



**CLIMATE CHANGE & ENVIRONMENT
GRANTS PROGRAM**

2018/2019

Guidelines

Overview

The City of Darwin has established a '***Climate Change & Environment Community Grants Program***' that is aimed at supporting and assisting community organisations with the development of activities and or services that will promote the City of Darwin, benefit the environment and the community.

Funding is project, program and activity based. Applications must be completed on the prescribed online application form, which outlines the details of the proposed project, program or activity, its cost, timeframe and expected outcomes.

Through the broader Community Grants Program Council seeks to provide funding for community organisations that will support:

- Climate change reduction initiatives
- Positive environmental outcomes
- Nature based improvements
- Environmental education and information
- Community participation in environmental activities

All applications will be approved by the City of Darwin's City Futures Committee and referred to Council.

COMMUNITY GRANTS PROGRAM GUIDELINES

1. Statement of Purpose

Through the Community Grants Program, City of Darwin aims to support community based projects, events and organisations that contribute to community and environmental outcomes. Grants will be considered and allocated on the basis of identified community need and the anticipated outcomes for both the community and the environment as outlined in the project's application.

2. Grant Program Objectives

The program provides financial assistance to:

- Carry out projects, activities or events of benefit to the Darwin community.
- Initiate or develop environmental understanding in the community.
- Encourage community participation in community and environmental activities.
- Enrich environmental aspects of Darwin.
- Contribute to Darwin as a dynamic and diverse tropical city.

3. The Grant

Grants will generally vary in amounts up to \$10,000 to ensure support to the greatest number of programs and organisations.

City of Darwin's contribution must be acknowledged in promotional material associated with an event, on all printed material and/or other methods as appropriate including inviting Elected Members to openings, launches or other activities.

4. Application Process

Applications should be submitted on the prescribed online application form where possible.

5. Eligibility

Organisations must be incorporated not for profit community organisations.

Community groups who are not incorporated must have an incorporated body auspice the grant.

Proposed projects or events must generally occur within the financial year in which it is funded.

Activity must occur within the municipality of Darwin.

The application must be received by the published closing date.

The application must be submitted on the prescribed City of Darwin online application form.

6. **Ineligible Applications**

The following proposals will not be considered:

- Requests for support for any individual pursuits.
- Applications for recurrent funds.
- Requests for the ongoing/core functions of an organisation such as funding for permanent staff members, insurance and utilities.
- Proposals for events and activities held out of Darwin.
- Requests for commercial or competitive events.
- Funding for capital funds or improvements on private property.
- School based projects that do not involve the wider community.
- Applications where an applicant has not fully acquitted any previous City of Darwin grant.

7. **Funding requirements**

Following adoption of the annual Council budget all applicants will be informed of the outcome of their applications by email.

Successful applicants will be required to submit a tax invoice to Council and enter a formal agreement with City of Darwin that details the commitment of both parties.

8. **Acquittal**

Successful applicants will be required to submit a project and financial acquittal within three (3) months of the project's completion or by 30 May of that financial year.

Acquittals must include justification of money spent including copies of relevant receipts, photos of the event/project/program and clear identification of acknowledgement of City of Darwin support.

Grants must only be used for the purpose stated in the letter of approval. The purpose, amount or time for expenditure of a grant may not be changed without prior written approval.

9. **Assessment procedure**

Applicants must submit a formal application form detailing needs, proposed outcomes, who the project involves, a budget, a copy of the last audited financial report, and a statement of how the City of Darwin will be acknowledged.

The Grants assessment procedure is as follows:

- City of Darwin Officers will undertake an initial eligibility appraisal, ensuring that all information is provided and that the application meets the program's established objectives.
- A panel of City of Darwin Officers will assess each application on merit and recommend funding of projects up to the allotted funding amount.
- City of Darwin's City Futures Committee will assess recommended applications and will approve which projects are to be funded.
- Grant applicants may be required to submit additional information if requested.
- Once the City of Darwin has finalised its assessment and approved projects for funding, its decisions are final and no correspondence will be entered into.

10. **Criteria for Assessing Climate Change & Environment Applications**

- Applications will be assessed using the following criteria:
- Environmental Benefit (described in Attachment A)
- Strategy and approach
- Community benefit and involvement.
- Monitoring, maintenance.
- The capacity/need of the project to attract funds from other sources.
- Acknowledgment of City of Darwin support.
- The organisation's capacity for administering the project.
- The project's viability in terms of support from any other relevant authorities.

11. **Accountability**

Within three (3) months of the project's completion, funded applicants will be required to:

Submit the 'Project Evaluation and Financial Acquittal Form' which will be provided to all successful applicants.

Provide an audited financial report in the case of any grant over \$10,000.

12. **Acknowledgment of Assistance**

Successful applicants will be required to acknowledge the support of City of Darwin through the use of the City of Darwin's logo on all printed materials, in media advertisements, press releases and on signage at events.

For some events, appropriate acknowledgment may involve invitations being issued to the Lord Mayor or relevant City of Darwin Aldermen.

13. **Submission of Applications**

To submit an application visit darwin.smartygrants.com.au

To request further information Council may be contacted in any of the follow ways;

Phone: (08) 8930 0618
Fax: (08) 8930 0644
Email: environment@darwin.nt.gov.au
Internet: www.darwin.nt.gov.au

In person: Customer Service
Civic Centre
Harry Chan Avenue DARWIN NT 0800

Post: Climate Change & Environment
City of Darwin
GPO Box 84
DARWIN NT 0801

Attachment A: Explanation of Criteria

Environmental Benefit

City of Darwin's Climate Change and Environment Grants funds projects that deliver environmental benefit in one or more of the following categories:

- 1. Energy**

energy efficiency, power saving, solar (not grid connected PV panels)

Energy projects should involve a reduction in electricity consumption or fuel consumption. These may include, but not be limited to behaviour change campaigns such as “switch off” initiatives, energy efficiency swap overs such as LED lights or automated lighting.

In your application you should estimate how much energy will be saved.
- 2. Water**

water savings and efficiency, reuse and recycling

Water projects should result in a reduction in water usage. This may involve behaviour change campaigns or installation of water efficiency devices such as flow restrictors, water efficient irrigation, and water saving shower heads. Water projects may also consider the capture of rainwater or greywater for reuse (health standards permitting). Water projects may also include water efficient or community garden initiatives.

In your application you should estimate how much water will be saved
- 3. Waste**

waste avoidance, waste reuse, reduction and recycling;

Waste projects should divert waste from landfill. This will include waste avoidance such as changing consumption patterns; reuse initiatives that stop items from being thrown in recycling or waste bins (ie, donating items to a charity, repairing items that have minor faults etc); recycling initiatives that improve the amount and type of waste that goes into recycling bins (or is diverted for recycling by other means). Waste projects can also include composting (including community garden composting) and unusual waste streams.

In your application you should estimate how much waste will be reduced.
- 4. Biodiversity**

Biodiversity involves plants and animals. A project under this category will benefit the natural environment. This may include,

habitat protection and conservation, tree planting and weed removal; protection of fauna

but not be limited to, tree planting, providing habitat for native animals, reducing threats such as weeds and introduced species and developing management plans for discrete pockets of native bush.

In your application you should be clear about how you will improve or protect biodiversity.

5. Transport

sustainable transport biking and walking, public transport, car pooling

Projects in the transport category should reduce the use of single person private vehicles. Projects encouraging “Active Transport” (like walking and cycling), use of public transport and use of shared transport (such as carpooling) will be considered under this category. This may include, but not be limited to, behaviour change campaigns and improvement of end of journey facilities. Transport projects may also find ways to reduce the distances that items travel to reach the Darwin community, for example a community garden that encourages growing local produce.

6. Built Environment

sustainable house promotion, improved practices in the house, urban cooling, shade and amenity, sustainable land use

The Built Environment includes anything that has been constructed, including homes. Projects in this category should encourage better building for the tropical environment we live in. This may include but not be limited education for better building design, tips on how to renovate with minimal environmental impact, assistance in retrofitting of buildings and learning about land use planning in Darwin.

*Projects that do not fall into one or more of these categories **will not be considered***

There is no set quota of projects to fall within each of these categories, and funding is not apportioned specifically to these categories. The use of these categories helps us to understand the nature of your project.

Examples of projects that have been funded in the past include:

- Community gardens
- Education campaigns
- Tree planting and weed removal
- Production of a guide or book
- Production of a television commercial
- Broad community survey
- Composting campaigns
- Carpooling initiatives
- Development of an app

Refer to City of Darwin’s Climate Change and Environment section on the website www.darwin.nt.gov.au for guidance on the types of activities Council is involved with. You should also feel free to contact the Climate Change and Environment team on 8930 0629 or environment@darwin.nt.gov.au to discuss your project prior to submitting.

Strategy and approach

The type of project may be classified into one or more of the following approaches:

1. **Strategic** Audit, management plans
2. **Direct approach** Tree planting, weed pulling, building some infrastructure
3. **Engagement** Community education, promotion of initiative, behaviour change, community survey etc
4. **Innovative** A new idea that hasn't been done in Darwin, or elsewhere, before
Something which you are not completely sure will work, but is so important it is worth trying
5. **Aligned** Projects or events aligned to national events or local environmental priorities

*Projects that do not fall into one or more of these approaches **are welcome***

Community benefit and involvement.

You must be able to demonstrate how your project benefits the broader community. This may include how you will invite the community to participate in the project, how you will tell the community about your project, an estimate on how many people will be engaged in the project or how this project might work in other areas of the community. You should indicate if volunteers are involved because volunteer hours are a huge investment in grants projects and are considered a valuable contribution.

Monitoring and maintenance

Ongoing success of your project is important to us. Please describe in your application how you will monitor the success of the project, and how you will maintain the project outcomes once the funding has been finished.