

2024/ 2025- Environment Grants Application Form

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Introduction and Eligibility

* indicates a required field

Banyule Environment Grants

Banyule City Council's Environment & Sustainable Transport Grant pool 2024/25 consists of \$100,000 available for local individuals and groups to deliver projects that benefit the environment and community in Banyule.

These grants are broken into two streams:

- Sustainable Transport Grants – up to \$10,000 available
- Environment Grants – up to \$90,000 available

These grants encourage the Banyule community to care for our local environment, lead on climate action and sustainable transport.

Environment Grant Stream (grants of up to \$10,000 available). Successful projects must align with Council's priority theme: **Our Sustainable Environment.**

The strategies that support this priority theme aim to:

- Protect and enhance our natural environment, providing connected habitat for diverse flora and fauna.
- Minimise stormwater pollution and the impacts of flooding and maximise Council's water conservation to transition to a water sensitive
- Demonstrate leadership in addressing climate change and take action to become a carbon neutral City by 2040.
- Empower and educate the community and businesses to take actions to achieve positive environmental and climate change outcomes.
- Avoid waste generation and encourage and support the community to achieve zero waste to landfill by 2030.
- Engage and work with the community and partners to protect, enhance and experience the environment.
- Protect, increase and maintain Banyule's urban forest population to provide a greener City for enhanced liveability.
- Explore and support opportunities for urban farming and community gardens.

Sustainable Transport Grant Stream (grants of up to \$10,000 available) Successful projects must align with Council's priority theme: **Our Well-Built City.**

The key strategy that supports this priority theme aims to:

- Lead on the use of sustainable modes of transport, and encourage walking, cycling and use of public transport.

Eligibility Checklist

To be eligible for a Banyule Environment Grant, group applicants must:

- Have a project taking place in 2024/ 2025
- Be a not-for-profit organisation (NFP), community group, business, educational or religious institution.

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- Be an incorporated entity or be auspiced and administered by an incorporated entity (preschools, primary schools and secondary schools exempt). Auspice fees up to 5% can be funded for non-profit groups.
- Be financially viable by providing a recent income and expenditure statement (preschools, primary schools and secondary schools exempt). Bank statements are not appropriate and should not be submitted.
- Deliver the funded activity or service within the Banyule City Council municipal boundaries or demonstrate that the activity or service provides a direct benefit to Banyule residents
- Follow equal opportunity principles and work place health and safety practices.
- Have an ABN, or be willing to complete a "Statement by Supplier"
- Hold Public Liability Insurance up to \$10,000,000 at the time of project commencement and throughout the project.
- Have been established for a minimum of 12 months.

To be eligible for a Banyule Environment Grant, individual applicants must:

- Have a project taking place in 2024/ 2025
- Be at least 18 years old.
- Work, live or provide significant evidence of engagement in the Banyule community.
- Be auspiced (auspice fees up to 5% can be funded for individual applicants).
- Hold Public Liability Insurance up to \$10,000,000 at the time of project commencement and throughout the project. If you are covered under your Auspice Body's Insurance, please include a letter from the Auspice Body stating this.

The auspice organisation must satisfy group eligibility requirements as below:

- Be an incorporated entity (preschools, primary schools and secondary schools exempt).
- Follow equal opportunity principles and work place health and safety practices.
- Have an ABN, or be willing to complete a "Statement by Supplier"
- Hold Public Liability Insurance up to \$10,000,000 the time of project commencement and throughout the project.
- Have been established for a minimum of 12 months.

Do you meet the above eligibility criteria? *

☐ Yes

Have you read and understood the 2024/25 Environment Grant Guidelines published on the Banyule website? *

☐ Yes

Have you contacted the Environment Team to discuss your application? *

☐ Yes

Please name the Council Officer you have discussed your application with *

Date of discussion *

Must be a date and between 13/2/2024 and 27/5/2024.

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Applicant Details

* indicates a required field

Applicant Information

Are you applying for the 2024/25 Environment Grants as an individual or an organisation? *

- ☐ Individual
☐ Organisation

Applicant name *

If applying as a group, please include the name of your organisation

Primary Address *

Postal Address (if different) *

Phone number *

Must be an Australian phone number

Applicant email *

Contact person *

Contact details for an individual responsible for this application

Position *

Alternate email address *

Must be an email address.

Are you incorporated? *

- ☐ Yes
☐ No
☐ Schools exempt
☐ Individual applicant

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ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

If your group does not have an ABN you are required to fill in a Statement by Supplier which can be downloaded from the ATO website [here](#):

Attach your Statement by Supplier here:

Attach a file:

Auspice Information

Auspice is an organisation who manages grant funding on your behalf when only organisations, and not individuals or groups of individuals can apply. To be eligible to auspice this application, the auspice needs to have a Public Liability Insurance and to be either:

- Incorporated
- Public Benevolent Trust
- Registered Charity
- Educational Institution

If you are an individual applicant who are covered under your Auspice Body's Insurance, please include a letter from the Auspice Body stating this.

Auspice Organisation *

Organisation Name

Auspice Organisation Primary Address *

Address

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Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Contact person: *

Auspice Organisation Primary Email *

Must be an email address.

Auspice Organisation Primary Phone Number *

Must be an Australian phone number.

Incorporation registration number: *

Auspice Organisation ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

If your Auspice group does not have an ABN they are required to fill in a Statement by Supplier. You can download from the ATO website [here](#) to send to them.

Attach your Statement by Supplier here

Attach a file:

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Financial Viability

Council aims to fund groups or individuals that have a genuine need for financial support, Council therefore needs to have a clear picture of the applicants financial situation.

In order to assess this, you are required to provide information on your current financial position. The following documents are preferred.

- **A current income and expenditure statement - in line with financial reporting required by [consumer affairs](#) for incorporated bodies**

For groups that are governed by a peak body, Council is interested in the applicants financial situation i.e. the local group not the peak body.

For individuals, please provide a financial statement from your Auspice organization.

Attach income and expenditure statement here *

Attach a file:

Applicants current bank balance *

\$

Must be a dollar amount.

Project Details

* indicates a required field

Project details

Project Title *

Short project description *

Word count:

Must be no more than 200 words.

Provide a short description of your project - what are you out to do?

Amount Requested from Council *

\$

Must be a dollar amount.

Not more than \$10,000. Make sure it matches the budget and quotes later in this application

Total Project Cost

\$

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

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Project management team names and roles *

Start Date *

Must be a date.

End Date *

Must be a date.

Assessment Criteria 1: Project Idea (50% weighting)

Which type of grant are you applying for? *

- ☐ Environment Grant
- ☐ Sustainable Transport Grant

Which strategy to strengthen Our Sustainable Environment - as outlined in the Council Plan 2021-2024 - does your project align to? *

Describe in detail how your project aligns to the strategy selected above: *

Word count:

Must be no more than 250 words.

Successful projects must align with Council's priority theme: Our Well-Built City. The key strategy that supports this priority theme aims to: *

Describe in detail how your project aligns to the key strategy above: *

Word count:

Must be no more than 250 words.

For School applicants, what previous participation in sustainable transport programs have you been involved in?

i.e. VicHealth's Walk to School; Bicycle Network's Ride2School; Banyule City Council Active to School program

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What are the planned activities?

Briefly list (bullet points) the specific activities that will take place and where they will take place (200 words recommended)

Please attach any supporting videos (if applicable)

Attach a file:

What are the expected outcomes of this project?

How will the outcomes will be measured?

Assessment Criteria 2: Application (Weighted 20%)

Budget

Income Description	Income Amount \$	Expenditure Description	Expenditure Amount \$
E.g. Banyule Environment Grant, Own Contribution	Must be a dollar amount	E.g. greenhouse, seedlings, workshop	Must be a dollar amount
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Budget Totals

Total Income Amount *

\$

This number/amount is calculated.

Total Expenditure Amount *

\$

This number/amount is calculated.

Income - Expenditure *

\$

This number/amount is calculated.

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If council cannot provide you with the full funding requested can the project go ahead? *

- ☐ Yes
- ☐ No
- ☐ In part

If the project can proceed with part funding, which items identified in your budget would be a priority? Please provide details of anything you may need to change to ensure the project could move forward?

Have you applied for other grants for this project? *

- ☐ Yes
- ☐ No

If yes, who did you apply to, how much did you apply for, and when is the outcome of your application expected?

If you are requesting part funding for a larger project, which items would you use Banyule Council's funds for?

Assessment Criteria 3: Community Benefit (20% weighting)

Who are the expected beneficiaries of the project/program? *

Describe the target group and broader community benefit

What are the long term impacts of your project to the Banyule environment and community? *

Please describe the measures in place to ensure your project is as accessible and inclusive as possible *

We encourage all applicants to consider access, equity and inclusion for all members of Banyule's diverse community in the delivery of your project. This includes but is not limited to, people living with disability or chronic illness (including neurodiversity), people who identify as LGBTIQ+, Aboriginal and/or Torres Strait Islander people, people experiencing financial disadvantage (including people

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who are homeless or at risk of homelessness) and our multicultural and multi-faith community. Is your project seeking to address barriers to participation or access for any of the above groups? Please include any details on specific strategies you would implement as part of your project.

Are you partnering with anyone to deliver this project? *

- ☐ Yes
☐ No

If so, provide details of the contribution partner/s will make to the project here *

Please attach any Letters of Support here

Attach a file:

Assessment Criteria 4: Local Procurement (10% weighting)

Evidence of the cost of expenditure items is required for all applications. Anything that you plan on paying for with the grant requires at least one quote.

- Applicants are encouraged to procure from a local supplier where practicable.
- The following guide must be adhered to
 - **Less than \$1,000:** confirmation of price with quote or attachment of catalogue price per item is required (a screenshot from the supplier's website is sufficient)
 - **\$1,001 - \$5,000:** one written quote per item is required (email from supplier is sufficient)
 - **\$5,001 - \$10,000:** two written quotes per item are required.
- All quotes need to clearly show the supplier/company name and contact details
- Quotes should be current (not more than 6 months old)

Hand written quotes/lists/estimates from the applicant are not acceptable and **will render the application ineligible for funding.**

Please attach quotes here *

Attach a file:

Where will you be procuring your products/services from? *

- ☐ a) Banyule
☐ b) Outside of Banyule

Justification - eg. Full score for procuring in Banyule. Half score for procuring in Melbourne's north. Half score if procuring outside of the North is justified and reasonable

If you have selected a) Banyule, please provide details of the suppliers/providers you intend to use *

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If you have selected b) Outside of Banyule, and have a valid reason please provide your reasoning below. *

Feedback and Certification

* indicates a required field

Feedback

How did you find out about the Banyule Environment Grants? *

- ☐ Banyule Banner
- ☐ Council Website
- ☐ Greenwrap
- ☐ Word of mouth
- ☐ Social Media
- ☐ Other:

Declaration and Privacy Statement

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (which may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of offer.

I certify that the application has been submitted with the full knowledge and agreement of the management of my organisation/group and if appropriate, with the full knowledge and agreement of our auspice for this grant application.

I understand that the collection and handling of personal information will be conducted in accordance with Banyule City Council's Privacy Policy which is displayed on Council's website and is available for inspection at Council's customer service centre. The information is being collected and used to enable panel members to assess and allocate grant funds and to contact you in relation to your submission. This is done in accordance with Council's powers, functions and purposes under the Local Government Act 2020 and other relevant legislation.

I understand that Council makes certain information publicly available in accordance with legislation and the Banyule Public Transparency Policy and that a listing of donations and grants including the names or persons or bodies that have received grants are made publicly available. (This information is available on Council's website. Individual names are not published on Council's website, this information is only available at Council offices)

Should you need to change or access your personal details, please contact us on 9490 4222 or via enquiries@banyule.vic.gov.au

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Banyule City Council will be contacted immediately if any information provided in this application changes or is found to be incorrect.

*

☐ Yes

Applicant's name *

First Name

Last Name

Position *

Date *

Must be a date.