



Regional Enhancement Fund

Environmental Care

Guideline



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1. What is Environmental Care Fund?

Environmental Care funding is to provide assistance to the community to undertake initiatives that conserve or enhance the environment across the region. This includes application fees for the annual Tidy Towns competition.

The Environmental Care objectives are:-

- Protect and enhance the quality of the environment.
- Promote and/or deliver waste reduction and increase in use of recycling across the region.
- Provide opportunities for the organisation and community to increase their skills and knowledge via education and training in environmental care.
- Promote and/or deliver environmental activities and encourage community participation.

2. Who Can Apply?

To be eligible to apply for Environmental Care funding, the organisation:-

Must be one of the following:

- a not-for-profit community organisation based in and servicing the Gladstone Regional Council area; or
- a not-for-profit sporting organisation/active recreation group based in the Gladstone Regional Council area.

And must:

- be incorporated;
- have an Australian Business Number (ABN) or complete and attach a “Statement by a supplier” form (http://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf); and
- be financially solvent.

However, the following will not be considered eligible:-

Commercial business.	Religious or worship group.
Organisations that have a delinquent debt to Council (excluding interest free loans) or any outstanding matters/concerns with Council.	Local, State, Federal government agency.
Organisations that have access to funds generated internally from permanently licensed premises or onsite gaming machines.	Political organisation.
Organisations that have already received Environmental Care funding in the financial year that the application is lodged.	Organisations that do not have a current operational bank account for funding to be paid into.
Organisations that have failed to adequately acquit, manage or deliver outcomes from previous Council funding.	

3. What Type of Projects Can Be Funded?

For a project to be considered eligible, it must meet the Environmental Care objectives (projects that meet multiple objectives will be viewed favourably) and be able to be completed within twelve (12) months of receiving the funding (except where organisations make application to reimburse Tidy Towns application fees). Examples of some eligible projects¹:-

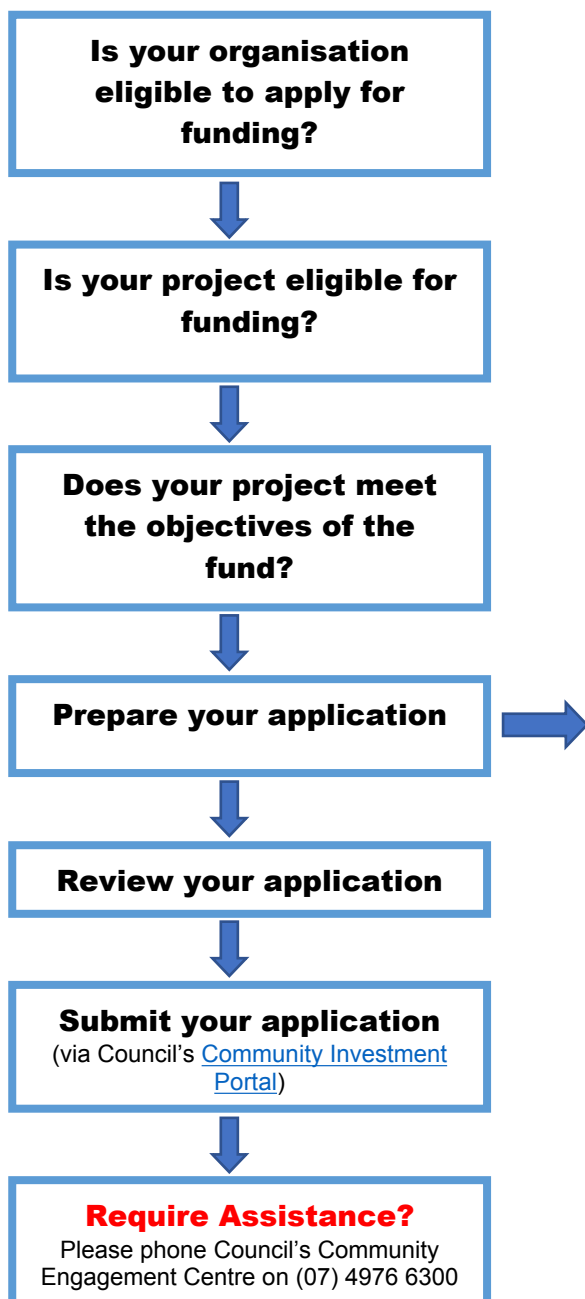
Application fees for the annual Tidy Towns competition	Environmental/recycling projects
Community awareness programs	Training courses
Equipment and material purchases/hire	

¹ Please note that this is not an exhaustive list of all eligible and ineligible projects.

Projects¹ considered to be ineligible:-

- Activities/initiatives not based on land used for public benefit.
- Ongoing operational costs (e.g electricity bills, rates, insurance etc).
- Administration expenses/sundries.
- Ongoing salary costs.
- Projects that:-
 - Benefit only a small number of members;
 - Exclude or disadvantage other users;
 - Have already been undertaken or commenced; or
 - Could present a hazard to the community or environment.

4. Your Application



Information to Assist you in Preparing your Application

Aim of the Project

- ✓ How will the funding be used?
- ✓ What is likely to be achieved?
- ✓ How will the project be measured to determine if it is a success?
- ✓ How will the project meet the objectives of the fund?

Need of the Project

- ✓ What is the need for this project?
- ✓ How has the need been identified?
- ✓ What will the benefits be?
- ✓ Will the project benefit other groups or wider community?

Supporting Documentation (Mandatory) – for applications to undertake a project

- ✓ Current Audited Financial Statements and most recent Profit & Loss Statement.
- ✓ Statement by a supplier form (if no ABN).
- ✓ Certificate of Incorporation.
- ✓ Certificate of Currency (Public Liability).
- ✓ Project location approval e.g written consent from the land owner (if the applicant is not the land owner).

Supporting Documentation (Mandatory) – for applications to reimburse the Tidy Towns application fees

- ✓ Current Audited Financial Statements and most recent Profit & Loss Statement.
- ✓ Statement by a supplier form (if no ABN).
- ✓ Certificate of Incorporation.
- ✓ Tidy Towns application fee receipt/s.

Association Costs

- ✓ Breakdown of costs to complete the project.
- ✓ Costs are to relate to financial contribution only.
- ✓ All amounts are to be GST exclusive.
- ✓ Obtain quotes where necessary (see below).

Acknowledgements

- ✓ How is the organisation going to acknowledge Council's financial contribution (if successful).

5. Council Assessment

Applications will be assessed against Council's Community Investment Policy and Corporate Standard, this Guideline, and the information provided in the application.

Council may:-

- Request further information to assist with the assessment or to substantiate any claims made.
- Contact any parties mentioned/listed within the application for verification.
- Liaise with other funding organisations to determine if other funding has been sourced and the status of this funding.
- Exclude applications from the assessment process that:-
 - are incomplete; or
 - are received after the closing date (advertised on Council's website).

6. Successful Applications

Successful applicants will be notified in writing and may be required to enter into a Funding Agreement as a pre-condition for receipt of the funding.

The following will be the responsibility of the applicant:-

- Ensuring bank account details in Council's vendor data base are kept up to date. Approved funding amounts will be deposited directly into the nominated bank account, as currently held on Council's vendor data base.
(In the event that Council does not have the applicant details on Council's vendor data base, the applicant will be required to complete a "New Vendor Details Form").
- Submit a tax invoice.
- Expend funds within the timeframes given.
- Submit an acquittal.
- Obtain all appropriate permits, approvals, licences, insurances etc to undertake the project.
- Comply with the terms and conditions applying to the funding.

By submitting an application the Applicant consents to Council:-

- Advertising projects that have been successfully funded by Council (i.e media release, social media); and
- Advertising successful recipient details on Council's website (including but not limited to, project description, name of recipient, amount funded).

7. Unsuccessful Applications

Unsuccessful applicants will be notified in writing.

8. Appealing Decisions

All decisions made by Council resolution are final and cannot be appealed internally.

Where a decision is made by a Council Officer under delegation, a request for review of the decision can be made to the Chief Executive Officer for consideration.

9. Funding

There are two (2) funding rounds offered each financial year (which are advertised on Council's website). Applicants can apply up to a maximum of \$2,500 (ex GST). The amounts allocated each financial year will be determined by Council's annual budget. Once budget allocations have been expended, no further applications will be considered that financial year, unless a budget revision is endorsed via a Council resolution.

Funding must only be used for the approved purpose.

Council may:-

- Approve funding amounts less than what has been requested.
- Pay approved funding amounts in instalments and apply conditions where necessary.
- Not fund organisations that have already secured funding (monetary or in-kind) from within Council or external to Council for the same project.
- Not fund projects that duplicate other existing services or programs within the Gladstone Regional Council area, unless evidence of demand is provided and agreed upon.

Recurrent funding is not guaranteed, and applicants are encouraged not to rely on Council's funding for this reason.

10. Funding Agreements

Successful applicants may be required to enter into a Funding Agreement with Council.

The Funding Agreement will include (but not limited to) the benefits agreed to, payment terms, performance required, acknowledgements of funding and evaluation methods.

Each party will bear their own costs of the Funding Agreement which will be drafted by Council at Council's expense.

11. Acknowledgements

The manner in which Council's support is to be acknowledged will be specified in the terms and conditions of the approval letter and/or Funding Agreement.

12. Timeframes

Applicants will be notified of the outcome of the application twelve (12) weeks after the closing date (advertised on Council's website).

13. Acquittal Process

Funding recipients will be required to submit an acquittal via Council's [Community Investment Portal](#) within eight (8) weeks after the project is completed (this is not required for applications to reimburse Tidy Towns application fees).

Failure to submit an acquittal and any information/documentation requested, may impact future funding eligibility through Council, or result in Council requesting some or all of the funding to be paid back to Council.

14. Quality Assurance

Council representatives may from time to time undertake quality assurance checks (including site audits) to ensure funding allocations have been spent according to the information provided.