



Grant Application Guidelines

Create change in your community!

Share in \$100,000 worth of grants. Applications open Monday 1 April and close on Friday 17 May 2024.

We're looking for projects that protect bushland, engage communities and reduce emissions.

What could I do?

- Restore bushland and protect wildlife
- Research – including assessing and investigating environmental issues
- Create an environmental initiative for your community
- Encourage reuse, recycling and the circular economy
- Reduce food waste and compost organics
- Electrify our communities and community renewables.

Who can apply?

Applications are open to community groups, schools, universities, not-for-profits and individuals within Ku-ring-gai.

How much can I apply for?

A total pool of \$100,000 is available for projects that align with the areas above. Read the full guidelines below and contact a Council Officer if you need more information.

Need some ideas?

Some of our 2023 grant recipients included:

- **Net Zero Communities** – Electrifying Bradfield Inc. used their grant to host four Rooftop Solar Talks at Gordon Library.
- **Smart Schools** – West Pymble Public School developed a 'Green Canteen' and replaced many of their single-use plastic items with reusable items and a return system.
- **Conservation** – St Ives High School worked on a Bushcare project to protect Sydney Turpentine Ironbark Forest from invasive vines and weeds.
- **Research** – Fungal diversity and management of Native Bushland – Macquarie university \$5,000. Assess fungal diversity along transects spanning weedy, regenerated and pristine areas.
- **Wildlife** – WildThings NSW Inc. applied for grant funding to put towards inspection and monitoring in the 'Hollows for Wildlife' program.

Apply online

- All applications must be submitted online via the website form. Once submitted the application will be stored on the Council database. An acknowledgement email will be sent to the applicant to confirm receipt.
- The application form will be available on the council website from 1 April 2024.

Key dates

Milestone	Date
Grants information webinar	Thursday 21 March, 6:30 pm - 7:30 pm
Applications open	Monday 1 April 2024
Applications close	Friday 17 May 2024 at 11:59 pm
Assessment and judging	June 2024
Successful applicants notified	By 1 August 2024
Projects must be completed/acquitted	30 June 2025

Grant categories

The grants are divided into two categories, each with \$50,000 in grant funding – Net Zero grants and Environmental Conservation grants.

Net Zero grants

Community groups, schools, universities, not-for-profits, Owner's Corporations/Strata bodies and individuals within Ku-ring-gai can all apply.

Grants should be a minimum of \$3,000 and maximum of \$30,000.

Please note: Special consideration will be given to requests for lesser amounts, but these need to be discussed with Council before applying.

Projects should support the goals of our [Net Zero Communities Strategy](#) will be considered.

This could include:

- Electrifying our communities and community renewables initiatives
- Innovative community initiatives for energy/waste/transport
- Creating a plastic-free canteen at your school
- School or community edible garden beds with composting system
- Community engagement through social/multi-media projects.

The project should deliver one or more of the following:

- Increased community understanding of Net Zero and how to reduce emissions
- Increased community action taken to reduce emissions in energy, waste and transport.

Applicants will also need to demonstrate:

- Evidence of the need for the project and proposed outcomes
- A measurable benefit to the Ku-ring-gai environment and community
- Partnerships with local groups/people to achieve project goals
- Evidence of diversity, inclusion and equity in the planning and delivery of the project
- How the project can effectively meet its objectives.

Grant funds may only be used for purposes as detailed in the original application.

If your project includes items or work valued over \$3,000, you will need to attach a written quote to the application.

Environmental Conservation grants

Community groups, schools, universities, not-for-profits and individuals within Ku-ring-gai can all apply.

Grants should be a minimum of \$3,000 and maximum of \$5,000.

Please note: Special consideration will be given to requests for higher amounts, but these need to be discussed with Council before applying.

Projects that inspire action to improve the condition of our natural environment or conserve native flora and fauna will be considered. This could include:

- Rehabilitation of bushland areas
- Wildlife protection and awareness-raising programs
- Create school/community native garden beds
- Apply for a 'pollinator package' consisting of native beehive/bee hotel and pollinator-attracting plants. Package valued at \$1,000 (this is the only application Council will accept for under \$3,000).

The project should deliver one or more of the following:

- Increase community understanding of the value of the natural environment and local issues and impacts
- Increase community action that benefits the natural environment
- Improve the condition of bushland or the conservation of native flora and fauna.

Applicants will also need to demonstrate:

- Evidence of the need for the project and proposed outcomes
- A measurable benefit to the Ku-ring-gai environment and community
- Partnerships with local groups/people to achieve project goals
- Evidence of diversity, inclusion and equity in the planning and delivery of the project
- How the project can effectively meet its objectives.

Grant funds may only be used for purposes as detailed in the original application.

Please note: Successful applicants of bush regeneration projects will not receive the grant money, instead Council raise a purchase order for the contractor who quoted for the work and pays the contractor on completion of the project.

If your project includes items or work valued over \$3,000, you will need to attach a written quote to the application.

Exclusions

Grants will *NOT* be awarded for:

- Ongoing or recurrent program funding
- Activities that could be constituted as 'business as usual' eg. rent or office supplies
- Supplementing, increasing, or continuing ongoing service delivery that is the core business of an organisation
- Party political activities
- Capital expenses, including but not limited to building works (including maintenance) and equipment purchase This includes solar panels, batteries, electric vehicle charging installations on private property. Applications for funding for feasibility assessments for capital works to benefit the community are acceptable.
- Reimbursement of expenses already incurred, including legal or other fees
- Covering existing debts or budget deficits of an organization
- Purchase of alcohol, tobacco products, gaming services, entertainment streaming
- Commercial or fundraising activities
- Paying wages to the applicant
- Advertising or marketing materials including photocopying
- Cash prizes, gifts or gift vouchers.

Assessment

Applications for environmental levy grants will be reviewed by a panel made up of two Council staff and three independent judges.

Priority is given to applications with volunteer involvement.

Applications submitted for funding must be relevant, eligible and address all appropriate criteria.

The project must deliver one of the following:

- Increase community understanding of the value of the natural environment and local issues and impacts
- Increase community action that benefits the natural environment
- Improve the condition of bushland or the conservation of native flora and fauna
- Effectively engage the community in improved waste reduction, reuse and recycling.
- Increased community understanding of Net Zero and how to reduce emissions.
- Increased community action taken to reduce emissions in energy, waste and transport.

Applicants will also need to demonstrate how their project:

- provides a measurable benefit to the Ku-ring-gai environment and/or community,
- partners with local groups/people to achieve its' goals, and
- can effectively meet its objectives.

Applications will be scored out of 5:

5 = Excellent

The assessment criteria are met to a very high standard and claims are fully substantiated. Relevant and concrete evidence or examples are provided.

4 = Good

The assessment criteria are met to a high standard. Claims are well-substantiated.

3 = Acceptable

The assessment criteria are met to a consistent and acceptable standard with no major shortcomings. Claims are adequately substantiated.

2 = Weak

The assessment criteria are not fully met. Some claims are unsubstantiated and some strategies appear inadequate.

1 = Not Satisfactory

The assessment criteria are inadequately addressed. Most claims are unsubstantiated and a number of strategies appear unworkable.

Frequently asked questions (FAQs)

Who is **NOT** eligible to apply?

- Commercial businesses
- Previous grant recipients who have not completed and returned an acquittal form.

How much can I apply for?

- See eligibility information above.
- For larger projects that deliver long term, measurable benefit to the Ku-ring-gai environment or community, the application must be discussed with the Grants Coordinator, prior to the application being submitted. See contact details at end of document.

When will I find out if the application has been successful?

All applicants (successful/unsuccessful) will be notified by email following Council approval, generally by the week following Council meeting in July.

When will I receive the money?

Successful applicants will be sent the following forms to be filled out, signed and returned:

- Environmental Levy Tax Invoice
- Statement by a supplier (for applicants without an Australian Business Number)
- Electronic Funds Transfer Form
- Public Schools will need to organise a NSW Govt Education Dept tax invoice and submit to Council for the grant to be paid.

When Council has received and processed the above documents the grant money will be paid into the nominated bank account. Applications for Native Beehives, Bee Hotels and/or plants will receive these items in lieu of money.

Should your application be successful, the application becomes the funding agreement and specifies how the funding is to be used.

Who are the independent judges on the assessment panel?

Independent judges are members of the community or academics who are passionate about the environment and sustainability.

Procurement guidelines

- Bush regeneration projects – Only contractors who have successfully completed the Council tender process will be engaged for environmental projects. Council will raise a purchase order for the works and oversee payment to the contractor
- Public schools must raise an NSW Govt Education tax invoice and invoice Ku-ring-gai Council for the grant to be paid
- Other applicants will receive funds by Electronic Funds Transfer into their nominated bank account.

FAQS continued

What happens if the project is not delivered within 12 months?

You can discuss this with the Grant Coordinator and we can work out a solution with you.

What happens if the project cannot be delivered at all?

If the funds cannot be used for the original purpose, the funds would need to be returned to Council or an alternative discussed with the Grant Coordinator Lindy Williams, that fulfils the original grant claim.

Acquittal – at completion of project

Successful applicants should publicly acknowledge Council's contribution on their promotional material/site where appropriate. Example "This project is funded by the Ku-ring-gai Council Environmental Levy Grants" with the Council logo (to be provided to successful applicants).

An acquittal form must be submitted, including a breakdown of how the grant was spent and photographs of the project, at the completion of the twelve-month period.

Applicants wishing to apply for further grants may only do so on Council's receipt of a completed acquittal form.

Accessibility

The grants process is open and accessible to everyone, including if:

- You need a printed copy of the guidelines or a printed copy in large print
- You need to discuss these guidelines by phone.

If you face any barriers to applying and would like to discuss these or any other ways we can help you, please contact a Grant Coordinator listed below.

Contact us

To discuss your grant application or for more information please contact:

Net Zero Grants

Contact Karen at sustainability@krg.nsw.gov.au or 9424 0972.

Environmental Conservation Grants

Contact Lindy at bushcare@krg.nsw.gov.au or 9424 0179.