

Guidelines 2023-24



Community Environment Grant



About the Community Environment Grant



Alexandrina Council recognises the importance of working together with our community to achieve an environmentally sustainable future. Council's Community Environment Grant program aims to support the Alexandrina community in achieving local environmental and sustainable outcomes that benefit the Alexandrina region. The Grant program aligns with actions and outcomes identified in **A2040: Our plan to thrive 2020-2024** and **Alexandrina's Environmental Action Plan**.

Please ensure that you have read these Guidelines and consulted with Council's Environmental Officers, or their delegate, prior to completing the application form.

Eligibility

Who can apply?

Community Environment Grant	Yes	No
Not-for-profit incorporated community groups or legal entities with comparable status	✓	
Unincorporated not-for-profit community groups auspiced by an appropriate incorporated community group or comparable legal entity	✓	
Businesses with an ABN	✓	
Individuals		✗
Community groups or businesses with outstanding debts such as rates, fees or charges to Alexandrina Council		✗
Community groups or businesses applying for retrospective payments		✗
Community groups or businesses that have not provided a satisfactory Evaluation and Acquittal Report for any previous funding received from Council		✗
Community groups or businesses applying for activities occurring outside the Alexandrina Council region		✗
Alexandrina Council Elected Members or employees		✗

What type of activities will be funded?

Council is seeking to fund community-led projects which foster environmental and/or sustainable stewardship and demonstrate a strong link with one or more goals, strategies or actions contained in **A2040** and/or Council's Environmental Action Plan. Projects should generate environmental or sustainability benefits within the Alexandrina Council district.

➤ [A2040 Four Year Plan](#)

➤ [A2040 Plan on a Page](#)

➤ [Environmental Action Plan 2014–2018](#).

Eligible activities include:

- Demonstration sites/projects
- Engagement, education and training programs
- Biodiversity conservation
- Water conservation or waste and energy minimisation projects
- On-ground works
- Community-based research and monitoring
- Increase of canopy cover and planting of road verges
- Activities associated with current Council projects or existing on-ground work plans
- Climate change mitigation or adaptation projects that have direct benefits to the Council area or the community in line with Council's A2040 aspirations.

Projects which focus on enhancing biodiversity and increase of canopy cover via on-ground works (revegetation/restoration/threat abatement) must be undertaken on Council land and/or adjacent private lands. Projects on private land will only be approved if the purpose of the project is to buffer and/or improve biodiversity outcomes. This could include projects that increase or add value to landscape connectivity or fauna habitats with neighbouring properties and/or adjacent Council land. Council land that can be considered for projects includes urban, rural and coastal biodiversity reserves, made and unmade road reserves and urban streetscapes.

For these projects, eligible activities include but are not limited to:

- Site planning
- Weed and/or pest control
- Revegetation including propagation or purchase of plants, site preparation, planting or direct seeding activities
- Design, production and installation of interpretive signage
- Supporting environmental education or training activities
- Community sustainability projects.

Please note that for all biodiversity projects:

- all plants grown or sourced must be of local provenance
- a detailed work plan must be submitted at the time of application using the template provided.

What will NOT be funded?

- Projects or activities occurring outside the Alexandrina Council region
- Items, such as equipment, materials or tools, that are not associated with eligible activities
- Applications that do not adequately meet the assessment criteria outlined overleaf
- Applications that do not establish any environmental benefit to the Alexandrina community
- Projects that are inconsistent with existing on-ground work plans or Council management plans
- Requests for:
 - ongoing operational or administrative costs
 - reimbursement of funds already spent, for activities already held or which have already commenced.

What funding is available?

Grants of up to \$4,000 are available for eligible entities. A total funding pool of \$18,000 has been allocated to the Community Environment Grant program in 2023–24.

Applicants can include a project management fee of up to 10% when applying for funds. Applicants will be required to make a co-contribution towards the project, either financial or in-kind. A minimum funding request of \$500 applies for all applications.

**Applications will be accepted from
12 July until 22 August 2023.**

Application

Application Process

Applicants are strongly encouraged to contact Council's Environmental Officers on **8555 7000** or by email to **alex@alexandrina.sa.gov.au** to discuss their proposal before commencing the application process.

Applications must be made by completing the online Community Environment Grant Application Form, accessed via the SmartyGrants link on Council's website **alexandrina.sa.gov.au/grants**

All questions on the Application Form must be fully completed and applicants must provide a fully itemised budget including details of their own and other co-contributions, cash or in-kind (labour, equipment or materials etc.) and any other funding received. Applicants will be required to provide details of Public Liability Insurance cover (minimum \$10 Million).

Late applications will not be accepted.

Assessment Process

Applications received will be subject to an 'Eligibility Check' and applicants may be contacted to seek further information with regards to their application. Any additional information or documentation requested must be submitted within five working days. No further resubmissions will be allowed.

If an application meets all eligibility criteria, it will proceed to the 'Assessment' stage, where the application will be assessed by a panel against the criteria outlined below.

A weighted average score out of 100 will be allocated to each application to provide a ranking. Recommendations on successful applications and the amounts to be awarded will be made to Council for approval, based on these assessment rankings.

Applicants will be notified of the outcome of their application by the end of October 2023.

Assessment Criteria

	Criteria	Weight
1.	Extent to which application demonstrates alignment to goals identified in the Environmental Action Plan and/or A2040 action areas and supporting activities.	40%
2.	Extent to which application demonstrates how the proposed activity will support the Alexandrina community in achieving local environmental and sustainable outcomes that benefit the Alexandrina region.	40%
3.	Extent to which application demonstrates value for money.	10%
4.	Extent to which application demonstrates applicant's capacity to deliver the project within specified timeframes.	10%

Important Information



Applicants are strongly encouraged to contact Council's Environmental Officers on 8555 7000 or by email to alex@alexandrina.sa.gov.au to discuss their proposal before commencing the application process.

Grant funding rounds are competitive, and meeting the eligibility and assessment criteria does not guarantee an offer of funding or the amount sought. If eligible funding requests exceed the funds available, partial funding of projects may be offered.

All recipients of a Community Environment Grant will be required to abide by current government advice and legislation with regard to public health and hygiene measures whilst undertaking funded activities. For the latest advice, please check [covid-19.sa.gov.au](https://www.covid-19.sa.gov.au)

All recipients of grant funding are required to ensure they have adequate risk management practices and plans in place to manage potential safety and/or environmental hazards.

Council will not waive fees associated with the delivery of events, e.g. road closures, requests for infrastructure, cleaning, waste management, site or venue hire fees etc. Please include these fees in your cost/budget estimates.

All recipients of a Community Environment Grant will be required to comply with recognised industry standards and observe any relevant Federal, State or Local Government regulations or guidelines.

Recipients will be required to obtain all relevant approvals, permits and licences related to the project and provide evidence of landowner consent. Please refer to the Community Environment Grant Frequently Asked Questions for guidance on the specific approvals that may be required for your project.

Conditions of funding

Funded projects must be completed by 31 December 2024.

Recipients must sign an Alexandrina Council Grant Funding Agreement which details the terms and conditions of the grant prior to the funds being provided. Payment of grant funding awarded will be made by EFT upon receipt of a signed and completed Grant Funding Agreement and submission of a valid Tax Invoice (for organisations registered for GST).

Funds must be spent according to the terms outlined in the Grant Funding Agreement. Should the nature of your funded activity change, a request to vary the funded activity must be submitted to Council in writing. Changes to the agreed activity cannot be made without Council approval, or funding may be required to be returned to Council.

For eligible community plantings on Council verge, a verge planting approval must be obtained from Council that includes proof of written consultation with all relevant stakeholders and property owners before plantings are to be undertaken.

All recipients will be required to complete a Community Grant Evaluation and Acquittal Report within two months of project completion. This report will require completion via SmartyGrants, Council's online grant administration system and will require proof of expenditure for all grant funded items and photographs demonstrating your grant funded activity. Non-compliant applicants are unlikely to be eligible for any future grant funding from Council. Any unexpended grant funding must be returned to Council.

Council must be acknowledged for their role in supporting any grant funded activities. This may include media releases or the use of Council logo on promotional materials and/or signage.

Where a project runs over budget, Alexandrina Council is not responsible for meeting any shortfall.

More Information

For more information or assistance with your application, please contact Council's Environmental Officers on **8555 7000** or by email to alex@alexandrina.sa.gov.au



How to contact us

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 8555 7000

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