Acknowledgement of Country

Frankston City Council acknowledges and pays respect to the Bunurong People, the Traditional Custodians of these lands and waters.

Introduction

The **Environmental Sustainability Grant** provides one-off funding to support community organisations in environmental and sustainability projects and landowners' environmental works that support the strategic vision for Frankston City's future.

Grants **$1,000** per recipient are available.

Key dates		Need assistance with your grant application?	
Opening date:	1 September 2025	**Email:**	CommunityGrants@ frankston.vic.gov.au
Closing date:	20 October 2025	**Phone:**	(03) 9784 1035
Funding Announcement:	Mid-November 2025	**Website:**	www.frankston.vic.gov.au/ community-grants

Where to apply

Submit your application online through Frankston City Council SmartyGrants portal on **https://frankston.smartygrants.com.au** (you will need to create an account if you don't already have one).

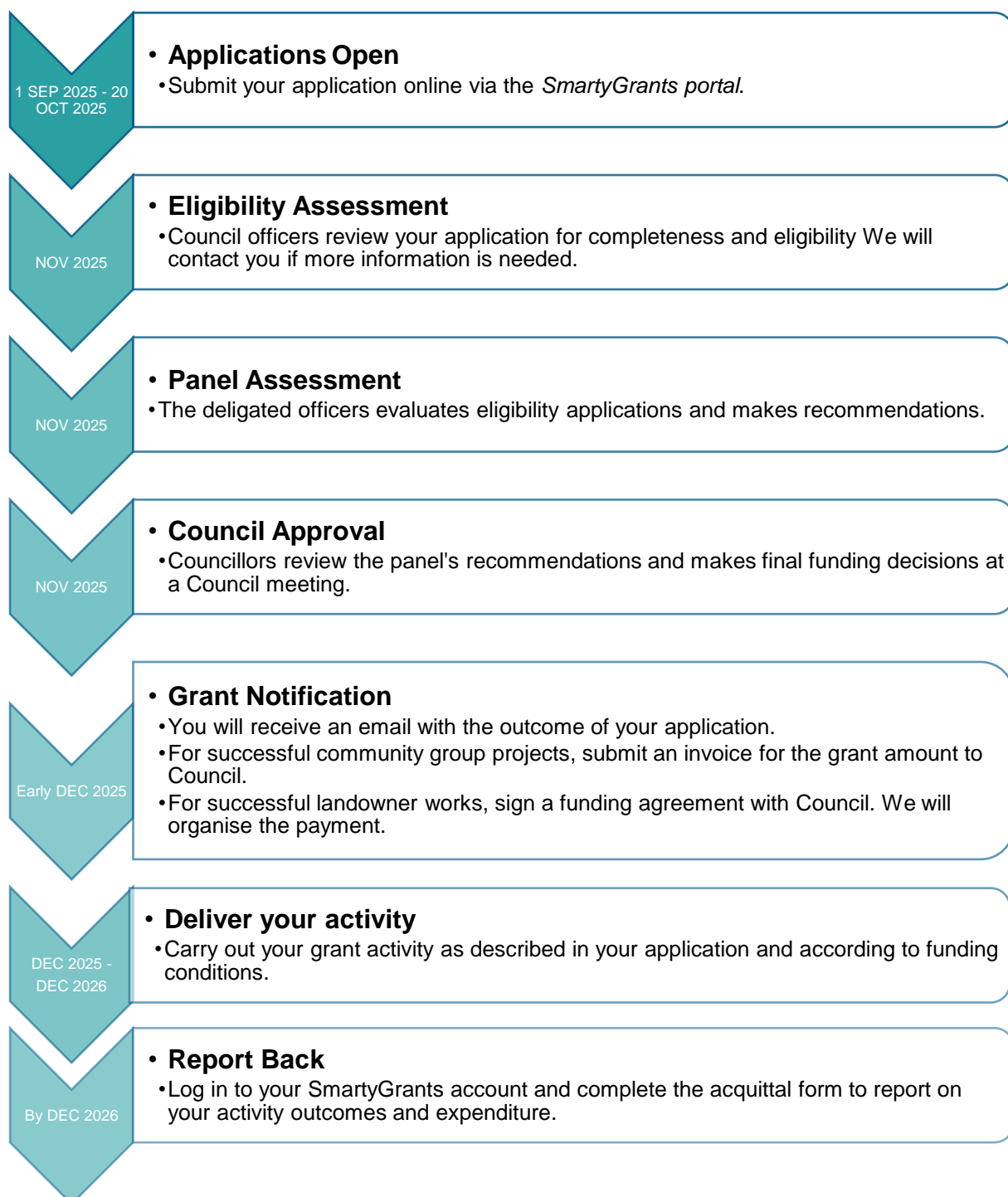|		
Need help in another language?	**Call 131 450** and state 'Frankston City Council as the organisation and quote our number 1300 322 322.	
Hearing or speech impaired?	Visit: www.communications.gov.au/accesshub/nrs	

Timeline

1 SEP 2025 - 20 OCT 2025	• **Applications Open** • Submit your application online via the *SmartyGrants portal.*
NOV 2025	• **Eligibility Assessment** • Council officers review your application for completeness and eligibility We will contact you if more information is needed.
NOV 2025	• **Panel Assessment** • The deligated officers evaluates eligibility applications and makes recommendations.
NOV 2025	• **Council Approval** • Councillors review the panel's recommendations and makes final funding decisions at a Council meeting.
Early DEC 2025	• **Grant Notification** • You will receive an email with the outcome of your application. • For successful community group projects, submit an invoice for the grant amount to Council. • For successful landowner works, sign a funding agreement with Council. We will organise the payment.
DEC 2025 - DEC 2026	• **Deliver your activity** • Carry out your grant activity as described in your application and according to funding conditions.
By DEC 2026	• **Report Back** • Log in to your SmartyGrants account and complete the acquittal form to report on your activity outcomes and expenditure.

Frankston City

Categories

Category	Who can apply	Funding Allocation
Community Group Projects	Not-for-profit Community Organisations	$1,000 per recipient
Landowner Works	Frankston City Landowners	$1,000 per recipient Paid in two stages; 1. 50% on signed agreement; and 2. 50% upon completion of the works and reporting requirements.

Funding Objectives

Support the **Greening our Future 2014-2024 Strategy** and **Climate Change Strategy 2023-2030**.

Enhance wildlife corridors to improve biodiversity and contributing to ecosystem restoration.

Support sustainable land management practices, with a focus on protecting and enhancing native vegetation.

Priorities

Community group environmental projects that have a community education and engagement component.

Revegetation works on private land that contribute to mapped biodiversity corridors connecting native vegetation across the landscape.

Frankston City

Eligibility Requirements

For Community Group Projects

For an application to be eligible, the applicant must be:

- A **not-for-profit organisation**, as classified by the Australian Tax Office in the Income Tax Assessment Act (1936), **and either:**
    - **Incorporated** under the *Associations Incorporation Act*; OR
    - **Enacted under legislative provisions for charitable purposes**; OR
    - **Supported (auspiced)** by another incorporated not-for-profit organisation that will assume legal and financial responsibility for the grant.
- **Be physically located** within Frankston City;
    - **OR if located outside** of Frankston City, the proposed activity must be serving a significant number (over 1000) of Frankston City residents.
- **Have complied with all terms and conditions** including the submission of satisfactory acquittal reports for all previous Council grants.

For Landowners Works

For an application to be eligible, the applicant must be:

- **Rural landowners** with a **minimum of 2/3 Acre 2697.9sqm**
- Property must be **located within the local Government area of Frankston City**.
- **Zoned Low density, Rural conservation or green wedge or located within a recognised Biodiversity corridor or Environmental Significance Overlay.**
- **Commit to maintaining the vegetation** for at least 5 years.

What can be funded

Examples for Community Group Projects

Workshops that encourage waste diversion, composting, worm farming, water recycling, water efficient garden beds or bush food gardens.

Small events that connect people and increase their knowledge of the climate emergency and provide skills for effective advocacy and action.

Open day community events such as tree planting days or bush regeneration activities.

Workshops that provide information to the community around making their homes more energy efficient or to transition to 100% renewable electricity.

Community programs that encourage skills to expand sustainable behaviour such as how to access the various rebates available, bicycle maintenance workshops or clothing exchange activities.

Examples for Landowners Works

Revegetation works which:

- Complement remnant vegetation on private properties
- Link or strengthen significant habitat areas or corridors
- Are required in a land management plan
- Aim to increase canopy cover

Works to help **control and or manage minor erosion.**

Environmental weed control in good quality native vegetation, in association with other vegetation protection measures such as revegetation.

What can't be funded

Environmental Sustainability Grant is not for:

- **For-profit organisations or works**, including commercial businesses or political parties.
- Activities **already funded by Council** in the same financial year.
- **Retrospective funding** activities already completed or items already purchased.
- **Council staff, Councillors, or contractors.** (Exceptions in unique circumstances require approval and full disclosure of interest.)
- **Council-related fees**, such as planning or building applications, health inspections, or similar charges.
- Activities that **contravene legislation, local laws, or the Frankston Planning Scheme.**
- Funding that would otherwise be **covered by insurance.**
- **Prohibited items,** including alcohol licenses, tobacco, fireworks, or gambling-related expenses.
- **Major capital works, building maintenance or capital improvements** including building projects, property purchases/leases, heating or cooling systems, shade sails and solar panels.

For Community Group Projects grant category are not for:

- **Individuals**
- **Activities that do not have a broader community involvement or benefit** without wider community involvement or benefit e.g. school project that only involves students and stays within school grounds.
- **Prizes, awards, competitions or fundraising events.**
- Costs normally **covered by insurance.**
- Activities that **involve proselytisation.**
- **Council-managed activities or events.**
- **Initiatives primarily funded by other levels of government,** such as school curriculum-based programs.
- **Core responsibilities of incorporated groups or lease/license holders,** including ongoing operational costs and capital works.
- **Debt repayments or outstanding loans.**
- Organisations with **active breaches** under Consumer Affairs Victoria, the Australian Charities and Not-for-profits Commission, or ASIC.

- Organisations currently engaged in a **Council procurement or tender process.**

Landowners Works grant category are not for:

- Waterway revegetation projects: Assistance is available through <u>Melbourne Water's Liveable Communities, Liveable Waterways Program.</u>
- Works that require additional building permits and/or planning permits.
- Activities that are required as a condition of a local law or planning condition.

Assessment Process

After you have submitted your grant application:

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 <u>Community Grants Policy.</u>

Council reserves the right to:

- Decline any application that does not meet the eligibility criteria.
- Request further information in considering applications and decline any application that does not provide requested information by the requested due date.
- Consider information generally available about the applicant or information received by Council in connection with previous Grant Programs.

Assessment Criteria

Applications will be assessed based on the responses to questions in the criteria below:

FOR COMMUNITY ORGANISATION PROJECTS CRITERIA	Weighting
Council's Environment Strategies Alignment Demonstrates how the project contributes to at least one or more positive environmental outcomes in Frankston City from either the Greening our Future Strategy 2014-2024 or Climate Change Strategy 2023-2030	**35%**
Community Education and Engagement Showcases how the project will educate and engage with the community, provide significant benefits to Frankston City residents, and is accessible to everyone without discrimination.	**35%**
Project Management Demonstrates the community group has the resources and experience to manage the project, provides a value-for-money budget, prioritise spending within Frankston City, considers risk management and can deliver measurable outcomes and evaluations at the project's conclusion.	**20%**
Funding availability Project addresses a need that would otherwise go unfunded	**10%**

FOR LANDOWNER WORKS CRITERIA	Weighting
Environmental Impact Project has potential to significantly improve wildlife corridors and biodiversity.	**35%**
Feasibility Outlines a clear, realistic plan and timeline for project implementation.	**35%**
Sustainability Demonstrates long-term maintenance plan for the project.	**30%**

What you need to provide (Essential Attachments)

For Community Group Projects:

Either a Certificate of Incorporation, OR **Evidence of legislative provisions for charitable purposes.**

Public Liability Insurance (Current Certificate of Currency) – Insurance must cover all parts of the activity proposed.

Annual General Meeting Minutes or Annual Report (Most recent). Newly established organisations must provide a copy of your group's rules and a current list of committee or board members.

Annual Financial Statement (Most recent that includes Income/Expenditure, balance sheet and cash flow). Newly established organisation must provide a similar financial overview and proof of an active bank account (e.g. a bank statement).

Evidence of cost for essential equipment items (Quotations/screenshot).

If you are applying with an auspiced organisation, you must include a **letter of agreement** and required **documents from the auspice organisation.**

For newly established organisations, we may consider alternative evidence such as:
- *A copy of your group's rules, a current list of committee or board members and minutes from the most recent meeting (if applicable).*
- *A similar financial overview and proof of an active bank account (e.g. a bank statement or letter from the bank).*

In line with ACNC requirements, organisations registered as a Basic Religious Charity (BRC), alternative evidence can be provided such as:
- *ACNC – Annual Information Statement 2025*
- *An internally prepared Income and Expenditure Statement for the most recent financial year, signed by a senior officer bearer (e.g. Treasurer or Chair).*

For Landowners Works

Site plan: Provide a map or diagram of the property showing the location of the proposed activities

Photographs: Submit before photographs of the project area

Costs for works / material: Provide a breakdown and evidence of cost.

Conditions of Funding

- **Eligibility does not guarantee funding.** All funding decisions are made at the full discretion of Council and are final.
- **Funding is limited.** Community Grants funding is subject to the total amount allocated in Council's annual budget.
- **Competitive grant.** This is a competitive grants program with limited funding available. Submitting an application does not guarantee funding, or the full amount requested.
- **No ongoing commitment.** Funding received in any given year does not imply support in future years.
- **One application per financial year.** Applicants may submit only one application per financial year.
- **Merit-based assessment.** Each application will be assessed against the criteria outlined in these guidelines.
- **Council contribution is limited.** Council's contribution will be limited to the amount granted. Applicants are responsible for any additional costs.
- **Policy compliance required.** All applicants and recipients must comply with Council's Community Grants Policy.
- **Canvassing is prohibited.** Applicants must not attempt to influence decisions by contacting Councillors, Council staff, or assessment panel members.

Successful applicants (and their auspice organisations, if applicable) must:

- **Deliver the funded activity.** Undertake the activity to Council's reasonable satisfaction, within approved budget and timelines.
- **Use funds for approved purposes.** Grant funds must only be used for the approved activity unless written consent is obtained (see instructions below).

- **Notify Council of contact detail changes.** Inform Council of any changes to contact details or circumstances during the funding period.
- **Request approval for any significant and substantial changes** such as:
  - Changes to activity details.
  - Reallocation of funds to new, unrelated activities.
  - Request for deadline extensions (acquittal submission or activity completion).

To request changes (excluding funding amounts), request and submit a *Grant Variation Request* form through SmartyGrants. Do not proceed with revised activities until Council provides written approval.

- **Support Council publicity efforts, as required.** Cooperate with Council's promotional activities, provide notice of events, and invite Council representatives where appropriate. Council reserves the right to publicise funded activities including organisation's name (if applicable), activity description, funding outcome, and grant amount.
- **Comply with Federal, State or local laws and regulations** while undertaking the funding activity.
- **Maintain public liability insurance.** Insurance must be held for the duration of the funded activity.
- **Maintain financial records.** Retain receipts and invoices related to the grant. Council *may* request evidence of compliance at any time.
- **Return unspent funds.** Unspent or uncommitted funds totalling 5% or more of the grant (and at least $50) must be returned by the end of the financial year.

For Community Group Projects:

- **Invoice Council by 30 June.** Submit an invoice by 30 June of the same financial year. Late invoices will not be paid.
- **Submit an acquittal report.** Complete an acquittal form via SmartyGrants within 12 months of grant notification or before applying for future grants (whichever is earlier).
- **Acknowledge Council's support.** Publicly recognise Council's support in promotional materials or events (announced at your event or AGM, newsletter, or other comms), using:
    - Council's approved logo (in line with branding guidelines).
    - The phrase: "*Supported by Frankston City Council's Community Grants Program*".
- **Meet Child Safety requirements.** Comply with all relevant child safety legislation which may include, but is not limited to:
    - The Victorian Child Safe Standards (2022)
    - The Child Wellbeing and Safety Act (2005).

  Council *may* request evidence of compliance. For more information, visit https://ccyp.vic.gov.au/child-safe-standards/ or email childsafe@frankston.vic.gov.au

For Landowner Works:

- **Enter into and sign a funding agreement.**
- **Provide bank details** and notify Council of bank account detail changes.
- **Submit an acquittal report.** Complete an acquittal form via SmartyGrants within 12 months of grant notification or before June 30 2026 (whichever is sooner).

Cancellation of Grant

- Council reserves the right to cancel and request payment of grant funds if:
    - The application contains false or misleading information.
    - The applicant withdraws from the activity.
    - The applicant is not delivering the activity as proposed.
    - The activity is cancelled.

Glossary

- **Activity** means the project, program, service, or event proposed in your grant application. It refers to what the grant funds will support and what your organisation will deliver.
- **Acquittal** means a report provided by the grant recipient demonstrating that the funds were used responsibly and in accordance with the conditions of the grant.
- **Grant Guidelines** means a document that outlines the eligibility criteria, application requirements, and processes for a specific grant program.
- **Auspice / Auspicing** means a formal arrangement where an incorporated, not-for-profit organisation manages a grant on behalf of an unincorporated group. The auspice organisation assumes legal and financial responsibility for the grant.
- **Council** refers to Frankston City Council.
- **Grant** means sum of money awarded to an organisations to deliver a specific activity, with the expectation that the funds will be used only for the agreed purpose.
- **Not-for-profit organisation** means an organisation that operates for a purpose other than making a profit for its members, owners, or shareholders. It must use any surplus to further its objectives and be classified as not-for-profit under the Income Tax Assessment Act 1936.
- **SmartyGrants** means an online grant management platform used by Council for the submission, tracking, and administration of grant applications.

Support Available

Assistance with	Contact
General enquiries and advice regarding the Environmental Sustainability Grant.	**Community Grants and Networks Team** During business hours: (03) 9784 1035 communitygrants@frankston.vic.gov.au
Technical issues with SmartyGrants website.	**SmartyGrants** (03) 9320 6888 service@smartygrants.com.au
Multilingual support In you need the assistance of an interpreter	Call 131 450 and state 'Frankston City Council as the organisation and quote our number 1300 322 322
Communication Access Support service for people with a hearing, speech or communication impairment and for text telephone or modem callers.	**National Relay Service** To find the NRS call option that best suits you visit: www.communications.gov.au/accesshub/nrs