

# Environmental

## GRANT GUIDELINES



Grants, Funding  
and Awards

**SCENIC RIM**  
  
REGIONAL COUNCIL

[scenicrim.qld.gov.au](http://scenicrim.qld.gov.au)

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## Mayor's Foreword

Council is pleased to be able to support the efforts of Scenic Rim community groups and landowners who play a key role in protecting our region's world-class biodiversity and the many rare and threatened species with which we share our spectacular environment.

Through our Environmental Grants Program Council is investing in conserving and enhancing some of our region's most valuable natural assets, our spectacular scenery and healthy environment. It also supports our Biodiversity Strategy, which recognises the importance of the ecological balance vital for the Scenic Rim's key industries of tourism and agriculture.

The Scenic Rim is one of the most biodiverse areas in Australia and maintaining that biodiversity is a partnership between Council and the community. Our Environmental Grants Program in previous years has helped the community to protect endangered species such as the Bristlebird, Glossy Black Cockatoo and Koala, as well as our unique vegetation including Brigalow scrub and native Macadamia trees.

Although our region is home to many large national parks, much of the remaining native habitat in the Scenic Rim is found on private property, so the conservation of native plants and wildlife and the maintenance of healthy ecosystems is very much a community effort.

I look forward to seeing the many exciting and innovative environmental projects that this program will support and working with you to enhance the sustainability and liveability of the Scenic Rim.



**Greg Christensen**  
Mayor

# Environmental Grants Program

## Program aim and overview

Council recognises that Scenic Rim boasts a unique natural environment and is committed to proactively working to preserve and enhance it in partnership with the community.

Working together to care for the environment is a significant theme in the Scenic Rim Regional Council Biodiversity Strategy. Through the Environmental Grants Program, the natural environment can be cared for by providing assistance for community initiatives that contribute to the protection, enhancement and sustainability of the Scenic Rim Region.

The Environmental Grants Program aims to encourage and assist community involvement to preserve the Scenic Rim's environment for the benefit of the whole region.

## Objectives

The objectives of this program are to:

- Support community groups and private property owners to enhance, protect and restore the natural environment of the Scenic Rim region.
- Encourage and foster environmental ethic and behaviour change amongst the community.
- Increase community awareness and understanding of environmental values.
- Support conservation strategies currently undertaken by Council.

## Eligible applicants

An applicant must be one of the following:

- **Community group** - These groups preferably should be incorporated or sponsored by an incorporated organisation. Projects can be on any land tenure, where a strong public benefit can be demonstrated.
- **Non-Government Organisation, Not-for-Profit organisation** - Organisations need to display a significant public benefit from the project.
- **Businesses with philanthropic programs** - The business needs to display a significant public benefit from the project and provide a minimum of dollar-for-dollar financial contribution.
- **Pre-School, Primary School, or Secondary School** - The school must be located within the Local Government Area. Applications must be endorsed by the Principal or Deputy Principal of the school.
- **Private property owner** - Property must be located in the region and involved in Council's Habitat Protection Program (e.g. Land for Wildlife) where the applicant can clearly demonstrate a significant community or environmental benefit.

## Eligible projects

### 1. Habitat enhancement and extension

Projects may include weed control, regeneration and revegetation, stock exclusion/ controlled grazing fencing, tree

planting, erosion control and environmental infrastructure (eg. interpretive trail, signage). Select areas would need to be protected from incompatible uses such as grazing, weeds and fire. Sustainability of the project after the completion date must also be demonstrated.

### 2. Riparian restoration

Riparian areas (wetlands and creek buffers) form major habitat corridors for wildlife. They also protect water quality. Projects that enhance or expand these areas would be supported. Activities may include environmental weed removal, erosion control, tree planting, bank stabilisation, stock exclusion or water quality monitoring. Wetlands on flood plains are of high strategic importance. Projects that increase wetlands habitat will be considered. Projects would need to demonstrate ongoing sustainability and be located strategically in the landscape.

### 3. Species recovery

Many properties contain habitat that may contain or support listed Rare and Threatened species. Projects that target these species with specific initiatives will be considered. Activities need to align with any current Recovery Plans and comply with Queensland Government legislation.

### 4. Environmental awareness

These projects could cover special initiatives to deliver an environmental or conservation message to the Scenic Rim community. Campaigns can focus on specific fauna or flora species, general conservation, climate change initiatives, ecological sustainability or similar initiative as deemed appropriate.

### 5. Conservation of environmental areas of cultural significance

Projects within this category may seek to restore or protect culturally significant resources in the region such as indigenous sites, historical and early settlements, man-made structures, trees or other natural features that have significant value to the community. Support would be restricted to the environmental aspects of the project.

## Ineligible projects

Environmental Grants Program does not support the:

- Purchase of land
- Day-to-day running costs of an organisation
- The hire of permanent employees (contract labour or consultant for the project may be engaged with Council approval)
- Purchase of tools and equipment which do not remain in place for community benefit at the end of the project unless on-going community benefit can be demonstrated
- Motorised tools that would require specialised training;
- Projects where the bulk of works have already been completed prior to the Grant closing date
- Normal property management
- Commercial enhancement of a property, or
- Compliance with development approvals or other statutory requirements.



# Preparing your application

## BEFORE YOU APPLY

***Applicants are encouraged to read these guidelines carefully and speak with Council's Environmental Policy and Services Team before submitting an application.***

Applications will be evaluated on merit against eligibility and assessment criteria. Applications successful through previous rounds of Environmental Grant program must acquit their current grant before applying for further funding.

Although an application may meet the eligibility requirements and assessment criteria, grants are highly competitive. Approval will depend on available funds, the quality of applications and community need. Therefore applicants may be fully, partially or not funded.

**Please note** the grant assessment process can take up to two months from when the funding round closes so this needs to be factored into your project planning.

Applications should focus on the proposed project and outline how a proposed activity will be carried out. Applicants are encouraged to provide any supporting information that maybe included in explaining the project. Some of the supporting documents that assist in assessment include.

### Project plan

Points to consider when preparing an application are:

- History of the organisation, school or individual in similar projects
- Rationale for the project, demonstration of project need and who will benefit
- Roles, responsibilities and process for decision making in project delivery
- Specific and measurable outcomes planned from the project
- Site description
- Outline the project's financial, legal and other risks and proposed mitigation measures, and
- How the project complements the character and environment of the Scenic Rim region.

### Project map

Including a map of the project area and project stages for on-ground works greatly assists assessment of an application. Maps should be approximately to scale and include key features as well as areas of proposed works. Technical drawings and survey plans can be included where available.

## Supporting material

Applicants are encouraged to attach the following documents (where applicable) to support their application:

- Public Liability Certificate of Currency
- One quote for projects up to \$1,500 and two quotes for projects more than \$1,500
- Letters of support are not required except from partnering and/ or auspicing organisations
- Relevant minutes of meetings to demonstrate committee endorsement

- Information or research which supports the proposed project, and
- Completed master plans, site plans and photographs.

### On-going maintenance and monitoring

On-ground projects will involve aspects of maintenance after the project has been completed. The project plan should identify what maintenance is going to be performed and by whom. Project progress and success needs to be monitored. Photo points are an acceptable method to chart progress. The project plan needs to address the method of monitoring and set-up of any monitoring points before commencement. Photographs of 'before' and 'after' are expected to be included in the final report.

### Letters of support for community projects

Community groups proposing to seek funding are encouraged to obtain letters of support for their project. Letters of support strengthen an application because they show you have support from the broader community for a project and emphasise the benefit a project will create. Letters of support may be provided by:

- Office bearers from community groups who use or know of services provided by the group
- Those who will receive some benefit from the project
- School teacher or principal
- State or Federal Members of Parliament
- Others who will support the project, or
- Universities.

## Projects on Council owned or controlled land

Applicants proposing to undertake works on Council land require approval under the Community Project Works on Council Land Policy. Please contact Council's Maintenance and Operations Department on 5540 5111 before submitting your application.

## Goods and Services Tax & ABN Number

Council grants are paid exclusive of GST regardless of the tax status of the applicant organisation.

If an ABN is not quoted, applicants will be required to complete the Australian Tax Office (ATO) Statement by a Supplier form. This can be provided upon request. If a Statement by a Supplier form is not supplied, Council will be required to deduct 46.5% of the approved grant for remittance to the ATO.

## Assessment

### Eligibility

Each application will be reviewed for completeness and compliance with the **eligibility criteria (Page 4)**. An information request may be issued to the applicant prior to assessment or approval. Each application will be assessed by a panel and any other expert staff deemed necessary at the time of assessment

### Scoring

Applications will be scored against an Assessment Matrix. An assessment panel will review all applications and provide a formal recommendation to Council for final approval. The key themes that any project must demonstrate include.

- How the project provides a long-term benefit to the environment of the Scenic Rim region.
- The extent to which the project contributes to state or regional biodiversity and natural resource outcomes.
- Use of environmental best practice methods.
- Capacity to complete the project.
- Well defined and achievable project outcomes.
- Long-term sustainability of the project outcomes.

An assessment panel will review all applications and provide a formal recommendation to Council for final approval.

## Notification of outcome and project agreement

All applicants will be notified within two weeks of Council's final decision. Upon success, applicants will enter into project agreement for the proposed project. The project agreement will establish key conditions including timeframes, funding amount and conditions. Conditions will ordinarily be set as part of any grant offer and are subject to acceptance by Council and the applicant.

Payment of the grant funds will be made electronically to the nominated bank account. If the applicant is being auspiced, payment will be made to the auspicing organisation.

If an applicant wishes to amend a project agreement, a written request can be submitted and approved upon mutual agreement between the applicant and Council.

## Reporting and acquittal

The project needs to be completed within twelve months or in accordance with the project agreement. The final acquittal report must be submitted within two months of completing the project.

All final reports are to be submitted on the Acquittal Template provided. The report covers project outcomes and achievements, along with acquittal of expenditure, with copies of receipts or invoices. The report must show that the grant was used for the purpose for which it was provided.

All funding expenditure must be reported to Council, with copies of appropriate receipts. Any surplus or inappropriately expended funds must be returned to Council within three months of completion of the project.

## Acknowledgement requirements

Council is proud to partner with the local community in undertaking environmental projects and may publicly acknowledge the project through media release and social media. Where opportunities arise to showcase grant outcomes, Council will work with applicants to invite community members to see successful project outcomes.

## Lodging your application

Your completed application can be lodged before 5pm on the advertised closing date by:

**EMAIL** mail@scenicrim.qld.gov.au

**MAIL** Environmental Grants Program  
Health, Building and Environment  
Department Scenic Rim Regional Council  
PO Box 25 Beaudesert Qld 4285

**IN PERSON** Customer Service Centres at:  
  
Beaudesert Council Administration Building  
82 Brisbane Street Beaudesert

Tamborine Mountain Library  
Cnr Main Street and Yuulong Road,  
North Tamborine

Boonah Customer Service Centre  
70 High Street Boonah

Key dates and application forms are available on Council's website at [www.scenicrim.qld.gov.au/environmental-grants](http://www.scenicrim.qld.gov.au/environmental-grants)

## Privacy Statement

Any application for grant funding to the Scenic Rim Regional Council results in Council collecting your personal information in order to assess your application for eligibility, to establish a digital presence of your information in Council's business operations for the purposes of providing approved grant funding and may be accessed to explore promotional activities. Your information will not be given to any other person or agency unless you have given express permission, or we are required to by law. Your personal information is handled in accordance with the Information Privacy Act 2009.

## Further information

Further information on Council's Environmental Grants Program can be obtained by contacting the Environmental Policy and Services Team on 07 5540 5111 or [mail@scenicrim.qld.gov.au](mailto:mail@scenicrim.qld.gov.au)