Acknowledgement of Country

The Environment, Planning and Sustainable Development Directorate acknowledges the Ngunnawal people as Canberra’s first inhabitants and Traditional Custodians. We recognise the special relationship and connection that Ngunnawal peoples have with this Country. Prior to the dislocation of Ngunnawal people from their land, they were a thriving people whose life and culture was connected unequivocally to this land in a way that only they understand and know, and is core to their physical and spiritual being. The disconnection of the Ngunnawal people from Culture and Country has had long-lasting, profound and ongoing health and wellbeing effects on their life, cultural practices, families and continuation of their law/lore. The Environment, Planning and Sustainable Development Directorate acknowledges the historic dispossession of the Ngunnawal people of Canberra and their surrounding regions. We recognise the significant contribution the Ngunnawal people have played in caring for Country as for time immemorial they have maintained a tangible and intangible cultural, social, environmental, spiritual and economic connection to these lands and waters.

© Australian Capital Territory, Canberra 2022

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without written permission from:

Director-General, Environment, Planning and Sustainable Development Directorate, ACT Government, GPO Box 158, Canberra ACT 2601.

Telephone: 13 22 81
Website: www.environment.act.gov.au

Produced by the
Environment, Planning and Sustainable Development Directorate

Accessibility

The ACT Government is committed to making its information, services, events and venues as accessible as possible.

If you have difficulty reading a standard printed document and would like to receive this publication in an alternative format, such as large print, please phone Access Canberra on 13 22 81 or email the Environment, Planning and Sustainable Development Directorate at EPSDDComms@act.gov.au

If English is not your first language and you require a translating and interpreting service, please phone 13 14 50.

If you are deaf, or have a speech or hearing impairment, and need the teletypewriter service, please phone 13 36 77 and ask for Access Canberra on 13 22 81.

For speak and listen users, please phone 1300 555 727 and ask for Access Canberra on 13 22 81.

For more information on these services visit http://www.relayservice.com.au

Front cover: Flowers by Brian Hawkins
Contents

About the Program .................................................... 1
Grants Coordinator ................................................... 2
Additional Information ............................................. 2
Available Funding .................................................... 2
Important Dates ....................................................... 2
Where Project Activities Can Be Undertaken ............... 2
Funding will not be Provided ..................................... 2
Funding Stream Priorities ........................................ 3
Environment Grants ............................................... 3
Nature In The City Grants ........................................ 3
Environmental Volunteer Group Assistance Grants .... 4
Preparing an Application .......................................... 5
Eligibility ............................................................... 5
Community Value ................................................... 6
Completing your Application Form ............................ 6
Declaring a Conflict of Interest .................................. 6
Insurance .............................................................. 6
Project Budgeting ................................................... 6
Claiming an Administrative Cost ............................... 6
Applicant Contributions ........................................... 6
Volunteer in-kind ................................................... 6
Other Funding Sources ........................................... 7
ABN and GST Registration ....................................... 7
Applicants Registered for GST ................................. 7
Applicants not Registered for GST ............................ 7
Expenditure Acquittal .............................................. 7
Approvals, Authorisations and Licencing .................... 8
Land Manager Approvals ....................................... 8
Authorisations and Licencing ................................... 8
Work Health and Safety .......................................... 9
Assessing Applications ............................................ 9
Application Assessment .......................................... 9
Merit Criteria ........................................................ 9
Alignment with Funding Priorities ............................. 10
Feasibility and Effectiveness ..................................... 10
Project Planning ..................................................... 10
Value for Money .................................................... 10
Community Engagement ......................................... 10
Information for Successful Applicants ....................... 11
Deed of Grant ....................................................... 11
Acquittal, Evaluation and Reporting ........................... 11
Project Promotion .................................................. 11
Project Delivery ..................................................... 11
Ginninderra Catchment Group – 2015 Muhnhwa Elders – Wally Bell – Talk about Aboriginal significance of Ginninderra Falls
About the Program

The Australian Capital Territory, while small geographically, is rich in environmental assets, values and significance. Our many reserves, parks, urban green spaces and rural lands offer protection for important local species and ecosystems. Our community plays an important role as stewards helping to conserve, promote and protect these environmental values.

The ACT Environmental Grants Program supports and empowers the community to fulfil this stewardship role. The program provides an opportunity for the community to address environmental issues they are concerned about, to restore and conserve natural places that are special to them, and to engage other community members to do the same.

With more than 25 years’ history, the ACT Environment Grants help the community to deliver positive outcomes that align with ACT Government environmental priorities. The program builds community awareness and boosts the community’s capacity to play a valuable role in caring for the environment of the ACT.

The program has three streams:

- Environment Grants
- Nature in the City Grants
- Environmental Volunteer Group Assistance Grants

These guidelines help the community apply for grants under any of the three streams.
Grants Coordinator

The Grants Coordinator is responsible for the coordination and administration of the ACT Environmental Grants Program. They are your first point of call for any assistance at any step of the process. You can contacted them either by phone on 02 62077331 or via email at actnrm@act.gov.au.

Additional Information

Additional information about the ACT Environmental Grants Program including access to the application form can be found via the ACT NRM website or by contacting the Grants Coordinator using the details above.

Available Funding

The total available funding across the three streams is $480,000. You can apply for grants up to:

- **Environment Grants**
  - $35,000
- **Nature in the City Grants**
  - $15,000
- **Environmental Volunteer Group Assistance Grants**
  - $5,000

Important Dates

- Applications open: 
  - 8am AEST on Monday 28 February 2022
- Applications close: 
  - 5pm AEST on Monday 4 April 2022
- Deed of Grants signed: Beginning of 2022-23 financial year
- Project period: 1 year from signing of the Deed of Grant
- Acquittal of funds: 30 days after the completion date

Where Project Activities Can Be Undertaken

- **Environment Grants stream:** All project activities must be undertaken within the ACT border.
- **Environmental Volunteer Group Assistance Grants stream:** All project activities must be undertaken within the ACT border.
- **Nature in the City Grants stream:** All project activities must be undertaken within the ACT urban footprint.

Conditions apply in relation to projects on:

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

As the applicant, you are responsible for obtaining all relevant approvals and authorisations to undertake activities as part of the application.

As these approvals are a requirement of your application submission, please allow a reasonable timeframe for the approvals process for the land manager’s assessment of your project. See Approvals, Authorisations and LICencing

Funding will not be Provided

Funding will not be provided for:

- projects undertaken outside the ACT
- 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 they are additional to proposed work and directly address the priorities listed in these guidelines
- projects funded by another grant or funding source unless it can be demonstrated they are additional to the other funded 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, unless agreed in writing by the grant superintendent (CEO ACT NRM).
Funding Stream Priorities

Environment Grants

This stream supports community projects that assist with the delivery of the ACT Nature Conservation Strategy 2013–23.

The Nature Conservation Strategy aims to enhance the resilience of natural areas at wider ‘landscape scales’ by:

- enhancing ecosystem condition
- managing the recovery of threatened species and ecological communities
- putting in place frameworks to manage ecological threats to local biodiversity and aquatic ecosystems.

Applications for under these stream need to select at least one (or more) of the following Funding Priorities for the 2022-2023 ACT Environment Grants:

- **Enhancing ecological condition and connectivity** of woodlands, grasslands and/or aquatic ecosystems by
  - Protecting and conserving native plants and animals
  - Reducing threats to biodiversity, such as invasive species, erosion etc
- **Connecting people with nature** through innovative initiatives like
  - Nature based health
  - Nature based education
  - Improving universal access
  - Citizen science
- **Rewilding Canberra** to enhance ecosystem function across urban areas through innovative initiatives like
  - Establishing biodiverse plantings
  - Controlling invasive species
  - Enhancing urban wildlife corridors
- **Caring for Country** promoting opportunities for Ngunnawal Traditional Custodians and other Aboriginal and Torres Strait Islanders to share knowledge.
- **Food and Fibre initiatives** – by trialling innovative approaches to food and fibre production in urban areas.

Nature In The City Grants

This stream seeks to optimise the urban landscape’s capacity to support healthy and resilient urban living infrastructure using nature-based approaches that complement landscape health and function.

This stream focuses on supporting community projects that contribute to the long-term objectives of the ACT Planning Strategy 2018, Urban Forest Strategy (2021–45), Canberra’s Living Infrastructure Plan: Cooling the City and ACT Climate Change Strategy 2019-25 for a sustainable and resilient city. Broadly, the Living Infrastructure Plan identifies challenges associated with climate change, urban growth and renewal and the aging urban forest.

Applicants under this stream need to select one (or more) of the following Funding Priorities for the 2022–23 ACT Nature in the City Grants:

- Reduce urban heat and increase access to shade.
- Retain and/or reuse rainwater.
- Improve water penetration for vegetation growth and recharge of ground water.
- Maintain biodiversity and ecosystem services in the city’s landscape.

Across all funding streams, the care of Country, recognition of culture and obligations of ACT’s Traditional Custodians the Ngunnawal people will be considered. Applicants are encouraged to demonstrate how their proposal supports the Traditional Custodians.
Environmental Volunteer Group Assistance Grants

This stream is designed to increase the capacity of environmental volunteer groups undertaking public land stewardship to seek environmental outcomes. Through this stream volunteer groups can build their capacity to:

→ understand the environmental issues important to their site
→ enhance their recruitment of new volunteers
→ increase their skills to tackle environmental issues
→ plan future works on the site.

Activities that could be funded under this stream include the following:

→ Create landscape site plans to assist plans for future work.
→ Create promotional material or events to recruit new members.
→ Run environmental workshops on issues crucial to their site.
→ Participate in group training to enhance skills.

Please note: Tools, equipment and infrastructure will not be funded under this grant stream.

Ginninderra Catchment Group – 2015 Green Army Ginninderra Creek Erosion Control Planting
Preparing an Application

The following information will help you prepare an application for any of the funding streams of the ACT Environmental Grants Program. Please contact the Grants Coordinator if you have any further questions.

Eligibility

Not-for-profit community organisations, groups and owners’ corporations are eligible to apply. An applicant must:

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

Applicants will require an ABN and public liability insurance to apply for a grant.

Please note: applicants to the Environmental Volunteer Group Assistance Grants stream must be a volunteer group within the ACT that undertake public land stewardship.

Individuals and non-incorporated groups may also apply but are required to apply through a sponsoring incorporated community organisation. For more information on sponsorship please contact the Grants Coordinator.
Community Value

As funding for the grants is sourced from public funds, all projects must demonstrate significant public value to be successful.

→ Public value projects benefit the wider community or regional priorities.
→ Low public value projects focus more on private benefit with a smaller number of beneficiaries.

Completing your Application Form

Applicants must:

→ complete the online application for the 2022–23 ACT Environmental Grants Program application form, available at www.environment.act.gov.au/environment-grants
→ complete all sections of the application form and address all five selection criteria
→ include all mandatory approvals, authorisations and other supporting documentation needed to undertake the proposed project
→ lodge the application within the lodgement period so that it is received by 5pm AEST on Monday 4 April 2022.

Please allow a reasonable time for the approval/authorisation process by the land manager for the assessment of your project.

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.

Declaring a Conflict of Interest

It is important that applications/applicants are transparent regarding any private interests and/or relationships that may 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 lodgement of an application or immediately after a potential conflict of interest becomes apparent.

Insurance

Applicants must provide evidence:

→ they have, or their sponsor has, a current public liability insurance policy with a minimum of $10 million in cover and
→ if their project utilises a volunteer base, they have a current Voluntary Workers Insurance policy or Certificate of Insurance with a minimum of $10 million in cover or
→ they have obtained a quote from an insurance company for that level of cover for the required insurances.

Applicants may also need additional types of insurance depending on their activities. Applicants who are registered ParkCare or Urban Parks and Places Volunteering groups will be able to get this from their volunteer program.

Project Budgeting

Applicants need to provide a budget that fully shows the entire cost of the proposed project.

Claiming an Administrative Cost

There is a maximum claimable limit of 10% for administrative costs per grant application. Where an individual or non-incorporated organisation uses a sponsor for the application, the 10% needs to include both the administrative costs of the individual or non-incorporated organisation and the sponsor organisation.

Applicant Contributions

Applicants are encouraged to contribute towards their proposed project through cash and/or in-kind contributions. Labour cost for projects will not be funded except where specialist labour is required, for example a specialist contractor or trainer.

Volunteer in-kind

If labour is included as an in-kind contribution, it can be costed at $41.72/hour.
Other Funding Sources
If applicants are seeking additional but separately related funds from other sources, costs need to be clearly defined and show transparent application of project funds to reflect activities (or components of projects) that have been funded through other sources.

ABN and GST Registration
Funding for all project applications should be applied for as a GST exclusive amount.

Applicants Registered for GST
All successful grant recipients with an Australian Business Number (ABN) and registered for Goods and Services Tax (GST) will be funded as a GST exclusive amount based on the budget submitted in the application and agreed to by the assessment panel. The Territory will pay the recipient the amount applied for and the GST will be added to the funding as per the invoice supplied.

Applicants not Registered for GST
If the recipient has an ABN registration but does not have GST registration, the grant will be funded as a GST exclusive amount based on the budget submitted in the application and agreed to by the assessment panel.

Expenditure Acquittal
At the conclusion of the project you will need to acquit your project budget. To do this you will need to provide documentary evidence supporting your expenditure. This evidence could be anything that proves that you spent the funds in accordance with your Deed of Grant. Examples could include a photo, an invoice, a signed letter from your financial delegate or a copy of a report that was part of your project. For more on project acquittals see Acquittal, Evaluation and Reporting.
Approvals, Authorisations and Licencing

When submitted, your application will require appropriate approvals, authorisation and licencing. Please contact the relevant organisation/s early enough to give them adequate time to respond.

The following tables give an indication of the most likely organisations to contact and in what circumstance but are not an exhaustive list. For more information or advice please contact the Grants Coordinator.

Land Manager Approvals

Your project will require approvals from the relevant land manager or landowner to proceed.

<table>
<thead>
<tr>
<th>Land Tenure</th>
<th>Land Manager/Owner</th>
<th>Contact Detail</th>
</tr>
</thead>
</table>
| Nature reserves               | ACT Parks and Conservation Service        | For north side projects please contact CNPNorth@act.gov.au  
                                  |                              | For south side projects please contact CNPSouth@act.gov.au                                      |
| Urban open spaces             | Transport Canberra and City Services      | Please email urbanprograms@act.gov.au referencing Environment and Nature in the City Grants and highlighting the specific sites and activities that you propose as part of your project. |
| Private land                  | Legal leaseholder                         | Written approval from the legal leaseholder, referencing Environment and Nature in the City Grants for the specific sites and activities that you propose as part of your project. |

Authorisations and Licencing

Your project may also require further authorisations or licencing to proceed. If you are unsure, please contact the Grants Coordinator.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Appropriate Body</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sites of cultural or heritage significance</td>
<td>ACT Heritage</td>
<td>Please email <a href="mailto:heritage@act.gov.au">heritage@act.gov.au</a> referencing Environment and Nature in the City Grants and highlighting the specific sites and activities that you propose as part of your project. All works must be guided and undertaken with respect for cultural values and protocols and the requirements of the ACT Heritage Act 2004.</td>
</tr>
<tr>
<td>Involving native plants or animals</td>
<td>ACT Parks and Conservation Service</td>
<td>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. The ACT Parks and Conservation Service is responsible for licencing these activities. For more information, go to their website or email <a href="mailto:pcs.licensingandcompliance@act.gov.au">pcs.licensingandcompliance@act.gov.au</a></td>
</tr>
</tbody>
</table>
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 address all work health and safety issues arising from their activity.

Please note: As part of the submission, you are required to:

→ develop a risk assessment
→ identify, assess, and mitigate to the extent possible any relevant issues
→ identify and document any residual risks and associated controls.

Assessing Applications

Application Assessment

All applications must:

→ meet the eligibility requirements of the grants
→ be within scope of the funding priorities for the 2022–23 ACT Environmental Grants Program (See grant stream funding priorities)
  » include evidence of required approvals and authorisations for project activities (See Approvals, Authorisation and Licencing)
  » be complete and include relevant supporting documents
  » be received within the lodgement period (See Lodgement Period).

Merit Criteria

If your application is assessed as eligible, your project proposal will be assessed based on the following merit criteria.

<table>
<thead>
<tr>
<th>Merit Criterion</th>
<th>Description</th>
<th>Weight %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Alignment with funding priorities</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>Feasibility and effectiveness</td>
<td>20</td>
</tr>
<tr>
<td>3</td>
<td>Demonstrate sound project planning, including achievable milestones, timelines and project outcomes</td>
<td>20</td>
</tr>
<tr>
<td>4</td>
<td>Soundness of project budgeting and value for money</td>
<td>20</td>
</tr>
<tr>
<td>5</td>
<td>Level of community engagement and reach</td>
<td>20</td>
</tr>
</tbody>
</table>

The following prompts will help when writing your application:
Alignment with Funding Priorities
Are the project outcomes directly related to the funding priorities?

The program is looking for projects that align strongly with the funding priorities of the program stream you have applied for, as described earlier. Clearly identify the linkages and describe how your outcomes will achieve these priorities.

Feasibility and Effectiveness
Are the project outcomes achievable?
Can the project be done in the timeframe? Is it the most effective way to achieve your project outcomes?

The program is looking for you to clearly identify a problem and then provide a clear outline of how you will address that problem. If your project includes on-ground activities, please provide information about the proposed scale and scope, preferably using quantifiable measures; for example, the number of hectares to be revegetated and number of stems to be planted. It is also useful to see the current condition of the site where activities will be undertaken. Extra information in the form of photos, maps, site plans or other documents can be provided to highlight your case.

Project Planning
How comprehensive is the project planning?
Does each step of the project appear logical?
Are there clear end-of-project outcomes?
How are you going to monitor and evaluate your project?
How will you ensure your project outcomes are maintained?

The program is looking for clear projects that have logical and achievable milestones that can be achieved in a 12-month timeframe. Please also identify how your project will be maintained after its conclusion to ensure outcomes are maintained. The program is also looking for how you will monitor and evaluate your project to determine if it’s successful.

Value for Money
Is your budget well thought out?
Are the item costs appropriate for what is required?
Have you thought of all potential expenses?
Have you included in-kind labour?

The program is looking for comprehensive budgets that consider all potential expenses and provide value for money. Please think about true value of your project including in-kind contributions and volunteer labour. Projects that have a large total value but only seek a small portion from the grant funding provide good value from the investment of public funds.

Community Engagement
How many people are involved in your project?
What are the different demographics that will be engaged?
What other community groups may be involved?
How will the project and its outcomes be communicated to a wider audience?

The program is looking for projects that engage the community and reach a range of demographics. Please identify the various community groups that may be involved in your project and what their roles are. How will you communicate the outcomes you achieve to the wider community?
Information for Successful Applicants

Deed of Grant

Successful applicants or their sponsors will be required to enter a Deed of Grant with the Territory Government.

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 will be between the sponsor and the Territory.

Project Promotion

As part of the Deed of Grant, successful applicants are required to agree to the ACT Government promoting your project to the wider community. This includes via the ACT NRM website and through social media. The names, location and project details of all successful projects are posted on the ACT NRM website.

Additionally, when an applicant promotes their project they must acknowledge the ACT Government as the source of the funding. For more information, please contact the Grants Coordinator.

Acquittal, Evaluation and Reporting

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

Within 30 days of the end of the grant period, a link will be supplied by the Grants Coordinator for access to the reporting and acquittal form. You are required to report the following:

→ An overview of the achievements of the project
→ An evaluation of the project
→ A financial statement, including documentary evidence of grant expenditure

The acquittal and reporting form is done online using the smarty grants system. If you encounter issues with the form, please contact the Grants Coordinator.

Project Delivery

Once you have signed your Deed of Grant and received your funds if, for any reason, you have issues or concerns related to project delivery, please contact the Grants Coordinator.