

2022-23 Environmental Management Fund Grant Guidelines



File No: FIN/153

Applications due by 2pm, Monday 2 May 2022

Applications are to be submitted using the grant application form. Electronic copies are preferred, although hard copy applications will be accepted.

Applicants will be notified about the result of their application in mid June 2022.

All applicants will be notified by email that their application has been received. If you do not receive an email within three working days that your application has been received, please contact the Shire.

Application Assistance

Applicants **must** to contact the Shire to discuss their application before submitting.

Contact: Sustainable Planning
Phone: (08) 9780 5220
Email: spdplanning@amrshire.wa.gov.au

Submitting Your Application

Applications must be submitted by completing an application form.

Completed applications must be submitted to the Shire by email or post

Email	amrshire@amrshire.wa.gov.au
Post	Chief Executive Officer Shire of Augusta Margaret River PO Box 61 Margaret River WA 6285

Background

The Shire of Augusta Margaret River is committed to valuing and protecting the natural environment and transitioning to a more sustainable community. The Shire also recognises the valuable role that community groups, organisations and individuals can play in driving sustainability and protecting and enhancing our natural environment.

The Environmental Management Fund (EMF) Grant Program is a funding stream endorsed by Council to fund projects which achieve local environmental and sustainability outcomes.

Purpose

Traditionally the Environmental Management Fund Grant Program provided direct funding to support environmental management activities to assist landholders and community groups to achieve better conservation outcomes. The funding has now been expanded to include broader sustainability initiatives.

EMF themes

Projects that meet the EMF themes are available for funding. The themes are:

- a) Biodiversity protection – includes projects such as revegetation, strategic weed control
- b) Waterway health – includes projects such as river or creek foreshore revegetation, projects to improve water quality
- c) Coastal management and protection - includes projects such as strategic erosion and access control, revegetation, and weed control
- d) Sustainability – includes projects that reduce waste and emissions or otherwise improve environmental sustainability
- e) Environmental education and capacity building - includes the development of information materials and training.

Eligibility

Grants will be considered for:

- Individuals
- Community Groups
- Not-for-profit associations

Tenure of land for projects

All projects are to demonstrate a direct public benefit and it is expected that on ground works will generally be undertaken on public lands.

Where significant public benefit, community involvement and strategic partnerships can be demonstrated, larger projects will be considered on private land, or a combination of public and private land.

Support from the relevant authority is required for projects on land tenure not managed by the Shire.

Purchasing assets

The purchase of significant assets is not generally supported unless a broad benefit with significant sustainability outcomes can be demonstrated.

Funding amounts

Grants of up to \$50,000 (incl. GST) are available for activities that meet the eligible activities outlined above.

Funding of up to \$5,500 (incl. GST) is available to individuals and non-incorporated groups. A non-incorporated body can partner with an incorporated body to act as a sponsor.

Funding of up to \$50,000 (incl. GST) is available per project for an incorporated community group or those sponsored by an incorporated body.

Applications are to include all GST inclusive components.

Project timeframe

It is the Shire's preference that projects be completed within a 12 month period although consideration may be given to projects with extended timeframes, subject to detailed consideration and assessment of the project.

Co-contributions

It is generally expected that co-contributions should match or exceed the requested grant funds.

Co-contributors can include your group and anyone else contributing towards the project. Co-contributions can be:

- Cash donations, including from other grants; or
- In-kind contributions.

Some examples of in-kind contributions include:

- Time spent in project management and administration
- Volunteer contributions (school children costed at \$15 per hour, adults at \$30 per hour and skilled professionals at \$50 per hour)
- Use of specialised equipment or services (account at the full cost)
- Materials (account at the full cost).

If the co-contribution is proposed to be partly funded via other grant sources, please provide the name and status of the application. If the grant has been submitted but the application has not been assessed, please provide a copy of the application and the anticipated date of announcement. If the grant has been approved, please provide a copy of the project agreement or the like.

If the proposed contribution is less than 50% of the project total please discuss the project with the Shire prior to lodgement.

Partnerships

Projects in partnership with other groups will be considered favourably. Contributions from other partners can be in the form of cash or in-kind contributions.

A letter of commitment from each partner must accompany your application and specify any contributions they have agreed to provide.

Indigenous collaboration

It is recommended that applications should collaborate with Aboriginal stakeholders to demonstrate how they are building relationships with Aboriginal stakeholders.

Applications are encouraged to allocate funding to ensure Aboriginal collaboration during the project. Approvals under the Aboriginal Heritage Act may also be required for certain activities.

Administration allowance

As part of your total grant request, incorporated community groups can apply for up to 15% for administration costs[#]:

The administrative allowance can be used to cover administration costs including:

- Project coordination
- General office and project costs including phone, internet and printing
- Costs associated with the use a sponsor
- Insurance (volunteer, public liability and personal accident).

[#] Expenses already covered by other grants can't be included

Funding rounds

Applications must be submitted by 2pm Monday 2 May 2022. Email applications are preferred and should be sent to amrshire@amrshire.wa.gov.au with the title 'EMF Grant Application – Project Title'.

Please make sure you keep a copy of your completed application for your records.

Assessment criteria

Applicants will be assessed against the information provided in the EMF Grant Application Form. Funding will be provided to applicants that best meet the following scoring criteria:

A: Environmental sustainability outcomes – 30%

- *Longevity of outcomes*
- *Consistency with the EMF themes*
- *Importance of the proposed works i.e. project addresses a known issue.*

B: Methodology – 30%

- *Proposed methodology is appropriate and uses best practice.*

C: Timeframe and expenditure – 20%

- *Project timeframe is realistic*
- *Project demonstrates value for money.*

D: Broad benefit and community partnerships – 20%

- *Project demonstrates broad benefits*
- *Project demonstrates strong community partnership in delivering proposed project (in-kind contributions, on-going community support etc.)*
- *Collaboration with Aboriginal stakeholders.*

Application and assessment procedure

Implementation of the grants program can be summarised as follows:

Step 1 – Application: Applicant completes the application form and submits application to the Shire.

Step 2 – Assessment: Shire officers assess applications and prepare a report to the Sustainability Reference Group for consideration. This may involve a site visit or further clarification from a Shire officer to evaluate proposed activities.

Step 3 – Endorsement: Director endorsement of recommended projects.

Step 4 – Project agreement: Shire officers advise successful applicants and prepare a grant agreement detailing project deliverables, milestones and payment schedules.

Step 5 – Implementation: The project is implemented in accordance with the signed grant agreement.

Step 6 – Reporting: Applicants submit a midway email update and a brief report at the completion of the project outlining project outcomes, achievement against deliverables and a financial statement of expenditure. Timing and details of this report will be detailed in the grant agreement.

Acknowledgment of funding

All projects funded or part funded through the EMF must acknowledge the Shire of Augusta Margaret River's contribution. This includes in any media statements and on any materials prepared throughout the project such as pamphlets or web pages. Further information on appropriate acknowledgement will be provided through the project agreement for successful projects.