

COMMUNITY SUSTAINABILITY GRANTS

GUIDELINES 2023 – 2024



The City of Albany's Community Sustainability Grants program is designed to assist and encourage sustainability projects that benefit our community.

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This funding program offers grants of up to \$2,500 to support initiatives that support the City's sustainability goals. Funding is available for projects that will be delivered between 1 July 2023 to 30 June 2024.

Applications will be open until the scheme is fully subscribed.

Before submitting an application for funding, please ensure you have carefully read all details contained in these guidelines. You must also discuss your proposed activity with the Sustainability Team before submitting an application.

KEY CONTACT

To discuss your project, or for other enquiries about Community Sustainability Grants, please contact the City's Sustainability Team on 6820 3032 or by email at sustainable@albany.wa.gov.au.

FUNDING PRIORITY AREAS

Applications must address at least one of the funding priorities after selecting only one stream to be eligible for assessment:

Share responsibility for climate action

- Reduce water usage
- Work towards net zero greenhouse gas emissions
- Develop a sustainable, low waste, circular economy

OR

A safe, sustainable and efficient transport network

- Encourage more people to use active transport (walking and cycling)

OR

Sustainable management of natural areas; balancing conservation with responsible access and enjoyment

- Conserve and enhance the region's natural reserves

EXAMPLES OF POTENTIAL PROJECTS

- Upcycling or recycling activities
- Reducing waste through composting or worm farming
- Supporting local plant and animal biodiversity
- Revegetation or environmental weed control projects
- Community sustainability education projects
- Projects that reduce energy and water use
- Encouraging cycling, walking and public transport use to reduce vehicle use

WHO CAN APPLY?

Community Sustainability Grants are available to not-for-profit incorporated community organisations, schools and small businesses (with less than 20 employees) based in the City of Albany or which have a demonstrated, principal interest in the City.

Unincorporated community groups may seek the services of an incorporated body (sponsor) based in the City of Albany to auspice the activity on their behalf. The sponsor will be required to accept legal and financial responsibility for delivering the activity. Please contact the City of Albany to discuss the available options.

WHAT CAN I APPLY FOR?

Grants can be used for most aspects of an activity, including:

- Program delivery costs, including fees and costs for, and associated with presenters, instructors or facilitators; or subscription fees for hosting events on virtual platforms;
- Production and venue costs, including venue/grounds booking and equipment hire;
- Purchase of materials, supplies and resources associated with delivering the activity;
- Publicity, communications and marketing costs including web design and redevelopment;
- Food and non-alcoholic beverages provided for activities that have physical attendance (where compliance with relevant guidelines is adhered to).

WHAT WILL NOT BE FUNDED?

The following will not be considered for funding:

- Retrospective or deficit funding;
- Recurrent expenditure such as salaries, wages, electricity, insurance, water, rates and other core organisational operating costs;
- Fees associated with administering the grant funding;
- Fundraising activities;
- Government or quasi-government agencies (not including schools);
- Groups or organisations who have failed to acquit grants awarded to them by the City of Albany in any capacity;
- Projects where more appropriate alternative sources of funding are available, including where the proposed project falls within the criteria of another grant program offered by the City;
- Projects that commence prior to the grant application being considered by the City.

HANDY TIPS FOR A STRONG APPLICATION

- Discuss project scope with the Sustainability Team prior to submission
- Answer all questions providing as much detail as possible and consider how your proposed project addresses the relevant funding stream and priorities.
- Include any letters of support and indicative quotes for budget items.
- Prioritise local suppliers where possible.
- Only apply for one funding stream.
- Don't be afraid to ask questions if you are not sure what is required within your application.

APPLICATION ASSESSMENT

Applicants should answer all the questions provided with as much detail as possible. Your responses will enable the Assessment Panel to make their decision.

Applications will be assessed against the following criteria:

- Expected outcome/s of the project;
- Whether there is a clear explanation of how the proposed project will deliver its intended outcomes;
- Thorough planning and clear timelines for the project;
- Whether there is a clear benefit from the proposed project.

A minimum of three people will review the applications and recommend funding to be endorsed by the relevant Manager under delegated authority from Council. This is a competitive program, and not all applicants for funding will be successful. Some applications will be recommended for partial funding. Your chances of success depend on how well you can demonstrate that your application meets the priority areas and assessment criteria.

CONDITIONS OF FUNDING

Successful applicants will be required to sign a funding agreement with the City. Auspicing organisations will enter into a funding agreement with the City on behalf of the individual or unincorporated organisation whose activity they are sponsoring.

Canvassing of elected members will automatically disqualify the application from consideration.

Successful applicants will be required to provide a grant acquittal within 1 month of the project completion. This will include a summary of funded activities (including images), a financial report. An acquittal form will be provided.

If you are unsure of these conditions please contact the Sustainability Team at sustainable@albany.wa.gov.au or call 6820 3032.

ACKNOWLEDGEMENTS AND LOGOS

Successful applicants will be required to indicate how they intend to acknowledge the City of Albany's contribution towards the activity or event. This support must be acknowledged through any advertising, other promotional material and media publicity associated with the activity. Approval must be obtained prior to using the City's logo by sending materials to medialiaison@albany.wa.gov.au.

EVENT APPROVALS

Applicants who receive funding to host an event must seek the relevant approvals from the City's Events Team by contacting 08 6820 3035 or eventsapprovals@albany.wa.gov.au.

ABN AND TAX STATUS

Successful applicants without an ABN must complete a Statement by a Supplier form in order to be funded. Statement by a Supplier forms are available from the Australian Tax Office website as a PDF (www.ato.gov.au) or can be obtained from Australia Post.

The City cannot release funds to individuals or organisations without an ABN or signed Statement by a Supplier form.

Applicants must advise of their organisation's GST status. If registered for the GST individuals or organisations must supply a tax invoice to receive funds.