



# 2019–2020 ACT ENVIRONMENT GRANTS

## APPLICATION INFORMATION PACK

This information pack has been provided to help you complete your application for the 2019-2020 ACT Environment Grants.

**TERMS AND CONDITIONS – 14 March 2019**

**APPLICATIONS MUST BE RECEIVED BY**

**AEST 5.00 PM Monday, 15 April 2019**

If you are unable to email your application, please contact the Grants Coordinator to discuss alternative ways to submit your application within the lodgement period.

**For additional information contact the Grants Coordinator by emailing:**

[actnrm@act.gov.au](mailto:actnrm@act.gov.au)

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## 1.0 SCOPE OF THE ACT ENVIRONMENT GRANTS

The ACT Environment Grants fund community projects that deliver positive environmental outcomes which align with current ACT Government environmental priorities. They also promote community awareness about local environmental issues and encourage community participation in the environment sector.

### 1.1 LODGEMENT PERIOD

Applications must be received within the lodgement period to be eligible. The preferred method of lodgement is electronically, with all supporting documentation attached. If you are unable to make an electronic submission, please contact the Grants Coordinator to discuss alternative ways to submit your application with the lodgement period.

The lodgement period for the 2019-20 ACT Environment Grants is:

- **OPEN** from AEST 10.00 am Thursday, 14 March 2019
- **CLOSE on AEST 5.00 pm on Monday, 15 April 2019**

Applications must be received within the lodgement period to be eligible.

**To be fair to other applicants, late and/or incomplete applications will not be considered.**

### 1.2 WHO IS ELIGIBLE TO APPLY?

Individuals, non-incorporated organisations and incorporated organisations are eligible to apply.

**(See 1.3 If you are an Individual or Non-incorporated Organisation & 1.4 If you are an Incorporated Organisation)**

However, an applicant must:

- 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 either directly or through a sponsor who is an incorporated organisation.

### **1.3 IF YOU ARE AN INDIVIDUAL OR NON-INCORPORATED ORGANISATION**

As an individual or non-incorporated organisation you are eligible to apply for funding through the 2019-20 ACT Environment Grants. However, you will need to lodge your application through a sponsor who is an incorporated organisation.

**(See 1.3.1 Role of the Sponsor)**

### 1.3.1 ROLE OF THE SPONSOR

You may choose any incorporated organisation to lodge your application. Your chosen incorporated organisation will act as your Sponsor.

The Sponsor (Incorporated Organisation) you choose for your application will:

- Need to include evidence in writing of authority/consent from you to act as the Sponsor of your application;
- Need to ensure that your application is complete, and includes all supporting documentation; and
- Lodge your application on your behalf.

Should your application be successful, the Sponsor will also be responsible for:

- Entering into a legal agreement (Deed of Grant) with the Territory on your behalf;
- Entering into a legal agreement with you (the individual or non-incorporated organisation) in order for you to be able to disburse grant funds;
- All permits, insurances, assurances and other obligations under the Deed of Grant;
- Complying with the reporting requirements for the 2019-20 ACT Environment Grants;
- Receiving the grant funding on your behalf;
- Paying the grant funding to you or distributing it requested by you; and
- Acquitting the grant funds in accordance with the project budget and the requirements of the Deed of Grant.

## 1.4 IF YOU ARE AN INCORPORATED ORGANISATION

As an incorporated organisation you are eligible for funding under the 2019-20 ACT Environment Grants, and can lodge your application directly.

## 1.5 HOW MUCH FUNDING IS AVAILABLE IN 2019-2020

### 1.5.1 TOTAL FUNDING AVAILABLE IN 2019-2020

In total, the 2019-2020 ACT Environment Grants round has \$218,000 available for project funding.

### 1.5.2 MAXIMUM FUNDING AVAILABLE PER PROJECT APPLICATION

A maximum limit of \$35,000 applies to each project application. This limit is:

- Exclusive of in-kind contributions and funding from other sources associated with the proposed project (**See 1.5.3 How do you include other contributions?**); and
- Inclusive of administrative costs. (**See 1.5.3.4 Can you claim administrative costs?**)

### 1.5.3 HOW DO YOU INCLUDE OTHER CONTRIBUTIONS?

#### 1.5.3.1 CONTRIBUTIONS BY APPLICANT

Applicants are encouraged to contribute towards their proposed project through cash and/or in-kind contributions. Contributions by the applicant must be itemised in the project budget submitted as part of the application.

#### 1.5.3.2 CONTRIBUTIONS BY VOLUNTEERS AND SPECIALIST LABOUR

General volunteer labour can be costed at up to \$33.71/Hr

Specialist labour can be costed at current average industry rates.

Contributions by volunteers and specialist labour must be itemised in the project budget submitted as part of the application.

**(See also Section 2.1 for further requirements under the grant)**

#### 1.5.3.3 CONTRIBUTIONS FROM OTHER SOURCES

Additional funds from other sources need to be clearly identified and itemised in the project budget submitted as part of the application.

**(If this includes staff times see also Section 2.1 for further requirements under the grant)**

#### 1.5.3.4 CAN YOU CLAIM ADMINISTRATIVE COSTS?

There is a maximum claimable limit of 10% for administrative costs per grant application.

### 1.6 WHERE CAN YOU UNDERTAKE PROJECT ACTIVITIES?

All project activities must be undertaken within the ACT border.

Conditions apply in relation to working on

- private land not owned by you;
- public land; and
- sites of cultural or heritage significance.

You are responsible for obtaining all relevant approvals and authorisations to undertake activities associated with your application.

**(See 2.0 Approvals, Assurances and Authorisations)**

### 1.7 HOW LONG DO YOU HAVE TO COMPLETE YOUR PROJECT?

Projects must be completed within 12 months of entering into a Deed of Grant with the Territory.

## 1.8 FUNDING PRIORITIES FOR THE 2019-2020 ACT ENVIRONMENT GRANTS

In order to be eligible, projects must meet at least one of the following funding priorities for the 2019-2020 ACT Environment Grants:

- Enhance condition and connectivity of woodlands, grasslands and/or aquatic ecosystems;
- Help manage threats to biodiversity, such as managing weeds and/or pest animals;
- Protect native plants and animals;
- Enhance biodiversity in urban areas;
- Engage the community in on-ground environmental work;
- Connect people to nature through innovative approaches; and
- Improve opportunities for Aboriginal and Torres Strait Islander community through 'Connecting to Country'.

## 1.9 WHAT PROJECTS WILL NOT BE FUNDED?

Funding will **not** be provided for:

- Projects undertaken outside of the ACT border;
- Reimbursements for previously completed activities;
- On-going running costs of an organisation, including salaries;
- Existing and on-going activities, other than where it can be demonstrated that they are additional to proposed work and directly address the priorities listed in these guidelines;
- Projects proposed by a group or organisation with an overdue acquittal for projects or programs administered by the ACT Government.

## 2.0 APPROVALS ASSURANCES and AUTHORISATIONS

Your project may require approvals, assurances and authorisations for activities:

- Undertaken on:
  - public land (e.g. nature reserves or urban open spaces);
  - private land; and/or
  - sites of cultural or heritage significance.
- Involving native plants or animals.

**(See 2.1 – 2.4 for more information on approvals and authorisations that may apply to your application)**

**For additional assistance with obtaining approvals and authorisations, and contact details for the relevant authorities, please contact the Grants Coordinator by emailing [actnrm@act.gov.au](mailto:actnrm@act.gov.au).**

## 2.1 ON-GROUND ACTIVITIES

### 2.1.1 WORK HEALTH AND SAFETY

Work Health and Safety Legislation imposes a duty on employers to protect the health and safety of workers (including volunteers) and people exposed to risks arising from the work being carried out. Through the grant process the successful applicant has the responsibility to have addressed all work health and safety issues arising from their activity.

**NOTE:** There is a requirement for a risk assessment to be developed and relevant issues identified, assessed, mitigated to the extent possible and residual risks and associated controls identified, documented and submitted with the application.

For your Information on the ACT Insurance Authority Risk Management Tool Kit please access the [apps.treasury.act.gov.au/insurance-and-risk-management/risk-management](https://apps.treasury.act.gov.au/insurance-and-risk-management/risk-management)

### 2.1.2 WORKING WITHIN THE ACT NATURE RESERVE SYSTEM

If your project involves working on land that is part of the ACT Nature Reserve System, you must obtain prior written approval from ACT Parks and Conservation Service for the specific sites and activities that you propose as part of your project. This approval must be included as part of your application.

### 2.1.3 WORKING IN URBAN OPEN SPACES

If your project involves working on land that is part of the ACT's urban open space, you must obtain prior written approval from ACT City Presentation for the specific sites and activities that you propose as part of your project. This approval must be included as part of your application.

### 2.1.4 WORKING ON PRIVATE LAND

If your project involves working on private land that does not belong to you, you must obtain prior written approval from the legal land owner for the specific sites and activities that you propose as part of your project. This approval must be included as part of your application.

### 2.1.5 CALCULATION OF PROJECT STAFF TIME

A requirement under the grant will be that project staff time will be recorded:

For funded activities or in-kind contributions the recipient must be able to demonstrate actual expenditure based this on documented evidence (e.g. time sheets) and in line with the agreed staff time rate.

For in-kind contribution, volunteer labour can be costed at up to \$33.71 and specialist labour can be costed at current average industry rates. Contributions by volunteers and specialist labour must be itemised in the project budget submitted as part of the application (e.g. time sheets).



Where there is a large component of staff time allocated, either by contracted staff or volunteer labour, a processes for calculating staff time (e.g. time sheets), will be put in place to enable this information to be recorded and reported on.

### 2.1.6 ENVIRONMENTAL OFFSET SITES

Some sites in the ACT are environmental offset sites, or are potential environmental offset sites. Generally, once a site is an offset, the additional management actions and/or additional security (such as making land a Reserve) contribute towards improving the conservation value of a site for the species or ecological community that is the subject of the offset.

Volunteer activity is not precluded from areas of land that are subject to offset arrangements, however, volunteers should understand what the offset obligations for that site are and consider working on environmental matters or areas that are outside of these obligations. This is to ensure the Environment Grants contributes to environment benefits that are in addition to the offset obligation.

For example, if the offset obligation relates to management of Pink-tailed Worm Lizard habitat in a specific area of a reserve, it is appropriate for a volunteer group to undertake activities that do not impact on Pink-tailed Worm Lizards or is undertaken in another part of the reserve (outside of the offset area).

You should talk to the land manager of an offset site to ensure that the specific work that you are planning to undertake is appropriate. Offset sites can be found on ACTMAPi and accessed at [app.actmapi.act.gov.au/actmapi/index.html?viewer=ssvcrt](http://app.actmapi.act.gov.au/actmapi/index.html?viewer=ssvcrt)

**Please contact the Grants Coordinator by emailing: [actnrm@act.gov.au](mailto:actnrm@act.gov.au) if you require a contact to discuss offset obligations in an area or assistance with ACTMapi.**

### 2.1.7 WORKING ON SITES OF CULTURAL OR HERITAGE SIGNIFICANCE

If your project includes working on sites of cultural or heritage significance, you must obtain prior written approval from the ACT Heritage Council (Heritage Council) giving you authority to submit an application which includes the specific sites and activities that you propose as part of your project. This authority must be included as part of your application.

Should your application be successful, your application will be contingent upon you working with ACT Heritage to ensure that key statutory requirements are met.

All works must be guided and undertaken with respect for cultural values and protocols and the requirements of the *ACT Heritage Act 2004* which can be accessed at [www.legislation.act.gov.au/a/2004-57/](http://www.legislation.act.gov.au/a/2004-57/)

It is important to note that many of the priority areas have potential to contain additional, as yet unrecorded, heritage places and objects. Should this occur during the implementation of a project funded through an ACT Environment Grant, these findings must be managed in accordance with *ACT Heritage Act 2004* requirements – which should include stopping work to allow for recording and assessment, and reporting the site to the Heritage Council within five working days.

- All Aboriginal heritage places and objects are protected under Section 75 of the ACT *Heritage Act 2004*. Any works at an Aboriginal heritage place that occur without a Section 76 exception in *place may be an offence* under the ACT *Heritage Act 2004*  
[www.legislation.act.gov.au/a/2004-57/](http://www.legislation.act.gov.au/a/2004-57/)
- **Contact the Grants Coordinator for more information by emailing:**  
[actnrm@act.gov.au](mailto:actnrm@act.gov.au)

## **2.2 WORKING WITH NATIVE PLANTS AND ANIMALS**

Should your application be successful, if your project involves interacting with native plants and animals, you will need to comply with the permits and licensing requirements of the ACT *Nature Conservation Act 2014*.

Activities considered as “interacting” with native plants and animals include the taking, keeping, selling, importing, exporting, disturbing, displaying and killing of native plants and animals.

### **2.2.1 ANIMAL ETHICS LICENCE**

Should your project be successful and if it involves interacting with animals, an authorisation by an Animal Ethics Committee may be required before you can implement your project. You will need to demonstrate the expected impact on the welfare of the animals and the methods which will be used to avoid and alleviate adverse impacts.

**Contact the Grants Coordinator for more information on who to contact regarding permits and licences by emailing [actnrm@act.gov.au](mailto:actnrm@act.gov.au).**

### 3.0 COMPLETING YOUR APPLICATION FORM

You must:

- Complete the 2019-20 ACT Environment Grants application form;
- Complete all sections of the application form and address all five selection criteria;
- Complete and send Work Plan and Budget as a word document
- Complete a Risk Assessment for your project and attach to your application
- Include all the necessary approvals, authorisations and other supporting documentation needed to undertake your proposed project; and
- Lodge your application within the lodgement period so that it is received by

**AEST 5pm on Monday, 15 April 2019**

If you are unable to submit your application electronically, please contact the Grants Coordinator in advance to seek advice on submitting your application within the lodgement period.

## 4.0 HOW WILL YOUR APPLICATION BE ASSESSED?

### 4.1 ASSESSMENT OF COMPLIANCE

Your application must be complete and include all relevant supporting documents. Your application will only be compliant if:

- Your application is within scope of the funding priorities for the 2019-20 ACT Environment Grants

**(See 1.8.Funding Priorities for 2019-20 ACT Environment Grants; and 1.9 What projects will not be funded)**

- Evidence of prior approval is provided as part of your application for:
  - Proposed on-ground activities on public/private land(s) from the land manager(s)/owner(s);
  - Proposed work on sites of cultural or heritage significance; and
  - To engage with the local indigenous community if applicable to your application.

**(See 2.0: Approvals and Authorisations)**

- Your application was received within the lodgement period.

**(See 1.1 Lodgement Period)**

**In fairness to other applicants, late and/or incomplete applications will not be assessed.**

### 4.2 ASSESSMENT OF COMPLIANT APPLICATIONS

If your application is assessed as compliant **(See 4.1 Assessment of Compliance)**, your project proposal will be assessed on the basis of the following selection criteria:

<b>Selection Criteria</b>	<b>Description</b>
Selection Criteria 1	Alignment with funding priorities for 2019-20 ACT Environment Grants (see section 1.8)
Selection Criteria 2	Effectiveness of your project
Selection Criteria 3	Level of project planning
Selection Criteria 4	Soundness of project budgeting and value for money
Selection Criteria 5	Level of community and stakeholder engagement

**Refer to the 2019-20 ACT Environment Grants Application Form: Section D: Addressing the Selection Criteria for specific instructions on how to respond to the selection criteria.**

### **4.3 DECLARING 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 of interest becomes apparent.

### **4.4 LODGING YOUR APPLICATION BY THE CLOSING DATE**

Completed applications must be **received by AEST 5pm on Monday 15, April 2019**

Late applications and/or incomplete applications will not be considered.

### **4.5 ASSISTANCE WITH THE APPLICATION PROCESS**

If you require additional assistance with completing your application form, please contact the Grants Coordinator by emailing [actnrm@act.gov.au](mailto:actnrm@act.gov.au).

## 5.0 INFORMATION FOR SUCCESSFUL APPLICANTS

### 5.1 DEED OF GRANT

Successful applicants or their Sponsors (**See 1.3.1 Role of the Sponsor**) will be required to enter into a Deed of Grant with the Territory.

The Deed of Grant identifies legal obligations associated with the grant, including project activities, requirements concerning the use of grant funds (Project Plan and Project Budget), project evaluation and acquittal of grant funds.

The Deed of Grant for applications sponsored by an incorporated organisation would be between the sponsor and the Territory. (**See 1.3.1 Role of the Sponsor**)

### 5.2 INSURANCE

At the time of entering into a Deed of Grant with the Territory, you will be required to provide evidence of insurance cover required under the Deed of Grant.

#### 5.2.1 Level of insurance cover required

At the time of entering into a Deed of Grant with the Territory, will be required to provide evidence that you either have:

- a current public insurance policy with a minimum cover of \$20 million; or
- have obtained a valid quote for a public insurance policy with a minimum cover of \$20 million.

### 5.3 CULTURAL AND HERITAGE SIGNIFICANCE

If your project involves sites of cultural or heritage significance, you will need to keep working with ACT Heritage to ensure you meet all necessary protocols during the implementation of your project.

**(See 2.2 Working on sites of cultural or heritage significance)**

### 5.4 ANIMAL ETHICS ISSUES

If your project involves interacting with animals, you will need to comply with the permits and licensing requirements of the ACT *Nature Conservation Act 2014*.

**(See 2.3 Working with native plants and animals)**

### 5.5 FUNDING DURATION (GRANT PERIOD)

ACT Environment Grant funds must be spent within the grant period. The grant period is 12 months from the date of signing the Deed of Grant. All grant funds must be acquitted within 30 days of the 12 month grant period ceasing.

## 5.6 INVOICING

**The grant funding amount is GST exclusive.**

### 5.6.1 IF YOU ARE REGISTERED FOR GST

As an organisation that is registered for Goods and Services Tax (GST), you will be required to submit a Tax Invoice\* and the Territory will include the additional GST amount applicable to the grant at the time of invoicing. See example below.

Example: How to calculate your tax invoice amount if you are registered for GST?

Grant funding sought: \$10,000

GST applicable to funding sought (10%): \$1,000

Tax invoice amount: \$11,000

\* Please access [www.ato.gov.au/Business/GST/Issuing-tax-invoices](http://www.ato.gov.au/Business/GST/Issuing-tax-invoices) for information about issuing an invoice.

### 5.6.2 IF YOU ARE NOT REGISTERED FOR GST

If you are not registered for GST, you are not eligible for the GST amount. You are only required to provide an invoice. See example below.

Example: How to calculate your invoice amount if you are not registered for GST?

Grant funding sought: \$10,000

Invoice amount: \$10,000

## 5.7 ACQUITTAL, EVALUATION AND REPORTING

The applicant is responsible for acquittal of all grant funds, and evaluation and reporting of the project as agreed to in the Deed of Grant.

The applicant is required to submit a report, using the template provided by the Grants Coordinator, within 30 days of the end of the grant period which includes:

- an overview of the achievements of the project;
- an evaluation of the project; and
- a financial statement, including evidence of grant expenditure.

## 6.0 MORE INFORMATION

For more information about the ACT Environment Grants please access the following link [www.environment.act.gov.au/act-nrm/grants,-volunteering-and-events/grants](http://www.environment.act.gov.au/act-nrm/grants,-volunteering-and-events/grants)

For more information regarding meeting your 2019-2020 ACT Environment Grants obligations, please contact the Grants Coordinator by emailing [actnrm@act.gov.au](mailto:actnrm@act.gov.au).