



DEPARTMENT OF  
THE ENVIRONMENT,  
CLIMATE CHANGE,  
ENERGY AND WATER

## 2009–2010 ACT ENVIRONMENT GRANTS

### APPLICATION GUIDELINES

Applications close: 30 June 2009

#### ABOUT THE ACT ENVIRONMENT GRANTS

The ACT Environment Grants are an annual funding program designed to assist community participation in worthwhile environmental projects.

Valuing, sustaining and improving the natural environment of Canberra is a key element of the ACT Government's vision for a contemporary 'Bush Capital'. The *Canberra Plan: Towards our Second Century* sets out how goals for a sustainable city that is in harmony with the environment can be progressed. The Canberra community is a vital part of this strategy and the ACT Government is keen to foster a partnership approach to achieving positive environmental outcomes.

#### WHO CAN APPLY FOR FUNDING?

Not-for-profit community organisations and individuals can apply for funding.

An applicant must:

- undertake project activities in the ACT;
- not be a government agency;
- not be a political party registered under the Electoral Act; and
- be prepared to enter into a Deed of Grant with the Territory.

Individuals seeking funding assistance are strongly encouraged to apply through a sponsoring incorporated community organisation.

If you are an individual applicant or non-incorporated group or organisation you are strongly encouraged to seek sponsorship of your application by an incorporated not-for-profit organisation.

#### HOW MUCH IS AVAILABLE?

An amount of \$273,571 is available in 2009-10.

#### HOW MUCH CAN I APPLY FOR?

The upper limit of funding is \$20,000.

## FUNDING PRIORITIES

The ACT Environment Grants are focused on assisting the community to undertake activities that complement the delivery of the ACT Government's environmental priorities, as articulated in the *Canberra Plan: Towards our Second Century*.

Funding is available for projects that:

- support community engagement in implementing nature conservation strategies, including action plans for threatened species and ecological communities such as grasslands and woodlands. Specific education projects, involving schools and community groups are a priority;
- encourage responsible management of pets for the protection of biodiversity;
- promote sustainability;
- support or complement ACT Government/community events relating to the management of natural resources;
- deliver a variety of walks, talks and activities on environmental subjects – specialist presenters or interpreters could be involved;
- promote local involvement in environmental activities that could extend to bush or urban park rehabilitation and recovery campaigns;
- involve the local Indigenous community in local environmental initiatives;
- encourage wise use of resources and reduced negative environmental impacts; and
- are likely to have a positive and desirable effect on the environment.

Activities that assist the Territory in celebrating Canberra's centenary as the "Bush Capital" and national capital set within a unique natural environment are encouraged.

The *Canberra Plan: Towards our Second Century* can be obtained from the Chief Minister's Department website at <http://www.canberraplan.act.gov.au/>

## WHAT WILL NOT BE FUNDED

Funding will not be provided for:

- reimbursement for previously completed activities;
- on-going running costs of an organisation;
- high salary components;
- existing and on-going activities, other than where it can be demonstrated that they directly address priorities arising from the *Canberra Plan; Towards our Second Century*; or
- projects proposed by a group or organisation with an overdue acquittal for projects or programs administered by the ACT Government.

Funding will not normally be made available where possible funding for activities exists from other sources such as:

- Australian Government funding programs such as the Caring for our Country initiative; and

- other ACT Government grant programs.

## SELECTION CRITERIA

Applications will be assessed on how well they:

- align with ACT Government environmental priorities;
- deliver a result that benefits the ACT environment;
- demonstrate sound project planning, including achievable milestones, timelines, and project outcomes;
- are realistic and value for money; and
- have demonstrated relevant stakeholder and community support.

## CONFLICT OF INTEREST

It is important that applicants do not have private interests and/or relationships that will create a conflict of interest, or be perceived to create a conflict of interest. Potential conflicts of interest must be disclosed at the time of lodgment of an application or immediately after a potential conflict becomes apparent.

## TAXATION

### ABN and GST Registration

If a successful applicant ('Recipient') has an Australian Business Number (ABN) registration and is registered for Goods and Services Tax (GST), the project will be funded on a GST exclusive amount based on the budget submitted in the application. The Territory will pay to the Recipient a 10% top-up equal to the GST as part of the total grant monies. The total grant amount received (including GST) must be accounted for as a taxable supply (income) and 1/11th remitted to the Australian Tax Office (ATO) on your next Business Activity Statement as GST payable. The net funding that remains will cover the costs of your project excluding GST. Any GST that you pay on goods and services acquired for your project will be claimable by you as input tax credits.

### ABN Registration but no GST Registration

If the Recipient has an ABN registration but does not have GST registration, the Grant will not include a 10% top-up equal to the GST and the Territory is not liable to pay any further amount in relation to GST to the Recipient. The project will be funded on a GST inclusive amount based on the budget submitted in the application.

## INSURANCE

Applicants **may** need to demonstrate they have adequate public liability, professional indemnity and/or worker's compensation insurance. The need for and level of insurance will be dependent on the nature of the proposed project. Information on insurance for not-for-profit organisations is available from *Community-Care Underwriting Agency* on free call 1800 023 456, or on line at [www.community-care.com.au](http://www.community-care.com.au)

## DEED OF GRANT

Successful applicants will be required to enter into and sign a Deed of Grant with the Territory. The Deed of Grant identifies certain legal obligations associated with the grant including projects activities, requirements concerning the use of grant funds, project evaluation and financial reporting. If recipients wish to change the purpose of the grant or a condition of the Deed, written authorisation from the Territory will be required. A variation to the Deed may also be necessary.

## APPLICATION FORM

To be eligible for consideration, applications must be submitted on an approved application form by the specified date. In particular:

- all sections of the application form must be completed;
- all additional material requested in the application form must be attached where relevant; and
- full details of the applicant (including ABN) must be supplied as well as details about who will be responsible for administering the project.

## HOW CAN I FIND OUT MORE?

Application kits can be obtained from the Department of the Environment, Climate Change, Energy and Water website at [www.environment.act.gov.au](http://www.environment.act.gov.au); the ACT Government grants portal [www.grants.act.gov.au](http://www.grants.act.gov.au) or by calling 13 22 81.

## WHERE DO I SEND MY APPLICATION?

Send your application to:

ACT Environment Grants  
Department of the Environment, Climate Change, Energy and Water  
GPO Box 158  
CANBERRA ACT 2601

## APPLICATIONS MUST BE RECEIVED BY:

30 June 2009