

# Climate Emergency Grants Guidelines 2024

Surf Coast Shire Council's Climate Emergency Grants provide funding for innovative community initiatives that take action to mitigate, adapt and/or mobilise on climate change.

## Funds available

Applicants of all eligible Expressions of Interest received by Council will pitch their project, where the top-voted projects will secure grant funding. Expressions of interest will be accepted for:

- a small number of \$5,000 projects from eligible applicants
- a small number of \$10,000 projects from partnership projects between two or more eligible applicants who contribute equally to the project

## Grant purpose

Surf Coast Shire Council is looking to fund 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 Climate Emergency Grants fund projects that:

- reduce greenhouse gas emissions (mitigate);
- help our community adapt to the impacts of climate change (adapt); and/or
- engage our community in climate action (mobilise).

The pitch process will coincide with World Environment Day in June, bringing people together to share ideas for climate action.

## Before you get started

Before applying:

- Read these Guidelines and check your eligibility.
- Call our Grants Team on 5261 0600 to discuss your idea and ask any questions.

NOTE: Council officers can assist with the application process, but are unable to review draft applications.

## To apply

Expressions of Interest (EOI) are submitted online at [surfcoast.vic.gov.au/Grants](http://surfcoast.vic.gov.au/Grants). Please contact our Grants Team on 5261 0600 if you require an alternative.

## Key dates:

Dates will vary each year, so please refer to our website or call our Grants Team for details. As a guide, Expressions of Interest will be open during April/May, and the Project process will be scheduled around World Environment Day (5 June annually).

## Assessment criteria

All EOIs for the Climate Emergency Grants are assessed using these criteria:

| Criteria   |
|--|
| The project takes action on climate change mitigation, adaptation and/or community mobilisation. |
| The applicant demonstrates their commitment and capability to deliver the project.               |
| The budget is realistic, and costed with quotes.   |

Read more about assessment in the Grant Process section of these Guidelines.

## Project pitches

The community pitch process will be scheduled around World Environment Day (5 June) each year, and promoted at the time Expressions of Interest are open.

Each eligible applicant will be given a format to pitch. The format the pitch takes will be outlined on the website once the grant round is open and being promoted. This can take the form of a speech, presentation, video or even a song or skit – this will be an invitation to be creative!

You will present your pitch to the other applicants and community members who participate. The pitches that receive the most votes from the community will receive a commitment of Council funding.

Note: *In the event of a tie, i.e. where the outcome from the voting does not align with the number of grants available, a second vote will take place between the tied projects to determine the project/s to receive funding.*

## Who can apply?

| CAN APPLY    |  |
|--------------|--|
| ✓            | Groups or individuals who operate in or contribute to the Surf Coast Shire community.  |
| ✓            | Incorporated not-for profit groups, or unincorporated groups who apply through an appropriate not-for-profit incorporated body that supports the application and is willing to accept responsibility for the funding (i.e. auspice agreement). |
| ✓            | Charitable organisations.  |
| ✓            | Groups that operate as part of a larger governing body, where this grant 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.  |
| ✓            | 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/environmental benefit.   |
| CANNOT APPLY |  |
| ✗            | Groups that don't meet the Eligibility Requirements specified in these Guidelines.   |
| ✗            | Groups that have received Surf Coast Shire Council funding for the same activity within the same financial year. However, organisations can apply for funding for a different project, or new stage of a previous project.                     |
| ✗            | Groups that have an overdue Acquittal Report for previous funding received from Council.   |
| ✗            | Committees of Surf Coast Shire Council, including Advisory Committees, Committees of Management or Sub Committees.   |
| ✗            | Elected members and employees of Council must not be involved in the development of an application and are not eligible to sign or be listed on any grant.   |
| ✗            | Groups that don't meet the Eligibility Requirements specified in these Guidelines.   |
| ✗            | Groups that have received Surf Coast Shire Council funding for the same activity within the same financial year. However, organisations can apply for funding for a different project, or new stage of a previous project.                     |

## What will and won't be funded

| Yes  | NO   |
|--|--|
| ✓ Community initiatives that take action to mitigate, adapt and/or mobilise on climate change.   | ✗ Projects outside of Surf Coast Shire.  |
| ✓ Projects and activities located in the Surf Coast Shire, including on Council managed or private land.   | ✗ Projects that have already commenced or been previously funded, unless it is a new stage of that program.  |
| ✓ (Projects on private land must demonstrate that the activity will have considerable tangible community benefit.)   | ✗ 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 accepted.   | ✗ Operational costs or items purchased on a frequent basis, e.g. telephone, electricity, cleaning/maintenance, utility bills, ongoing insurance, stationary items. |
| <b>Examples of eligible projects/activities include events, skill development opportunities for our community, design/production of targeted resources or materials, education programs, technological or on-ground solutions, community-led climate action or zero emissions plans.</b> | ✗ Prizes, awards, fundraising items or trophies.   |
|  | ✗ Fundraising via direct requests for donations or sponsorship.  |
|  | ✗ Projects related to political action and/or protesting.  |

## Eligibility requirements

These are the grant essentials to tick off for your application.

### Grant program requirements:

- Activities/projects must take place within the Surf Coast Shire.
- Activities/projects must demonstrate how they act upon the grant purpose described in these Guidelines.
- Activities/projects should demonstrate environmentally sustainable practices and must not have negative impacts on the natural environment.
- Completed Expressions of Interest must be received by the deadline of the funding program through the SmartyGrants online system. Please contact our Grants Team before the closing date on 5261 0600 if you are unable to access this system and require an alternative format/method. 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.
- That projects do not conflict with the 5 focus areas outlined in the [Surf Coast Shire Health and Wellbeing Plan](#).

### Requirements of the applicant:

- Grants can be awarded to incorporated not-for profit groups, or unincorporated groups who apply through an appropriate not-for-profit incorporated body that supports the application and is willing to accept responsibility for the funding (i.e. auspice agreement).
- A certificate of currency for Public Liability Insurance (proportionate to the risk associated with the activity being undertaken) must be provided.
- Groups must have an ABN or be willing to complete an ATO Statement by Supplier Form.

### Depending on what your project is, the following also need to be met:

- Where related to First Nations Peoples or Culture, applicants must demonstrate appropriate consultation with the applicable Registered Aboriginal Party (RAP), Traditional Owner consultant or First Nations organisation. We recommend reading local RAP Country Plans as a starting point, see links under 'More information' on the final page of this document.
- Projects involving children must comply with the Child Safe Standards [dhhs.vic.gov.au/publications/child-safe-standards](https://www.dhhs.vic.gov.au/publications/child-safe-standards).
- Activities/materials must be accessible and inclusive of all abilities – including physical access, as well as ensuring written materials are visually accessible.
- Any relevant risk assessments, permissions, permits and/or maintenance must be worked through with Council officers prior to funding being distributed (e.g. permission from a facility or land manager to make changes).

- All projects must adhere to the most recent Government advice related to the COVID-19 pandemic, provided at [www.coronavirus.vic.gov.au](http://www.coronavirus.vic.gov.au).

## Funding information

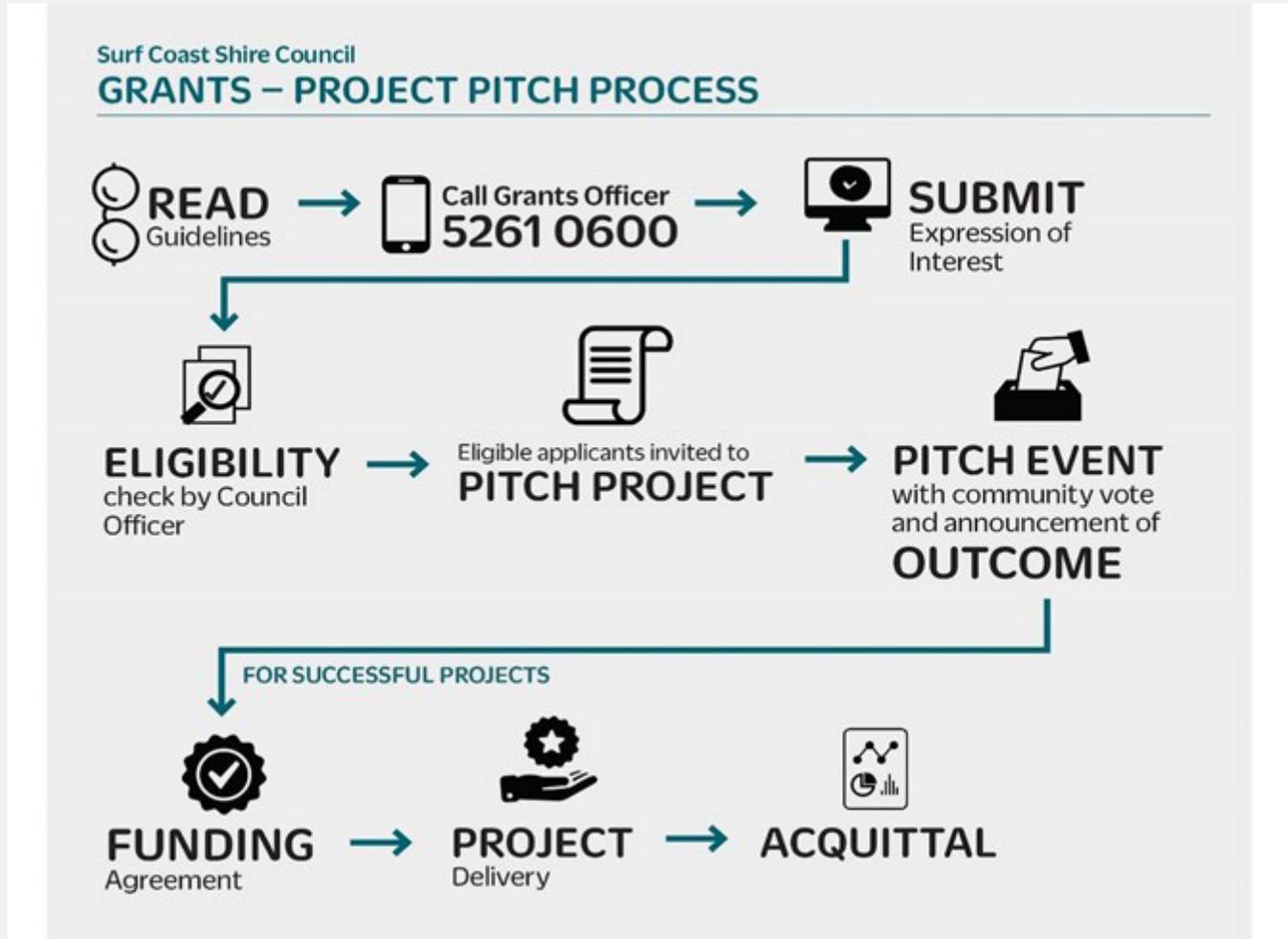
### Funding details:

- \$5,000 and \$10,000 grants are available to a small number of eligible projects selected via community vote. Smaller or larger amounts of funding will not be considered, and proposals must detail how funding would be spent.
- Grant funds cannot be used for retrospective purchases.
- Applicants may apply for funding in multiple Council grant streams if it is for different projects/purposes.
- When a grant is awarded, payment will be made to the organisation's nominated bank account after all relevant documentation is received by Council, including a signed Funding Agreement, invoice and evidence of Public Liability Insurance. If using an auspice, you will need to provide their banking details and an invoice issued by them.
- Council will not be responsible for costs over and above the grant amount awarded.
- 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 [ato.gov.au](http://ato.gov.au).

### In accepting a Surf Coast Shire Council grant these are the things you are committing to:

- Sign a Funding Agreement prepared by Council, specific to your project/activity.
- The funding provided must be used for the approved activities. Any changes to the 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*.
- An Acquittal Report, including an expenditure statement, must be provided in line with conditions outlined in the Funding Agreement.
- 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.

**Grant Process**



**More Information about this grant**

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

Phone 5261 0600

**Resources**

Depending on the nature of your project, these resources may be useful.

Access and inclusion

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

**Registered Aboriginal Parties**

We recommend reading the Country Plans available here:

Eastern Maar Aboriginal Corporation

[easternmaar.com.au](http://easternmaar.com.au)

Wadawurrung Traditional Owners Aboriginal Corporation

[wadawurrung.org.au](http://wadawurrung.org.au)