

Green Training Fund

2024 Guidelines



Acknowledgement of Traditional Custodians

Banyule City Council is proud to acknowledge the Wurundjeri Woi-wurrung people as Traditional Custodians of the land and we pay respect to all Aboriginal and Torres Strait Islander Elders, past, present and emerging, who have resided in the area and have been an integral part of the region's history.

Diversity Statement

Our community is made up of diverse cultures, beliefs, abilities, bodies, sexualities, ages, and genders. We are committed to access, equity, participation and rights for everyone; principles which empower, foster harmony and increase the wellbeing of an inclusive community.

Grant Pool

Banyule City Council's Green Training Fund is available for Banyule's environmental and community volunteers, teachers, and First Nations community members to access capacity building training, conferences, and short courses.

Council will fund up to 80% of the training cost, the maximum grant available is \$1500.

Banyule Council also offers a range of other Grant streams, including Environment Grants, Arts Grants, and Community Grants. For more information on the other Grant streams available please visit;

www.banyule.vic.gov.au/grants

Purpose

Banyule City Council is committed to supporting Banyule's environmental volunteers, teachers, and First Nations to lead and create positive environmental change within the community. This grant funding aims to build the capacity of Banyule's environment volunteers, teachers, and First Nations to lead direct action within the community.

Successful applications must align with Council's priority theme outlined in Our Council Plan: **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 City.
- Demonstrate leadership in addressing climate change and take action to become a carbon neutral Council by 2028 and 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.

The training should support the group in reaching their environmental and community objectives, in accordance with the strategic priorities outlined in Our Sustainable Environment. It is not mandatory for the training to have a direct alignment with environmental themes.

The training may involve broader skill sets and capacities that contribute to overall environmental and community outcomes such as digital marketing, facilitation, leadership, volunteer management, governance etc.

Key Dates

- Grant round opens 9am Monday 5 February and closes Midnight Sunday 2 June 2024 unless grant pool is exhausted earlier.
- Applications must be acquitted December 2024.

Eligibility Criteria

Applicants must:

- Be at least 18 years old.
- Work, live or provide significant evidence of engagement in the Banyule community.
- Applicants should be able to demonstrate their interest and involvement in environmental issues and how the training will benefit their community.
- Applicants should be connected to local community environment groups, not-for-profits implementing environmental projects/ initiatives or education institutions.
- Applicants must meet any eligibility requirements for the course or conference they are seeking to attend.
- Applicants must have acquitted previous Council grants and have no outstanding debts to Banyule Council.

General Conditions:

- Funding will be administrated via payment of 80 per cent of course/conference fees, up to \$1,500 (GST exclusive) per successful application. Course fees for courses delivered by a Registered Training Organisation or Learn Local, short courses delivered by reputable organisations or conference registrations are eligible for funding.
- Courses and conferences must align with the Banyule Council Plan Strategic Priority Our Sustainable Environment.
- Individual applicants can only receive one Green Training Fund Grant in 2023/ 2024 financial year.
- Applicants must have complied with acquittal conditions for any previous Council funding
- Applicants who receive a Banyule Green Training Fund grant and do not attend their training or conference must return the grant amount in full.

What Council will not fund:

- Tertiary degrees and TAFE courses (funding support for these courses are made available by other levels of government)
- Travel or accommodation costs
- Books and materials such as computer equipment or course materials.

Application Process

Filling in the form:

- Applications for the Green Training Fund must be made online via Smarty Grants.
- Please view, complete, and submit an application form by following this link: banyule.smartygrants.com.au/2023-24GreenTrainingFund

Tips on completing your application online:

- Please register for Smarty Grants and open a new application as soon as possible. This way you will receive communications and reminders from us sent out to all active applicants. NOTE: you can save and return to your grant application at any time prior to submission.
- You will need an email address to register on Smarty Grants and submit your application. NOTE: You will need this login to accept any grant awarded and acquit your grant, so make sure the login details can be shared with any other people who may need to access the grant information.
- Access to the application form will not be available until the opening date.
- The online system does not accept incomplete applications. All fields marked with an asterisk* must be completed.
- Review your application carefully before submitting, as once it is submitted you cannot go back and make changes.
- Ensure all required documentation is attached prior to submitting your application.
- When you submit your application, you will receive an application number. Make a note of it and download a copy of your application for future reference.
- Applicants will receive an email from Smarty Grants when the application has been successfully submitted.
- More information about submitting an application through Smarty Grants can be found here: <https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>

Supporting Documentation

You will need to submit supporting documentation attached in your online application.

- For the training being funded you will be required to show proof of price, training dates and delivery institution.

The following guide must be adhered to:

- Proof of price is required from the delivery institution (email from supplier or screenshot from website is sufficient).
- All proof of price need to clearly show the supplier/company name and contact details
- Quotes should be current (not more than 6 months old)

Completing your application

Assessment

Your application will be assessed against the below criteria.

- What is the training program?
- Which strategy to strengthen Our Sustainable Environment – as outlined in the Council Plan 2021-2024 – does the program align to? (Refer to first page of guidelines)
- What is your interest and involvement in environmental issues?
- How will the training support your community group to achieve better environmental and community outcomes?

Assessment and Decision Making

Applications will be assessed through the following steps:

1. **Eligibility assessment**
2. **Environment Coordinator review and assessment**
 - Once your application is deemed eligible, the Officer will review your application and provide recommendations of funding to the Environment Coordinator.

The Environment Coordinator will then assess it against the key criteria outlined above and decide whether to approve or not approve funding. All parties involved in the assessment process **must declare any conflict of interest** prior to the involvement in the assessment of grants.

Acquittal

- After submitting your invoice an acquittal form will be attached to your Smarty Grants account.
- The acquittal will need to be completed within 12 weeks of completion of your training.
- You will need to report on how your funds were used, including:
 - How you will use the lessons learnt to benefit the community.
- Participants to upload their completion/attendance certificate
- To successfully acquit your grant, you will also be required to submit receipts accounting for your expenditure.
- Invoices and bank transfer statements cannot be accepted as proof of purchase.
- Receipts must list items purchased/works completed, detail the cost per item, and the total cost. All receipts should reflect the expenditure approved and align with the letter of offer.
- 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.

Any requests for variations to the purpose, scope or spend of the grant **must be made in writing** and are subject to Council approval.

Who to Contact

For more information regarding the Environment Grant round please contact Gemma Watson on environmentgrants@banyule.vic.gov.au or (03) 9457 9831