

Community Grants Program

Environmental Sustainability Grant Guidelines FY 2022-2023



opportunity » growth » lifestyle

Frankston City Council has adopted the [Greening our Future Environment Strategy \(2014-2024\)](#) and funding is available to support community organisations with **environmental and sustainability projects** that support the strategic vision for Frankston City's future.

The four key themes of the Strategy are:

1. Protecting and enhancing natural assets
(e.g. planting indigenous trees, bush food garden, bush regeneration activities etc)
2. Wise use of natural resources
(e.g. water efficient garden beds, purchase of zero waste event kit, community renewable energy project etc)
3. Minimising environmental impacts
(e.g. bicycle maintenance workshop, sustainable house tours, vertical/roof top gardens etc)
4. Educating and engaging the community
(e.g. promotion via workshops, newsletter, social media, posters, media release etc)

Applicants must be able to demonstrate that the project:

- Contributes to at least one positive environmental outcome (themes 1, 2 and 3)
- Has community education and engagement (theme 4) components
- Has a point of difference and is outside the scope of their normal day-to-day operations

TIMEFRAMES

- Applications Open: 9am September 1 2022
- Applications Close: 5pm October 31 2022
- Applications notified: 2-3 weeks after the closing date

Funding

There are two tiers of funding in the Environmental Sustainability Grants

- Tier 1 (Up to \$1,000 for 5 recipients) – supports smaller environmental and sustainability projects
- Tier 2 (Up to \$5,000 for 1 recipient) – supports environmental and sustainability projects that aims for longer lasting change and greater community reach.

Eligibility

Community groups and organisations seeking to apply for funds must be:

- Not-for-profit
- A community group or organisation
- Either be:
 - Incorporated under the Associations Incorporation Reform Act 2012 or commenced the process of incorporation (evidence will be required)
 - Endorsed as a Deductible Gift Recipient (DGR) as covered by Item 1 of the table in section 30.15 of the Income Tax Assessment 1997
 - Auspiced (sponsored or supported) by another incorporated or DGR covered Item 1 organisation that will accept legal and

- financial responsibility for the project or activity (evidence will be required)
- Located within the geographical boundaries of Frankston City or if located outside of Frankston City, servicing a significant number (over 1000) of Frankston City residents.

Funding will not be considered for organisations, projects or programs that:

- Do not meet the above stated eligibility criteria;
- Funding sought is for operational day-to-day activities;
- Do not support diversity, tolerance and inclusivity within the community;
- Support programs that create or may present hazards to the community;
- Support programs that do not reflect widely held community standards;
- Contravene State and Commonwealth legislation, Local Laws or Frankston Planning Scheme;
- Are commercial and/or profit making organisation, political party or hosting a political event;
- Are currently involved in a tendering or procurement process with the Council;
- Involve activities or programs that are the responsibility of another level of government (such as education, health); or are the responsibility of a group under their incorporation or lease/license agreement (including recurrent expenses and capital works)
- Are seeking retrospective funding for activities, programs and projects that have already started or have been completed
- Requesting funding that would otherwise be covered by insurance
- Are requesting funding for capital works and capital expenses including vehicles, air conditioning units and machinery
- Are in financial debt with Council or have not previously complied with grant conditions (including unable to properly account for prior funds; have not spent funds for the agreed purpose; or have not returned a detailed accountability form for previous years community grants);

- Are Staff, Councillor or contractor to Frankston City Council (any exemptions in unique circumstances would require approval from the Director Communities, and necessitate all Disclosure of Interest requirements are met).
- Receiving other Council funding for the activity
- Are unable to provide required documents as per the application guidelines

Assessment Process

Eligible grant applications will be assessed in accordance with the criteria and weighting as outlined in each Council grant's application guidelines and assessed by the responsible person(s) outlined in the Community Grants Policy.

Required Attachments

- Certificate of Incorporation or evidence of legislative provisions for charitable purposes
- Current Certificate of Currency – Public Liability Insurance
- Auspice applicants must attach a letter of approval from the auspice organisation
- Minutes from your organisation's last Annual General Meeting or annual report
- Current financial statement (Income/Expenditure, balance sheet and cash flow)
- Evidence of cost/s for any requested minor equipment (quotations / screenshots etc)
- If on public land, letter of support from relevant land owner

Child Safety

Everyone in the community has a responsibility in ensuring the health, safety and wellbeing of children.

- All grant recipients must, at minimum, commit to proactively keeping children safe and reporting any concerns of child safety.
- Grant recipients are required to comply with all relevant child safety legislation which may include, but is not limited to, The Victorian Child Safe Standards (2022) and The Child Wellbeing and Safety Act (2005). Council *may* request evidence of compliance.

Assessment Criteria

Criteria	Weighting
Program Overview Clearly describe the objectives, aims and expected outcomes of the organisation and its proposed project	10%
Environmental Benefit Demonstrate how the project contributes to at least one or more positive environmental outcomes (themes 1, 2 and/or 3 of Council's Greening our Future Environment Strategy) in Frankston City	40%
Community Education and Engagement Outline opportunities for educating and engaging the community in the project	25%
Project Management a) Demonstrate ability to manage the project successfully b) Clearly outline project expenses and income c) Consider risk management including the impact of COVID-19 on delivery of the project	15%
Community Need Project addresses a need that would otherwise go unfunded	10%

Important but not essential criterion is as follows:

Project aims for longer lasting change and greater community reach	Value add
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NOTE: Canvassing or lobbying of Councillors, employees of Frankston City Council or assessment panel members in relation to any grant, subsidy and sponsorship applications is prohibited.

Support Available

Contact	Assistance with	Contact
Community Grants and Network Officer	General enquiries and advice regarding Community Grants Program	(03) 9784 1035 communitygrants@frankston.vic.gov.au
Environmental Policy and Planning Team	Enquiries and advice regarding environmental projects involving biodiversity (native vegetation restoration, habitat creation and connectivity, native flora and fauna protection, pest species management and tree planting)	1300 322 322 info@frankston.vic.gov.au
Sustainability Education Officer	Enquiries and advice regarding projects involving solar and renewable energy, energy efficiency, reducing mains water use and reducing greenhouse gas emissions.	1300 322 322 info@frankston.vic.gov.au
Coordinator Child Safety	Information regarding Council's approach to child safety	childsafe@frankston.vic.gov.au
SmartyGrants Support Team	Technical issues with SmartyGrants website	(03) 9320 6888 service@smartygrants.com.au