

2024-25 Environmental Management Fund (EMF) Grant Guidelines



File No: FIN/153

Applications due by 5pm on Friday 31 July 2024

Applications are to be submitted using the grant application form. Environmental Management Fund (EMF) grant applications can be accepted for initiatives being held during the 2024-25 financial year or longer for multi-year funding applications. Electronic copies are preferred, although hard copy applications will be accepted.

Application Assistance

Applicants are encouraged to contact the Shire to discuss their application before submitting. For assistance contact:

Jared Drummond
Sustainability Planning Officer
Phone: (08) 9780 5268
Email: jdrummond@amrshire.wa.gov.au

For queries about application forms please contact Sustainable Planning on (08) 9780 5220 or spdplanning@amrshire.wa.gov.au

Submitting Your Application

Applications must be submitted by completing an application form.

Completed applications must be submitted to the Shire by email or post

Email	amrshire@amrshire.wa.gov.au
Post	Chief Executive Officer Shire of Augusta Margaret River PO Box 61 Margaret River WA 6285

All applicants will be notified by email that their application has been received. If you do not receive an email within three working days that your application has been received, please contact the Shire.

Background

The Shire of Augusta Margaret River is committed to valuing and protecting the natural environment and transitioning to a more sustainable community. The Shire also recognises the valuable role that community groups, organisations and individuals can play in driving sustainability and protecting and enhancing our natural environment.

The Environmental Management Fund (EMF) Grant Program is a funding stream endorsed by Council to fund projects which achieve local environmental and sustainability outcomes.

EMF Grant Program Purpose

Traditionally the Environmental Management Fund Grant Program provided direct funding to support environmental management activities to assist landholders and community groups to achieve better conservation outcomes. The funding has now been expanded to include broader sustainability initiatives.

EMF Themes

Projects that meet the EMF themes are available for funding. The themes are:

- a) biodiversity protection – includes projects such as revegetation, strategic weed control;
- b) waterway health – includes projects such as river or creek foreshore revegetation, projects to improve water quality;
- c) coastal management and protection - includes projects such as strategic erosion and access control, revegetation, and weed control;
- d) sustainability – includes projects that reduce waste and emissions or otherwise improve environmental sustainability; and
- e) environmental education and capacity building - includes the development of information materials and training.

Eligibility

Individuals, community groups and not-for-profit associations can apply.

Tenure of land for projects

All projects are to demonstrate a direct public benefit and it is expected that on ground works will generally be undertaken on public lands.

Where significant public benefit, community involvement and strategic partnerships can be demonstrated, larger projects will be considered on private land, or a combination of public and private land.

Support from the relevant authority is required for projects on land tenure not managed by the Shire.

Funding amounts

Grants of up to \$44,000 *including* GST are available for activities that meet the eligible activities outlined above.

Funding of up to \$5,500 *including* GST is available to individuals and non-incorporated groups. A non-incorporated body can partner with an incorporated body to act as a sponsor.

Funding of up to \$44,000 *including* GST is available per project for an incorporated community group or those sponsored by an incorporated body.

Applications are to include all GST inclusive components.

The purchase of significant assets is not generally supported unless a broad benefit with significant sustainability outcomes can be demonstrated.

Project timeframe

It is the Shire's preference that projects be completed within a 12-month period, except for multi-year funding projects.

Multi-year funding

Applications for multi-year funding up to three years will be considered. This is subject to a satisfactory acquittal of each year's project. Funding periods will not be extended by rolling over funds to the next financial year in cases where projects have been cancelled or project dates have moved into the next financial year.

Co-contributions

It is generally expected that co-contributions should match or exceed the requested grant funds.

Co-contributors can include your group and anyone else contributing towards the project. Co-contributions can be:

- cash donations, including from other grants; or
- in-kind contributions.

Some examples of in-kind contributions include:

- time spent in project management and administration
- volunteer contributions (school children costed at \$15 per hour, adults at \$30 per hour and skilled professionals at \$50 per hour)
- use of specialised equipment or services (account at the full cost)
- materials (account at the full cost)

If the co-contribution is proposed to be partly funded via other grant sources, please provide the name and status of the application. If the grant has been submitted but the application has not been assessed, please provide a copy of the application and the anticipated date of announcement. If the grant has been approved, please provide a copy of the project agreement or the like.

If the proposed contribution is less than 50% of the project total please discuss the project with the Shire prior to lodgement.

Partnerships

Projects in partnership with other groups will be considered favourably. Contributions from other partners can be in the form of cash or in-kind contributions. A letter of commitment from each

partner must accompany your application and specify any contributions they have agreed to provide.

Indigenous collaboration

It is recommended that applications should collaborate with Aboriginal stakeholders to demonstrate how they are building relationships with Aboriginal stakeholders.

Applications are encouraged to allocate funding to ensure Aboriginal collaboration during the project. Approvals under the Aboriginal Heritage Act may also be required for certain activities.

Administration allowance

As part of your total grant request, incorporated community groups can apply for up to 15% for administration costs#:

The administrative allowance can be used to cover administration costs including:

- project coordination
- general office and project costs including phone, internet and printing
- costs associated with the use a sponsor
- insurance (volunteer, public liability and personal accident)

Expenses already covered by other grants can't be included

Closing date

Applications must be submitted by **5pm on 31 July 2024**. Email applications are preferred and should be sent to amrshire@amrshire.wa.gov.au with the title 'EMF Grant Application – Project Title'. Please make sure you keep a copy of your completed application for your records.

Assessment criteria

Applicants will be assessed against the information provided in the EMF Grant Application Form. Funding will be provided to applicants that best meet the following scoring criteria:

A: Environmental sustainability outcomes – 30%

- *Longevity of outcomes*
- *Consistency with the EMF themes*
- *Importance of the proposed works i.e. project addresses a known issue*

B: Methodology – 30%

- *Proposed methodology is appropriate and uses best practice*

C: Timeframe and expenditure – 20%

- *Project timeframe is realistic*
- *Project demonstrates value for money*

D: Broad benefit and community partnerships – 20%

- *Project demonstrates broad benefits*
- *Project demonstrates strong community partnership in delivering proposed project (in-kind contributions, on-going community support etc.)*
- *Collaboration with Aboriginal stakeholders.*

Application process

Implementation of the grants program can be summarised as follows:

Step 1: Application

Applicant completes the application form and submits application to the Shire.

Step 2: Assessment

Shire officers assess applications and prepare a report to the Sustainability Reference Group for consideration. This may involve a site visit or further clarification from a Shire officer to evaluate proposed activities.

Step 3: Endorsement

Director endorsement of recommended projects.

Step 4: Project agreement

Shire officers advise successful applicants and prepare a grant agreement detailing project deliverables, milestones and payment schedules.

Step 5: Implementation

The project is implemented in accordance with the signed grant agreement.

Step 6: Reporting

Applicants submit a midway email update and a brief report at the completion of the project outlining project outcomes, achievement against deliverables and a financial statement of expenditure. Timing and details of this report will be detailed in the grant agreement.

Conditions of funding

Successful applicants will be required to:

- only use the funds for the purpose/s indicated in the application;
- ensure all activities comply with any Health Directions released by the WA Government.
- spend all funds and return any unspent funds to the Shire by 30 June in that financial year;
- return unspent funds to the Shire as per the acquittal process;
- adhere to all Shire compliance requirements (as directed);
- provide invoice to the Shire in the financial year in which the event is held;
- acknowledge the Shire in all advertising, promotion and media publicity related to the funded project;
- contact media@amrshire.gov.au for a copy of the Shire's logo;
- within one month of the project completion date submit acquittal information to the Shire;
- provide 10 hi-res images for the Shire's unlimited use within one month of event completion. Copyright must permit for the Shire to use these images for any use; and
- meet any other conditions outlined in your Grant Funding Agreement.