

# Guidelines

Share your idea for climate action. The top two eligible projects voted by community will secure \$5,000 grant funding from Council.

## Climate Emergency Grants 2022

Surf Coast Shire Council is looking for projects that enact Council's [Climate Emergency Corporate Response Plan 2021-2031](#). This grant seeks outcomes that reduce greenhouse gas emissions and mobilise local action on climate change.

Two grants of \$5,000 are available. Applicants of all eligible Expressions of Interest received by Council will pitch their project to be voted on by the community.

## Before you get started

Before applying, we strongly encourage you to discuss your proposal with our Environmental Sustainability Coordinator (Lauren Watt [lwatt@surfcoast.vic.gov.au](mailto:lwatt@surfcoast.vic.gov.au)) or Grants Officer (Terri Hannan [thannan@surfcoast.vic.gov.au](mailto:thannan@surfcoast.vic.gov.au)), both contactable by phone 5261 0600.

Please note: At the time of publishing, Government restrictions are in place in response to the COVID-19 pandemic. Council recommends that in the preparation of Expressions of Interest and delivery of grant projects, individuals/groups are aware of and adhere to the most recent advice provided at [www.coronavirus.vic.gov.au](http://www.coronavirus.vic.gov.au).

## Expressions of Interest

To be considered for funding, applicants must meet the requirements of these Guidelines and submit an Expression of Interest (EOI) outlining their project.

To apply visit [www.surfcoast.vic.gov.au/Grants](http://www.surfcoast.vic.gov.au/Grants).

Key Dates:

- EOI opens on **11 April 2022**
- EOI closes on **23 May 2022**
- Project pitch event **5 June 2022**

## More Information

Online [www.surfcoast.vic.gov.au/Grants](http://www.surfcoast.vic.gov.au/Grants)

Phone 5261 0600

## Grant purpose

Surf Coast Shire Council recognises that urgent and widespread action is required, both locally and globally, to rapidly cut greenhouse gas emissions.

Council is looking for local initiatives that enact its [Climate Emergency Corporate Response Plan 2021-2031](#) – Goal 5 'Our organisation empowers community-led responses to the climate emergency'.

The 2022 Climate Emergency Grants: Pitch your project! provides \$5,000 funding to two community projects focussed on emissions reduction and community climate action.

Expressions of Interest will be assessed based on how the project:

### Reduces greenhouse gas emissions

Including:

- What emissions sources are targeted (e.g. electricity, transport, gas, agriculture, etc); and
- the approximate scale of emissions reductions.

Find info on Surf Coast emissions and sources [here](#).

and

### Increases community action on climate change

Including:

- How it will mobilise local action (e.g. raise awareness, share knowledge, build capacity);
- who will be engaged in the project (e.g. broader community, community groups, businesses), with consideration for addressing accessibility and inclusivity for vulnerable and hard to reach individuals and groups; and
- the approximate number of people/groups that will be involved or become agents of change.



## Climate Emergency Grants: Pitch your project!

### Application and assessment

Applicants submit an Expression of Interest online through the Grants page on Council's website [www.surfcoast.vic.gov.au/Grants](http://www.surfcoast.vic.gov.au/Grants). Please contact Council on phone 5261 0600 if you require an alternative.

Once an Expression of Interest (EOI) has been received:

- You'll get an email acknowledging submission of your EOI.
- Council officers will check that EOIs meet all requirements outlined in the Guidelines, and conduct a risk assessment of each proposed project.
- Applicants of all eligible EOIs are invited to pitch their project at a community event on Sunday 5 June 2022, where the top two voted projects will receive a commitment of grant funding.

### Project pitches

Applicants should ensure that they or a nominee are available to make their pitch either in person or online, on **Sunday 5 June 2022 at 2-3.30pm** (World Environment Day). The in-person event will be held at Surf Coast Shire Council Offices, 1 Merrijig Drive, Torquay.

Each eligible applicant has 7 minutes (maximum) to make a pitch that gives an overview of their idea and how it meets the grant purpose. This can take the form of a speech or presentation, or even a song or skit – this is an invitation to be creative!

You will present your pitch to the other applicants and community members who participate on the day. The two pitches that receive the most votes from the community will receive a commitment of Council funding (\$5,000 each).

### Funding information

- \$5,000 grants are available to two eligible projects selected via community vote. Smaller or larger amounts of funding will not be

considered, and proposals must detail how the \$5,000 would be spent.

- A Funding Agreement specific to each project will be developed by Council, in discussion with the successful applicants.
- Payment will be made to the successful organisation's nominated bank account when all relevant documentation is received, including a signed funding agreement, tax invoice and evidence of public liability insurance appropriate to the project.
- If your project is being auspiced, you will need to submit the banking details of your auspice organisation and an invoice from the auspice organisation.
- Projects must be completed and funds acquitted in accordance with terms and conditions set out in the funding agreement.
- The successful applicant is responsible for all project costs over and above Council's grant.
- Applicants should be aware of their responsibilities to comply with Federal Government taxation requirements. For information or advice on whether you should be registered for GST or need an Australian Business Number, contact the Australian Tax Office information line on 132866 or visit [www.ato.gov.au](http://www.ato.gov.au).

### Eligibility

Expressions of Interest must be received by the deadline of the funding program through the SmartyGrants online system. Late applications will be deemed ineligible and will not be accepted.

Only one project will be considered for funding, per applicant, per year in this grant program. This does not apply to auspice bodies acting on behalf of multiple applicants.

## Climate Emergency Grants: Pitch your project!

### All projects must:

- Take place in Surf Coast Shire.
- Demonstrate how they act upon the grant purpose described in these Guidelines.
- Be scoped to the value of \$5,000 – no smaller or larger amounts of funding will be considered for this grant.
- Where related to First Nations Peoples or culture, demonstrate appropriate consultation with Registered Aboriginal Party, Traditional Owner consultant or First Nations organisation.
- Be accessible and inclusive of all abilities – including physical access, as well as ensuring written materials are visually accessible.
- Align with Council's responsibilities as a Child Safe Organisation. Projects or programs involving children must comply with the Child Safe Standards <https://www.dhhs.vic.gov.au/publications/child-safe-standards>.
- Be worked through with Council officers in regards to any relevant risk assessments, permits and/or maintenance, prior to funding being distributed.

### Who can apply

- Incorporated not-for profit groups, or unincorporated groups who apply through an appropriate not-for-profit incorporated body that supports the Expression of Interest and is willing to accept responsibility for the funding (i.e. auspice agreement).
- Groups that have an appropriate level of insurance, e.g. public liability.
- Groups that have an ABN or are willing to complete an ATO Statement by Supplier Form.
- Groups that operate as part of a larger governing body, where the grant project is outside the scope of what is funded by the governing body, e.g. Churches, Cemetery Trusts, SES, CFA.

- Not-for-profit community groups and sporting clubs that pay their own energy bills and lease Council owned buildings within the Surf Coast Shire.
- Committees of Surf Coast Shire, including Advisory Committees, Committees of Management or Sub Committees.
- Schools, if the project or activity is not part of the standard school curriculum.
- Individuals under an auspice agreement.
- Businesses – where the application demonstrates that the proposed project will have considerable tangible community benefit.

### Who is not eligible

- Organisations that have received Surf Coast Shire funding for the same activity within the same financial year. However, organisations may apply for funding for a different project, or new stage of a previous project.
- Organisations that have an overdue Acquittal Report for previous funding received from Council.
- Elected members and employees of Council must not be involved in the development of an Expression of Interest (EOI) and are not eligible to sign or be listed on any grant EOI.

### What we can fund

- Projects that deliver greenhouse gas emissions reductions and actively mobilise community action on climate change.
- Projects and activities located in the Surf Coast Shire, including on Council managed or private land. Projects on private land must demonstrate that the activity will have considerable tangible community benefit.



## Climate Emergency Grants: Pitch your project!

### What we won't fund

- Projects outside of Surf Coast Shire.
- Projects that have already commenced or been previously funded unless it is a new stage of that program.
- Projects that provide direct benefit to a commercial business, individual or land owner with no significant emissions and community outcomes.
- Wages, contracts, registrations and general administration. One-off facilitator/trainer fees are acceptable.
- Operational costs, e.g. telephone, electricity, cleaning/maintenance, utility bills, ongoing insurance.
- Prize money, awards or trophies.
- Fundraising via direct requests for donations or sponsorship.
- Activities related to political action and/or protesting.

### Conditions of funding

In accepting a Surf Coast Shire grant you must be willing to adhere to the following conditions:

- A certificate of currency for Public Liability Insurance (proportionate to the risk associated with the program being undertaken) must be provided.
- The funding provided must be used for the approved activities. Any changes to the funded activities detailed in the Expression of Interest may not be undertaken without prior written approval from Council.
- Applicants must obtain any necessary approvals and meet any costs associated with those approvals.
- Where required, the applicant will ensure that the project complies with all the relevant acts, codes, standards and applicable legislation, including, but not limited to, Victoria's Child Wellbeing and Safety Act 2005, Disability Discrimination Act 1992, and

Occupational Health and Safety Act 2004.

- At the completion of funded activities an Acquittal Report including an expenditure statement must be provided in line with the agreed funding conditions.
- Council's logo shall be used on all material relating to the funded activities and an appropriate acknowledgement of funding must be given by the recipient in all promotional material, announcements and reports of the activities to the community.

### More Information

#### About this grant

Online [www.surfcoast.vic.gov.au/Grants](http://www.surfcoast.vic.gov.au/Grants)

Phone 5261 0600

#### Registered Aboriginal Parties

Eastern Maar Aboriginal Corporation  
[easternmaar.com.au](http://easternmaar.com.au)

Wadawurrung Traditional Owners Aboriginal Corporation  
[wadawurrung.org.au](http://wadawurrung.org.au)

#### Resources

Access and inclusion  
[surfcoast.vic.gov.au/Community/Access-for-all](http://surfcoast.vic.gov.au/Community/Access-for-all)

Accessible Events Guide  
[surfcoastevents.com.au/site/wp-content/uploads/2020/09/Accessible-Events-Guide.pdf](http://surfcoastevents.com.au/site/wp-content/uploads/2020/09/Accessible-Events-Guide.pdf)

Climate and sustainability  
[environmentsurfcoast.com.au](http://environmentsurfcoast.com.au)

Community Group Directory  
[surfcoast.vic.gov.au/Community/Community-Group-Directory](http://surfcoast.vic.gov.au/Community/Community-Group-Directory)

Event planning  
[surfcoastevents.com.au/event-organisers/](http://surfcoastevents.com.au/event-organisers/)