

Protection of the Environment Trust

Grant Guidelines

September 2018



BACKGROUND

What is the Protection of the Environment Trust?

The Protection of the Environment Trust (the trust) was established in 2006 with a twofold purpose:

- To promote the protection and enhancement of the natural environment or of a significant aspect of the natural environment and in particular the conservation of flora and fauna indigenous to the Local Government area; and
- For the provision of information or education or the carrying on of research about the natural environment or a significant aspect of the natural environment in particular relating to flora and fauna of the area for the benefit of persons within the Local Government area.

What is the Protection of the Environment Trust Grant Program?

The Protection of the Environment Trust is able to provide small amounts of financial support to individuals, groups and organisations in the community that are able to deliver projects and works that contribute to the stated purpose of the Trust. The projects and works are not restricted to on-ground activities.

The Protection of the Environment Trust may elect to preferentially fund projects that are consistent with a particular topic or theme within the Trust's stated purpose. The Trust may, for example, choose to fund different organisations to deliver complementary projects about a significant native species.

The grants program is open to community groups and organisations, incorporated associations, not-for-profit organisations, non-commercial cooperatives, education organisations and research organisations.

Available Funding

The annual funding available for the Protection of the Environment Trust is in the order of \$60,000 however this amount may vary between years. The Trust will aim to fund multiple projects each year with available funds. Funding requests by eligible applicants should therefore be scaled accordingly.



Wyong: 2 Hely St / PO Box 20 Wyong 2259 **P:** 02 4350 5555
Gosford: 40 Mann St / PO Box 21 Gosford 2250 **P:** 02 4325 8222
E: POET@centralcoast.nsw.gov.au **W:** centralcoast.nsw.gov.au



INFORMATION FOR APPLICANTS

1. Expected Program Outcomes

The expected outcomes of grants funded by the Protection of the Environment Trust are to be consistent with the intentions of the Protection of the Environment Trust and to benefit the geographic area formerly identified as Gosford Local Government area. These outcomes should either or both of the following objectives:

- 1.1 Promotion of the protection or conservation of the natural environment, an aspect of it, or flora and fauna indigenous to the area.
- 1.2 Provision of information and education or carrying out of research about the natural environment, an aspect of it, or flora and fauna indigenous to the area.

2. Types of Activities/Projects Supported

- 2.1 On-ground projects that are consistent with the purpose of the Trust
- 2.2 Information, education programs and/or activities that are consistent with the purpose of the Trust.
- 2.3 Research that is consistent with the purpose of the Trust

3. Eligibility

- 3.1 Applicants must be a legally constituted not-for-profit organisation or be auspiced by a

legally constituted not-for-profit organisation.

- 3.2 The applicant must be capable of obtaining all regulatory approvals for the event/project/activity, if relevant, before receiving funding.
- 3.3 All applicants must meet the grant program eligibility criteria and address one or more program outcome.





4. The following are ineligible

- 4.1 Incomplete applications.
- 4.2 Applicants who have overdue acquittals form previous funding from the Protection of the Environment Trust.
- 4.3 Applications for purchases or expenses related to privately owned items.
- 4.4 Applications seeking funds for projects which may have an adverse impact on neighbouring residents or businesses.
- 4.5 Applications where the consent of the land owner(s) is not provided in writing.
- 4.6 Applications seeking funds for salaries, accommodation or travel costs that are not directly related to the project activities.
- 4.7 Applications seeking funds for projects of a commercial nature that is for profit or that raise funds for philanthropic purposes for other organisations.
- 4.8 Applications seeking funds for goods or services to 'on-sell' for a commercial benefit and without prior approval of the Trust.
- 4.9 Applicants who have an outstanding debt to Council or are seeking funds for debt repayment.

5. Assessment Criteria

Each application will be assessed as follows:

- 5.1 Applicant addresses an outcome consistent with the purpose of the Trust as outlined in Section 1

- 5.2 The funding request has a clear beginning and end or demonstrates that any ongoing or recurrent costs can be met by the applicant once grant funding has been expended.
- 5.3 The extent to which the budget is comprehensive, realistic and provides value for money.
- 5.4 Demonstrated need to ensure financial viability of the activity.

As funding is limited, not every application that meets the assessment criteria will necessarily be successful. Consideration may be given to part-funding of a project.

6. Assessment Process

- 6.1 Applications are only accepted online through Central Coast Council's website www.centralcoast.nsw.gov.au and the appropriate online application form. Assistance is provided to any group or individual if requested to ensure access and support with the online system.
- 6.2 Applications will be assessed by the Protection of the Environment Trust Committee and reported to Council
- 6.3 The Protection of the Environment Trust and/or Central Coast Council has the right to request further information in considering any application as well as the right to reject any application that does not meet the criteria.





- 6.4 The Protection of the Environment Trust has the right to award an amount less than applied for if it is assessed that the amount requested is not justified by the information provided in the application or the full amount is not available at the time of the request.
- 6.5 All decisions of the trust are final and no negotiations will be entered into.

7. Notification and Payment

- 7.1 All applicants will be notified of the outcome of their application.
- 7.2 Unsuccessful applicants are encouraged to seek feedback from the Trust Contact about their application to assist in later applications.
- 7.3 Successful applicants will be required to sign a Funding Agreement outlining the requirements of their grant. The Funding Agreement must be signed before funding will be provided. An invoice must accompany the completed Funding Agreement.
- 7.4 Projects are typically to be completed within 12 months.
- 7.5 Successful applicants may be required to provide an interim report on their project as per their Funding Agreement.
- 7.6 A final project report must be submitted no later than 1

September following the financial year for which funding is provided. The project report is to include evidence of the project outputs including, where applicable, before and after photos for on-ground works, copies of education and information materials produced and research results. All funds need to be acquitted as detailed in the Funding Agreement.

- 7.7 Applicants that do not complete and return a final report by the due date may be ineligible for future funding from the Trust.





8. Additional Information

- 8.1 For incorporated organisations, the following documentation will be required to be provided with your application:
- A copy of your most recent audited financial statement (or a statement of income and expenditure signed by your finance manager, if your organisation is not subject to audit requirements).
 - Your organisation's most recent Annual Report – minimum of Form A12, if this is your annual reporting obligation to NSW Fair Trading.
 - A copy of your organisation's Certificate of Incorporation or evidence of being a legally constituted not-for-profit organisation or Authority to Fundraise from the NSW Office of Liquor, Gaming and Racing. A copy of your organisation's public liability insurance certificate or a written quotation for public liability insurance cover for \$20 million
- 8.2 Applicants will be required to provide two quotes for each item valued at \$1,000 or more for capital works and/or equipment.
- 8.3 Offers of funding by The Protection of the Environment Trust in no way implies any on-going funding commitment or obligation by the Trust.
- 8.4 Approval of a grant does not imply that Central Coast Council has given any consent required for the project or works. Applicants should note that events and the use of Council facilities or land have established approval processes that must be followed. Applicants are reminded to consider approval processes in their project planning.
- 8.5 To ensure an accountable and transparent assessment process is maintained, Council staff and funding assessors are required to declare any potential pecuniary or non-pecuniary conflict of interest.
- 8.6 All written and verbal communication regarding and application will only be with the applicant of the contact person listed in the application.



Protection of the Environment Trust

Grant Guidelines

September 2018



Lodging an Application

To lodge an application please click on the link and follow the instructions.

<https://centralcoast.smartygrants.com.au/poet201819>

Ask us a Question

For any further questions, please send email to POET@centralcoast.nsw.gov.au



Wyong: 2 Hely St / PO Box 20 Wyong 2259 **P:** 02 4350 5555
Gosford: 40 Mann St / PO Box 21 Gosford 2250 **P:** 02 4325 8222
E: POET@centralcoast.nsw.gov.au **W:** centralcoast.nsw.gov.au