

## Environment Grants – 2019 Program Guidelines – Community Workshops

<p><b>Purpose</b></p>	<p>Banyule City Council is keen to encourage the leaders in our community to be involved in reaching our sustainability goals. Specifically to;</p> <ul style="list-style-type: none"> <li>• Provide information and resources to ensure the community is equipped to move towards a more sustainable lifestyle;</li> <li>• Remove barriers to the uptake of sustainable practices and;</li> <li>• Protect and enhance our natural environment.</li> </ul> <p>The environment grants program is provided as an incentive to new or established groups to develop initiatives that achieve these sustainability aims. This grant is available for a maximum of \$3,000 for each individual grant.</p> <p>These guidelines are provided for the <b>Community Workshops</b> grant stream. Please see our website for details on other grant funding available - <a href="https://www.banyule.vic.gov.au/Council/Grants/Environment-Grants">https://www.banyule.vic.gov.au/Council/Grants/Environment-Grants</a>.</p>
<p><b>Key Dates</b></p>	<p>The Community Workshop Grants are held annually and are generally opened for applications at the start of July.</p> <p>Council will advertise the Banyule Grants Program categories and their closing dates for application throughout the community. Communication channels will include, but not limited to, Council’s website, social media, the Banyule Banner, printed media, e-newsletters, in public spaces such as libraries, community centres, health centres and neighbourhood houses and through email correspondence to networks.</p> <p>In 2019/20 key dates are:</p> <ul style="list-style-type: none"> <li>• Grants opening date: 1 July 2019</li> <li>• Grants closing date: 12 August 2019</li> <li>• Notification of outcome: October 2019</li> <li>• Acquittal reports due: November 2020</li> </ul>

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### Community Workshops

#### Objective

Council recognises the value that community organisations provide in delivering education to residents. Council would like to support these organisations to continue to deliver sustainability education to residents across Banyule.

In light of this, Council has allocated a grant pool of approximately \$15,000 for community groups to deliver sustainability workshops across the themes of household sustainability, some examples of this may be:

- Zero waste living (i.e. how to compost / establish worm farms, generate zero waste)
- Lowering household energy consumption
- Planting for biodiversity outcomes (i.e. How to plant indigenous species, biodiversity values in Banyule)
- Water conservation (i.e. greywater, water efficiency technologies), and
- Sustainable gardening (weed control, vegetable gardening, fruit tree propagation).

The overarching objective of these workshops and the grant pool is to assist residents to adopt a more sustainable lifestyle.

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<p><b>Eligibility criteria</b></p>	<p>The grants are open to community groups and non-profit organisations operating or living within Banyule Council who meet the following eligibility criteria:</p> <ul style="list-style-type: none"> <li>• Are not for profit</li> <li>• Provide support, programs or services to people living in Banyule</li> <li>• Are incorporated or auspiced by an incorporated body. The auspicating entity must accept responsibility for the management of advanced funds and acquittal requirements, as well as all insurance risks of the project.</li> <li>• Have an ABN or qualifies to submit a statement by supplier.</li> <li>• Are able to demonstrate financial viability. Must provide a current financial statement.</li> <li>• Applicants must have acquitted previous Council grants and have no outstanding debts to Banyule Council.</li> <li>• Adequate insurance, working with children checks, WorkCover and superannuation coverage are required to be held by recipients of funding.</li> </ul> <p>It is anticipated groups commonly accessing this grant pool will have an educational function, such as libraries, transition town groups and community houses.</p> <p><b>The grant will not fund:</b></p> <ul style="list-style-type: none"> <li>• Individuals</li> <li>• Schools</li> <li>• Groups that do not have a broader community focus</li> <li>• Groups with outstanding grant acquittals</li> <li>• Project management and/ or auspicating fees</li> <li>• Catering costs</li> </ul>
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<p><b>Application</b></p>	<p>Your application, to be made online through SmartyGrants, is expected to detail:</p> <ul style="list-style-type: none"> <li>• <u>Who</u> is applying for the grant (ie Banyule Library) and delivering the workshop (ie Mrs. Waste Specialist)</li> <li>• <u>What</u> workshops will be delivered (ie Zero Waste workshops)</li> <li>• <u>When</u> the workshops will be delivered (ie March to July)</li> <li>• <u>How</u> the workshop will be promoted (ie via online newsletter and Facebook to a following of 200 people).</li> </ul> <p>Your application should be supported by a Workshop Plan that should provide all necessary detail including required materials and the workshop activity.</p> <p>Your application should detail the cost of the workshop and include at least 1 quote for all costs. Failure to produce a quote will relegate the application ineligible.</p> <p>Please note, all workshops will be required to utilise the Workshop Evaluation Form (Appendix B). This must be completed by all participants of your workshop/s and returned via the acquittal process.</p> <p>Workshop grant recipients will be required to attend a Events Administration training session in November to learn about some online tools which will help with promotion and organisation.</p> <p>For a preview of the application and evaluation form, see SmartyGrants: <a href="https://banyule.smartygrants.com.au/CommunitySustainabilityWorkshops">https://banyule.smartygrants.com.au/CommunitySustainabilityWorkshops</a>.</p> <p>Please note, for all enquiries related to Smarty Grants, please contact the SmartyGrants helpdesk directly on 9320 6888.</p>
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<p><b>Assessment Criteria &amp; Assessment Process</b></p>	<p>There are 3 stages in the assessment process, as outlined below:</p> <ol style="list-style-type: none"> <li>1. Pre-eligibility</li> <li>2. Manager assessment</li> <li>3. Director approval</li> </ol> <p>Applications will be assessed according to the following criteria:</p> <ul style="list-style-type: none"> <li>• Does the workshop address a clear sustainability skill or interest within the community?</li> <li>• Is the workshop well thought out - identifying appropriate communication avenues to promote the workshop and include key details?</li> <li>• Is all required information provided, including quotes?</li> </ul> <p>Council has a Conflict of Interest declaration which all parties involved in the assessment process must complete to ensure any interests are declared prior to the assessment of grants commencing.</p>
<p><b>Grant Agreement</b></p>	<p>All funds must be spent in accordance to the funding items set out in the agreement form, as well as any conditions identified within the letter of success from Banyule City Council.</p> <p>All grant awardees are required to acknowledge the contribution of Banyule City Council to the project /organisation by including reference to it in publications, advertising material, annual reports etc. The words “supported by a Banyule City Council Environmental Sustainability Grant” can be used and/ or the Council logo.</p> <p>All grant awardees under this pool must utilise the Sustainability Workshop Evaluation Form and complete the online Acquittal form, and attend a training session on promotions and event administration. More details of this will be included in your grant agreement if successful.</p>

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### Acquittals

The acquittal process is an important process for Council and allows us to effectively understand how well funds are being spent. All awardees are required to complete an on-line acquittal form within one month of workshop completion.

The report should be submitted using an online form via Smarty Grants. Notably this requires the following to be identified:

- What did you deliver?
- Who delivered it?
- How many people attended
- How did you promote the event? You must include copy of communication such as flyer or Facebook post
- What was the total participant scores for the areas below:

Evaluation Question	Average score (total divided by number of participants)
Overall, I had a positive learning experience	
I have identified ways I can improve my sustainable living practices at home	
The trainer was knowledgeable and skilful	
The workshop was well organised	
Workshop handouts were relevant and useful (if applicable)	
I would recommend this workshop to others	

Failure to acquit the grant satisfactorily will be considered a breach. A breach may result in requests for grant money to be returned to Council and exclude the group from future grant rounds.

Questions concerning the acquittal process should be directed to the Environmental Sustainability Officer ([EnvironmentGrants@banyule.vic.gov.au](mailto:EnvironmentGrants@banyule.vic.gov.au) - 9433 7724).