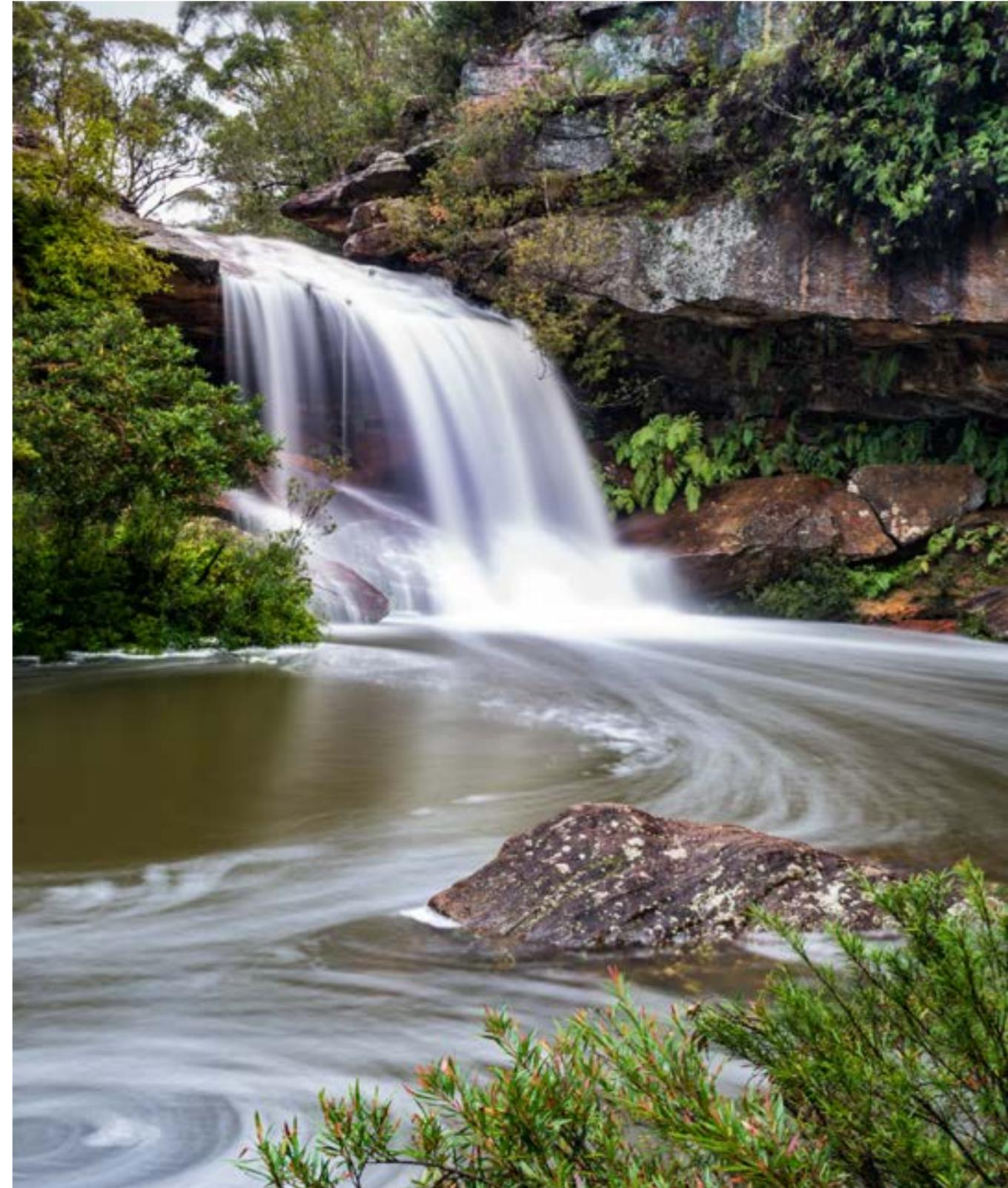
- Be up-to-date with any Council grant reporting or acquittals. Some previous grant timelines may overlap, in which case you should contact the relevant Council staff member to provide an update on the status of the funded project
- Have no outstanding debts owed to Council
- Demonstrate the grant will be used for a purpose in the public interest primarily for the local community.

Ineligible applicants

- State government organisations
- Political parties

- For profit bodies
- Schools, including parent and citizen associations

Schools, including parent and citizen associations, are welcome to contact Council to discuss funding opportunities that may be suitable. For more information, please contact 9970 1678, email Jules.Bellamy@northernbeaches.nsw.gov.au





Assessment

Assessment criteria

All eligible applications will be assessed by an expert assessment panel consisting of Council officers and community members. Funding is limited and only applications meeting the assessment criteria to a high degree are likely to be recommended for funding.

Grant applications will be assessed against the following assessment criteria:

Essential criteria

1. Demonstrates a clear rationale for the initiative with key deliverables clearly stated that address at least one of the funding priority areas.

Indicators:

- a. Applicant clearly demonstrates rationale for project and connection to one of the funding priorities
- b. Applicant has clear key deliverables (a deliverable – specific, tangible and/or quantifiable things that will be delivered through the grant funded project)
- c. For bush regeneration projects - applicant to include letters of support from Council

2. Demonstrates a positive environmental impact in the short and long-term including how this will be measured and maintained.

Indicators:

- a. Applicant has clear and achievable outcomes (outcomes, something that follows as a result or consequence of the grant project),
- b. Applicant clearly outlines how they will measure and maintain outcomes.

3. Capacity and demonstrated ability of the applicant to manage a well-planned project.

Indicators:

- a. Applicant demonstrates the capacity to manage the project including letters of support, copies of insurance, and any other evidence to support their capacity.

4. A realistic budget with all income and expenditure identified.

Indicators:

- a. Applicant provides a detailed budget with clear income and expenditure breakdown including quotes for any equipment, goods or services over \$2,000

Highly regarded criteria

1. Evidence of partnerships with other organisations.

Indicators:

- a. Applicant has provided letters of support from any community or local partnerships.

2. Applications that address more than one category and/or priority.

3. Experimental, innovative ideas and approaches.

Indicators:

- a. Applicant has a clearly outlined approach to deliver their project that has been well considered and uses experimental ideas and innovation.

4. Longevity of the initiative.

Useful questions to consider

- Why are you proposing this project?
- What outcome(s) do you want to achieve?
- How does this project address a key priority or multiple key priorities of Council?
- How does this project involve community members and build their capacity?
- How is the activity inclusive of people from diverse demographics?
- Do you or your organisation have the skills and capacity to deliver this project?

Owner's consent for works:

Before applying for a grant for works on Council owned buildings (for example, solar panels), formal owner's consent needs to be obtained from the building owner (Council). This can be done by submitting a Minor Works on Council Buildings form. Upon approval, Council will then provide an owner's consent to apply for a grant letter that you can attach to your grant application. At least one week should be allowed to obtain this consent letter.

With regards to solar PV installation, it is a requirement of Council that installers be Clean Energy Council (CEC) approved. This is done to ensure the system is installed to a high quality and safety standard.

Future maintenance costs of any assets installed on Council buildings through this grants process will be the responsibility of the applicant. Before applying for a grant for works on any other building, owner's consent must also be provided by the owner in writing. In the case that a building is not Council owned, it will be the responsibility of the building owner/applicant to maintain, and cover any costs associated with future maintenance, of the assets installed through the grant program. Where surf clubs obtain funding for solar PV installation on surf club rooves, the maintenance will be the responsibility of the surf club.

Solar panels and other works

In most cases, a development application (DA) will not be required to carry out sustainability works such as install solar panels. There are however some cases where a DA is required. If your project requires a DA and you have not yet received DA approval you are not eligible to apply for grant funding. It is the applicant's responsibility to make sure that a DA is not required, and in the case of solar panels, applicants should reference: northernbeaches.nsw.gov.au

Prior to submitting an application for funding, applicants must ensure that the property/building is suitable to have solar installed (i.e. the roof is in good condition, not leaking, strong enough to take the weight of panels etc). If you are unsure, an installer can visit your property and assess your roof as part of the quotation process.

For strata solar applications:

Applicants must include evidence in their submission that the relevant strata committee/body corporate has approved the building for a solar installation. This process can take a significant amount of time and we want to ensure applicants are in the best position to install should funding be granted.

Letters of support for on-ground works on Council land

Projects proposing to undertake on-ground works of any kind on Council land are required to obtain a letter of support from the relevant Council department. This is to ensure proposed works are in line with current works programs and plans of management. For example, bush regeneration works proposals should be discussed first with the Manager, Bushland and Biodiversity Team. For project proposals within recreational open spaces, the matter should be discussed first with the Manager, Open Space & Recreation Planning.

To contact the appropriate Council Officer, call 8495 6628 or email environmentalgrants@northernbeaches.nsw.gov.au

You should allow at least two weeks to obtain a letter of support.

Assessment process

All applications for funding support will be assessed on the information provided in the application form and submitted attachments. The following process will be used to assess all applications for all grants:

Stage 1: Receipt and registration of applications

Applications will be screened for eligibility and compliance with the selection criteria. Council may undertake further research of applicants and conduct checks for nondisclosure of any relevant information.

Stage 2: Assessment of eligible funding proposals against the assessment criteria

The assessment panel will assess eligible applications on the information provided in, and attached to, the application form against the assessment criteria. Council may use information about an applicant that is or becomes known to Council in the course of Council's business, as well as any publicly available information.

The assessment panel will consist of:

- Two Council staff from relevant business units - voting
- Two community representatives - voting
- Support officer (Council staff) - non-voting.

Stage 3: Selection of preferred applicants

Applications that have met requirements from Stages 1-2 will be ranked in order of merit and the panel will nominate the level of funding to achieve the most value for money from the available funding. Ranking will be determined against responses to the assessment criteria. The assessment panel will provide a recommendation to Council of funding recipients.

At the end of the selection process, Council will write to all applicants notifying them of the outcome of their application.

Important note

Meeting the assessment criteria does not guarantee funding. Funding is limited and applications will be assessed and prioritised according to the extent they meet the assessment criteria. Only applications meeting the assessment criteria to a high degree are likely to be funded. The cost of preparing an application is to be covered by the applicant.

Conflict of interest

A conflict of interest may be declared by an applicant and/or an assessor. If a potential or actual conflict is identified by an assessor, this is referred to the relevant Executive Manager for review and to determine the appropriate course of action. All relevant Council policies also apply.

Child protection

Applications for grants that involve working with children and young people must provide a copy of the organisation's child protection policy to the application. If you do not have a formal child protection policy, you must outline how you intend to comply with child protection and working with children legislation. It is the applicant's responsibility to ensure compliance with this legislation, including the enforcement of obtaining Working with Children Checks where necessary.

The Office of Children has [Child Safe Policy template](#) which can guide you on how to develop a formal child protection policy. To obtain further information on requirements around working with children, as well as to apply for a Working with Children Check, please visit the [Office of the Children's Guardian](#) website.

[Northern Beaches Council's Child Safeguarding Policy](#) is also available for guidance.

Vulnerable people

Related to child protection is the broader safeguarding of vulnerable people. Applicants should ensure that there are controls in place that will help protect the welfare and human rights of people that may be at risk of abuse, neglect, or exploitation. Vulnerable people include:

- Children
- People from low socio-economic backgrounds
- Aboriginal or Torres Strait Islanders
- People with impaired intellectual function
- People with low literacy levels
- People subject to modern slavery

Accessibility

Applicants should endeavour to ensure that their project will be accessible for people of all abilities. Council is committed to removing barriers so people with disability can actively participate in community life. It is implementing the [Disability Inclusion Action Plan](#) and, where relevant, your project should reflect the actions within this plan.

Sustainability considerations

Applicants are encouraged to use resources wisely in the creation and delivery of their project.

Aboriginal protocols and Indigenous Cultural Intellectual Property (ICIP)

Council follows Aboriginal protocols and adheres to ICIP, and strongly encourages grant recipients to adhere to these in delivery of their project. For more information about the ICIP go to the Aboriginal Affairs NSW website

Indigenous cultural protocols

For further information and to reach organisations associated with local Elders, or seek initial advice on historical/local cultural aspects, refer to:

Aboriginal Heritage Office
aboriginalheritage.org

NSW Aboriginal Education Consultative Group aecg.nsw.edu.au/aecg-regions



Budget

Budget

All applicants are required to provide a balanced and realistic budget using the template provided.

The assessment panel may recommend partial or full funding. As such, applications should provide a detailed budget breakdown with expenditure components clearly identified. True costs can be established to ensure that if partial funding is granted, applicants can deliver the identified component of the project. Applicants are advised to be realistic in their funding request.

GST

All applicants must enter the income and expenditure figures exclusive of GST.

Where the Australian Taxation Office regards a grant payment as subject to GST, 10% GST will be added to the grant payment.

Any GST costs incurred in the cost of resources for this project will be a cost to the applicant. You can include this as part of your organisation's financial contribution to the project.

Budget tables

All figures entered are to be GST exclusive.

Step 1 - Income

Clearly identify all sources of direct funding income for the project, including this grant request. Other income sources could include your own or the organisation's cash contributions and income generated from your project.

Step 2 - Expenditure

It is essential that you identify the estimated cost of resources for your project. Grants can be used to cover costs. As a guide, please calculate:

- Volunteer time \$25 per hour
- Professional fees \$75-100 per hour

Please note that quotes for goods and services over \$2,000 are mandatory and should be uploaded with your application.

Please do some research into the actual approximate costs e.g. if you require a Council facility the cost is available on the Council's website. Indicative costs for materials and equipment can usually be found online.

Step 3 - Balance

Sub-total cash amount (income) should equal sub-total cash amount (expenditure) with project cost equating to \$0.

In-kind contributions (optional)

You can separately identify in-kind contributions such as donated goods and (professional) services or volunteer hours in a separate table, as they are not direct costs relating to a balanced budget.

Donated goods and services should reflect the actual value should you have had to pay for them.

Step 1 Income

Description	Funding source	\$ Amount cash	\$ Amount in-kind	Confirmed?
Northern Beaches Council Grant	Northern Beaches Council	\$5,000	\$0	No
Amateur Bird Watching Society cash contribution	Applicant	\$3,600	\$0	Yes
Amateur Bird Watching Society Volunteers (10 x \$25/hr x 4 hours)	Volunteer time and in-kind	\$0	\$1,000	Yes
Other income	Donation	\$500	\$0	Yes
Subtotal A		\$9,100	\$1,000	

Step 2 Expenditure

Description	Funding source	\$ Amount cash	\$ Amount in-kind
Volunteer – admin & session support (10 volunteers x 4 hrs @ \$25/hr)	Volunteer time and in-kind	\$0	\$1,000
Resource – binoculars	Donation	\$500	\$0
Wildlife cameras – 2 x \$1500	Northern Beaches Council	\$3,000	\$0
Delivery of 4 group sessions (4 sessions x 4 hrs x 2 staff @ \$50/hr)	Northern Beaches Council	\$1,600	\$0
Advertising, design & printing	Northern Beaches Council	\$400	\$0
Staff time – admin (2 staff x 10 hrs @ \$50/hr)	Applicant	\$1,000	\$0
Evaluation design, data collection, analysis, reporting (2 x 18hrs @ \$50)	Applicant	\$1,800	\$0
Room hire	Applicant	\$800	\$0
Subtotal B		\$9,100	\$1,000



How to apply

How to apply

- Read the guidelines thoroughly and preview the application form.
- Allow time to plan, research and gather support material to draft your application.
- Applications must be submitted online at northernbeaches.smartygrants.com.au by the deadline. Application forms will be available once the grant round opens. Hardcopy applications will not be accepted.

Please note:

Once submitted, you are unable to edit the application. Your application must be accurate and complete upon submission. If all required information is not provided you may be deemed ineligible or risk a poor assessment score.

- You will be required to attach supporting documentation with your application. Please check the Supporting Documentation list below.
- Allow time for file upload and aim to submit your application at least a day before the cut-off time to allow time to correct errors noticed at the last minute.
- You will receive a confirmation email from SmartyGrants with a copy of your application when you submit the form.
- Applications will not be accepted after the application closing time unless there are exceptional circumstances as determined by the relevant Council officer and supported by appropriate documentation. Exceptional circumstances could include but are not limited to:
 - Northern Beaches Council SmartyGrants software failures
 - Natural disasters
 - Power outages affecting the ability of the applicant to submit their application by the deadline
 - Death or disability of key personnel.

If the circumstances regarding your late submission are accepted as out of your control and unforeseen, your application may still be accepted, however this window is valid only for 12 hours after the closing deadline.

Supporting documentation

- Quotes for equipment, goods or services valued over \$2,000
- A copy of public liability insurance or quote for public liability insurance which covers the proposed project to the value of \$10 million
- Child protection policy (if the proposed project involves children)
- A basic site plan for the proposed project (if relevant)
- Letters of support from any community or local business partners (if relevant)
- Letters of support from relevant Council departments for on ground-work proposals (for example, bush regeneration projects should be discussed with the relevant Council Officer to ensure the project aligns with current plans of management) – see section above
- Owner's consent for works to Council (or other) buildings (e.g. solar panels) – see section above
- Additional support material may include images, video or audio
- Any other documents relevant to the proposed project.

Application support

To discuss your project, seek clarification on the guidelines or if you are having difficulty with the application form, please contact the Environmental Grants team on 8495 6628 or email environmentalgrants@northernbeaches.nsw.gov.au

Please note Council will not accept or respond to any applicant's requests for information or correspondence about the status or progress of their application during the assessment phase.

Please refer to the frequently asked questions section of this guide for answers to commonly asked questions.

To speak to a Council officer with an interpreter, contact the Translating and Interpreting Service (TIS National) on 131 450 and ask to be connected to the Northern Beaches Council on 1300 434 434.

Grant writing assistance

[Grant writing videos](#) are available on Council's website for review at any time. The videos cover a general overview of key topics. Please note the grant writing videos is general in nature and not specific to any particular grant program.



If your grant application is successful

Approval and notification

Assessment recommendations will be presented to a Council meeting as per the timeframe in the Key Dates table.

We will notify all applicants in writing of the outcome of their application within 14 days of Council determination.

A list of the successful grant recipients and project summaries will be made available on the grant's webpage. Successful applicants will be allocated a Council staff contact for operational advice.

Please note:

a. Council will not accept or respond to applicant requests for information or correspondence about the status or progress of their application prior to Council determination.

b. Unsuccessful applicants may request feedback on their application from the relevant Council Officers.

Funding agreements

Successful applicants must sign a Funding Agreement with Council outlining terms and conditions prior to funding being provided. The project cannot start before the signed Funding Agreement has been received by Council.

The agreement will include:

- Project ID and title of the project for which the funding is being provided
- The amount of funding to be granted
- A deadline for completion of the project and submission of the project acquittal
- Terms and conditions for the implementation, evaluation and reporting on the project.

Payment arrangements

We will not provide funding until we have received a signed copy of the Funding Agreement, a valid invoice and any other mandatory documentation, such as landowners consent, where relevant to the project.

Grant payments may be subject to other information requested by Council (for example revised budget/project details).

Payments are not processed before the timeframes stipulated in the Funding Agreement.

Applicants must finalise the agreement within 30 days of receiving the letter of offer from Council. Failure to sign it may result in Council withdrawing the grant offer.

Reporting and acquittal

Grant recipients must provide an acquittal report as stated in the funding agreement, unless otherwise agreed.

The information required in the report will be specified in the agreement and includes a detailed report on the outcomes of the project with a detailed income and expenditure table showing breakdown of the grant funding provided by Council. All receipts and other evidence of expenditure must be retained for submission as required.

Applicants must document the implementation of their projects. Examples of documentation include promotional material, media releases, photographic images and/or video. This material may also be used for future promotion of the grants program where consent is given.

Reports provide feedback to Council on the success of the project in terms of the agreed outputs and outcomes, relevant data and any lessons learnt. Council will provide online templates for this purpose in SmartyGrants.

Acknowledgment of Council

All grant recipients are required to acknowledge Council in all promotional material relating to the funded project. This includes printed material (flyers, posters, brochures, postcards, banners etc.), research reports, online media and media releases.

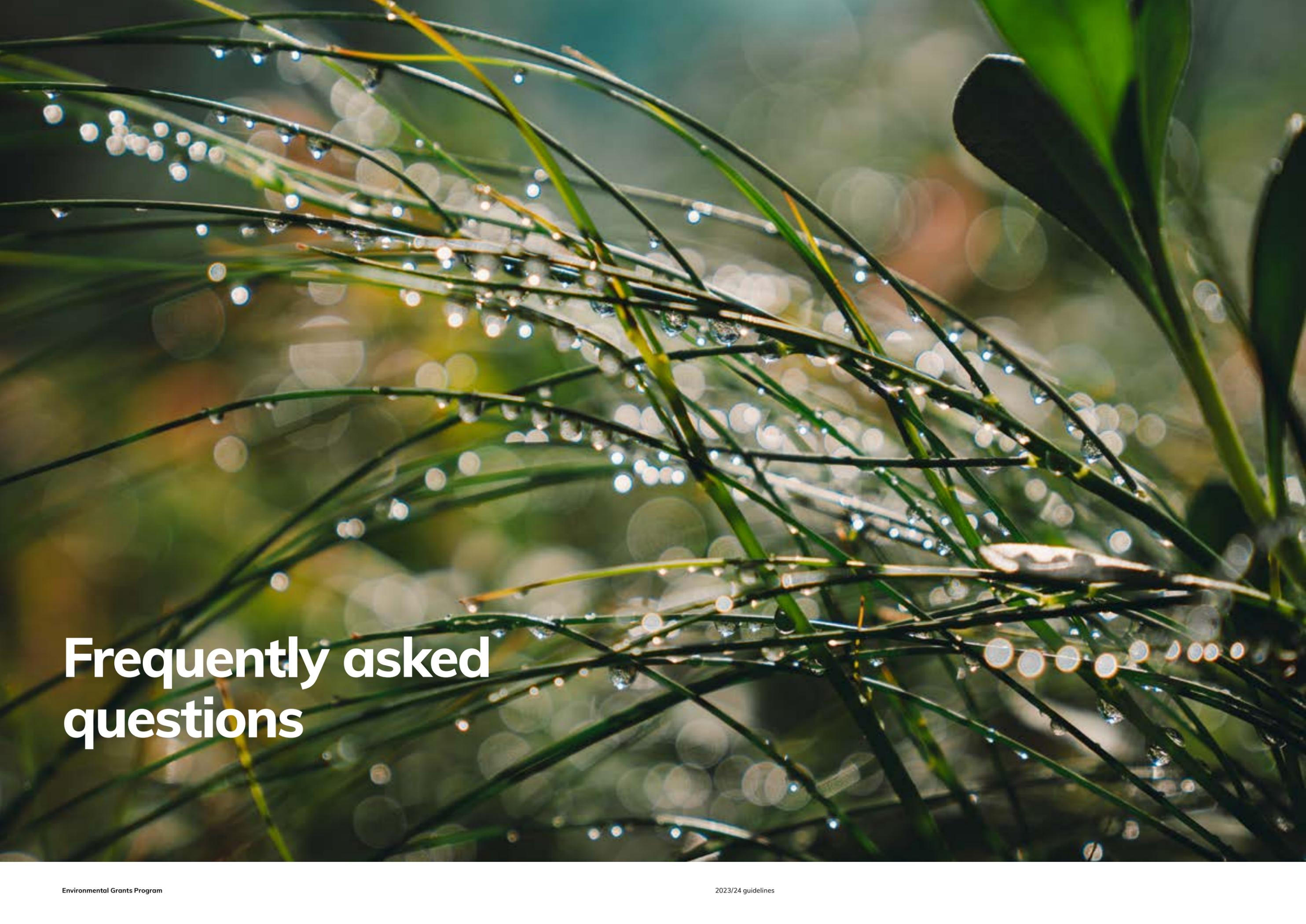
When requested, Council will supply successful applicants with the Council's logo in various formats and guidelines for its use. Applicants must forward all draft artwork prior to publication to review and ensure compliance with Council's branding requirements.

Definitions of business types

Term	Definition
Auspisor	<p>An incorporated organisation who receives, administers and acquits the Council's funding on behalf of an applicant. The auspisor is required to:</p> <ul style="list-style-type: none"> • Enter into a funding agreement with Council • Accept grant funds and pay the auspiced grant applicant • Monitor and acquit the use of funds at the completion of the project • Support the applicant in the delivery of the project where required
Charity	<p>A type of not-for-profit organisation, which meet very specific guidelines and must only have charitable purposes for the public benefit, not be a government entity, individual or political party; must register and comply with the Australian Charities and Not-for-Profit Commission (ACNC) website as a registered charity and/or eligible organisation. They can be incorporated or unincorporated.</p>
Individual	<p>A person considered separately rather than as part of a group</p>
Incorporated association or not-for-profit (NFP) organisation	<p>Incorporated associations are non-profit organisations. A legal entity which is separate from its members, usually established for recreational, cultural, or charitable purposes, separate from its members. Profits cannot be distributed to members.</p> <p>NSW organisations must be registered with NSW Fair Trading. Incorporated associations can only carry on business in the state they're registered. If they want to trade in other states, they need to become a registrable Australian body with the Australian Securities & Investment Commission (ASIC).</p> <p>Incorporated NFPs do not have to be registered with the Australian Charities and Not-for-Profit Commission (ACNC) unless they are a Charity.</p>
Not-for-profit organisation (NFP)	<p>An organisation that does not directly operate for the profit or gain of its owners, members, or shareholders, either directly or indirectly. Any profit must be used to further the organisation's purpose, must not be distributed to members, owners or shareholders while the organisation is either operating or when it winds up. Can be incorporated or unincorporated.</p>
Sole trader	<p>A business run by one person that is either run in the sole trader's own name or a separate business name, where operating under another name then it must be registered under the Business Names Registration Act 2011. Sole traders do not have to register with ASIC unless they conduct business under a name other than their personal name.</p>
Unincorporated association	<p>A group of people who act together for a shared interest or purpose. Unincorporated associations cannot enter into a contract in its own name, and so if successful for grant funding, an individual member representing the group will be required to sign the funding agreement, and have individual legal liability, or have an auspisor willing to enter into the contract on behalf of the group</p>

General definitions

Term	Definition
Acquittal	<p>Report on the activities and outcomes of a project as set out in the funding agreement. Includes promotional material, media reports, evidence of activities and outcomes, participant attendance/ evaluation and a detailed financial report with income and expenditure.</p>
Capacity building	<p>The process of obtaining, improving, or retaining; skills, knowledge, equipment and other resources to increase competency.</p>
Contractors	<p>People engaged to do a particular job or task, or to provide expert or professional advice.</p>
Culturally and linguistically diverse (CALD)	<p>People who speak a language other than English and/or are from non-English speaking backgrounds.</p>
Funding period	<p>The funding period is the time during which the project must be undertaken and completed.</p>
Grant	<p>Funding for a specified purpose directed at achieving goals and objectives consistent with Council's Community Strategic Plan or other strategic documents.</p>
In-kind contribution	<p>A product or service provided in lieu of cash valued at actual cost or calculated at specified rate.</p>
Legal name	<p>The name of the entity that appears on all official documents or legal papers and on ABN Look Up website. This can be different to the organisation's business name.</p>
Operational support	<p>Funding towards the 'core business' of the organisation and other operational expenses, including but not limited to rent, regular staff wages, insurances, utilities and stationery.</p>
Partial funding	<p>When less than the requested amount is granted to the applicant organisation. It will usually specify the components of the project that are to be funded out of the grant.</p>
Partnership	<p>Eligible organisations can make a joint submission, and this is encouraged. However, one organisation will need to be the lead applicant. The lead applicant will take responsibility for the project's reporting and acquittal requirements. While a partnership may also exist between an eligible and non-eligible organisation, the main applicant MUST be the eligible organisation.</p>
Project or program	<p>A proposal to undertake activities, events, or series of linked activities with specific goals and objectives, defined responsibilities, a budget, planning, information about the parties involved and a specific start date and end date.</p>
Public domain	<p>The state of being available to the public, including publicly owned spaces, places and facilities (includes both physical and digital space).</p>
Risk Assessment	<p>A risk assessment identifies any risk to your project. It would be anything that would impact the delivery/ implementation of your project.</p>
Sponsorship	<p>A financial (or in-kind) contribution provided to an event organiser in return for branded exposure and acknowledgement.</p>
Third party fundraising	<p>Fundraising on behalf of or for the purpose of donating or granting funds to another organisation, group of organisations (charitable or otherwise) or an individual. For profit organisations are eligible for this program, they must demonstrate significant benefits to the local community, business, and Council through their application.</p>
Volunteers	<p>People who perform a service willingly and without pay. All costs relating to volunteers should be listed as in-kind contributions and are not covered by this grant program.</p>



Frequently asked questions

Funding details

How much funding is available in the Council Environment Grants round 2023/24?

Up to \$50,000 (excl. GST) in total is available for the Environmental Grants stream.

What is the minimum and maximum funding amount available for an individual grant application?

There is no minimum amount. The maximum amount is \$5,000.

Is the funding ongoing?

No. Proposed projects must be delivered within the funding period.

How can my organisation get updates about the future grants?

Organisations and individuals can register to receive updates via this [Online Form](#) link

Grant eligibility

How do I know if my organisation is eligible to apply?

To be eligible to apply, you must be:

- a. An eligible legal entity
- see the Eligibility section of this guide
- b. Able to satisfy other grant round requirements
- c. Have an Australian bank account

I live outside the Northern Beaches local government area (LGA). Can I apply for this grant?

Yes, however you must clearly demonstrate how the project directly benefits the environment of the Northern Beaches area.

Can my project be delivered outside the Northern Beaches LGA?

No, projects must provide direct benefit to the environment of the Northern Beaches area.

I have previously received a grant, donation or sponsorship from Northern Beaches Council. Can I still apply to this program?

Yes. But you must have all relevant reporting up to date on any previous grant provided by Northern Beaches Council.

Do I need to have an ABN?

An ABN is not mandatory but should be provided if your organisation has one. The ABN will assist in eligibility checks and, should your application be successful, for tax invoices relating to the grant. An ATO [Statement by a supplier](#) form will be provided to successful applicants without an ABN, which they must complete and return with their contract agreement in order to be funded.

Do I need to have an incorporation number?

If eligibility for the grant relies on you being an incorporated business type, you will be required to identify how you meet the criterion of incorporation by either:

- providing a valid incorporation number, or
- indicating that you are incorporated by NSW Fair Trading or ASIC

A search of the relevant registers will be undertaken by staff to confirm your eligibility.

How can I apply if I am unincorporated?

If your group or organisation doesn't meet the eligible entity types, they can approach any eligible legal entity that satisfies the eligibility requirements in the guidelines to act as a sponsor for their application.

Are schools eligible to apply?

No, however schools and P&C associations are welcome to contact Council to discuss other funding opportunities that may be suitable. For more information, please contact 9970 1678, email Jules.Bellamy@northernbeaches.nsw.gov.au

Activity details

My project or program is already running. Can I get a grant to run it again?

Yes. However, we will not fund programs retrospectively if they have already commenced or taken place prior to the funds being approved and the funding agreement signed.

Can my grant be used for ongoing projects or programs?

Yes. Please note that funds will not be allocated to ongoing programs that are normally run as part of 'business as usual' but will fund new or additional programs.

Can grant funds be put towards infrastructure maintenance, improvement or equipment?

Yes. However, it must be directly related to the identified project or program that shows direct community benefit. There is no limit restriction for this type of expenditure, however, quotes for each individual good or service valued over \$2,000 must be uploaded to the application. Applications requesting funding for equipment only will not be considered.

Can grant funds be put towards travel or accommodation?

No

My project requires the hiring of a Council venue or community facility. Can I request a fee waiver or in-kind contribution from Council to run my grant funded project?

No. This program does not provide fee waivers or in-kind contributions. Hire costs should be identified within the expenditure section of your application. You can find a complete list of Council's community centres and hiring costs on the Council's website.

Are contractor costs eligible?

Yes. Contractor expenses are eligible but need to be directly related to the implementation of the approved activation. Staff and/or operational costs not directly related to the implementation of the activation are not eligible.

Application assistance

When is the deadline to submit my application?

Midnight, 7 August 2023.

When will I know if my application is successful or not?

Within 14 days of the Council meeting when the grants program is approved.

When must my project be completed?

31 December 2024.

If I am not able to submit my application by the closing deadline, can I get an extension?

Applications will not be accepted after the application closing time unless there are exceptional circumstances as determined by the relevant Council officer and supported by appropriate documentation. Exceptional circumstances could include but are not limited to:

- Northern Beaches Council SmartyGrants software failures
- Natural disasters
- Power outages affecting the ability of the applicant to submit their application by the deadline
- Death or disability of key personnel.

If the circumstances regarding your late submission are accepted as out of your control and unforeseen, your application may still be accepted, however this window is valid only for 12 hours after the closing deadline.

You will need to make every effort to submit your application prior to this deadline, ensuring you leave enough time to allow for slow internet or an error that the system brings up regarding your application (i.e. an unanswered mandatory question).

Can I submit a paper application?

No. Paper applications are not accepted. You must submit your application online through SmartyGrants at northernbeaches.smartygrants.com.au

Do I have to complete my application in one sitting?

No. SmartyGrants will allow you to come back and complete a partially completed application. You must register before you can make an online submission. Registration gives you secure access to your forms allowing you to work on them over time rather than having to complete them all at once. If you have previously registered a SmartyGrants account, you can use the same logon.

How do I print or make a PDF of the application form?

Your application is contained within the SmartyGrants system. Once you have started your application you can 'download to PDF' at any time. You can then print the PDF in hard copy.

What if I am having issues accessing or completing the online application?

Please call 8495 6628 or email environmentalgrants@northernbeaches.nsw.gov.au if you are having difficulty accessing the form.

Are previous applications available to view?

No. Applications submitted to Council remain confidential and are not available for public review.

Where can I find more information to help me prepare my application?

[Grant writing videos](#) are available on Council's website for review at any time. The videos cover a general overview of key topics. Please note the grant writing videos is general in nature and not specific to any particular grant program.

Application details

My application meets more than one priority area, goal, or strategy. Which one do I select?

Select all that apply to your activation and describe how it relates to the priority. It is recommended to only select those that you meet most, not every area needs to be selected.

Can I or my organisation submit more than one application?

Yes. You can submit more than one application if you have more than one project eligible for these grants, however, you cannot submit the same application/project to two different grant programs. Whilst applicants may submit more than one application for consideration, however they cannot receive funding for more than one application.

What happens if I haven't completed all the questions?

Mandatory questions are marked within the application form with a red asterisk. You will not be able to submit your application without filling in the mandatory questions. Every question in the application is designed to inform the assessment panel on the merits of your project. Failure to answer a question may result in an incomplete picture and subsequent lower score at assessment.

What attachments do I need to include in my application?

Please see the Supporting documentation section of this guide

Approval and notification

What is outlined in the Funding Agreement?

The Agreement will include:

- Project ID and title of the project for which the funding is being provided
- The amount of cash funding to be received and where relevant specific items to be funded by the grant
- A deadline for completion of the project and submission of the project acquittal
- Terms and conditions for the implementation, evaluation and reporting on the project.

Project implementation

My approved grant project is changing, or I need an extension. What do I have to do?

You need to notify us as soon as possible of any project changes that may occur, including change of grant contact details, project title, scope, or timeline, preferably in writing, and ask for approval of your grant changes. You must provide an outline, including a budget, of how you are proposing to spend the received grant funding and a timeframe. It is preferable that reallocated funds go towards a similar project or target group to that first proposed. You may be required to complete a Variation Request Form depending on the scope of the changes. A variation will require formal approval before proceeding with the amended project.

What happens to unspent grant funds?

If your approved project expenses come in at a lower-than-expected amount, Council will determine whether the remaining funds are to be returned to Council or allocated to another expense within your approved project. This will be done on a case-by-case basis. Applicants should notify their assigned Council staff member as soon as they are aware of the cost variation.

What happens if we overspend grant funds?

It is the responsibility of the Applicant to control the project budget. Additional funding is not available to cover project cost over expenditure, which will need to be borne by the applicant.

Right of appeal

The recommendations of the assessment panel and the decision of the Council are final and not open to dispute. Unsuccessful applicants are welcome to contact Council to receive feedback on their application form to help improve future applications.

Privacy

Personal information collected by Council is held and used as permitted by the Privacy and Personal Information Protection Act 1998 (PPIPA).

When you lodge a grant application, Council will collect personal information from you within the meaning of PPIPA.

The Privacy Protection Notice below provides details regarding the collection, use and your rights regarding access and correction of your personal information.

Privacy protection notice

Purpose of collection: For Council purposes including Council's grant program

Intended recipients: Northern Beaches Council staff and data service providers engaged by Council.

Supply: The supply of this information is voluntary although it may result in Council not being able to process your application if not supplied

Access/correction: Contact Customer Service on 1300 434 434

Collected and held by: Northern Beaches Council.

Grants and COVID-19

All projects funded through this grants program must adhere to the NSW Health advice at the time of their project delivery.





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