

Sustainable Grants Program Guidelines

Overview

The purpose of the grant program is to support community driven sustainability projects which encourage Cambridge residents to be more sustainable.

It aims to give members of the Cambridge community, local businesses and local groups an opportunity to work together on projects that will benefit the whole community.

Funding Options

Three levels of funding are available:

1. **Large** projects or initiatives - funding up to **\$3,000**
2. **Medium** projects or initiatives - funding up to **\$500**
3. **Small** projects or initiatives up to **\$250**

Sustainable Categories

- Water
- Energy and Transport
- Natural Environment
- Waste
- Climate Resilience
- Sustainable food

Potential Community Outcomes and Benefits

- Sharing skills and gaining knowledge
- Raising awareness of the sustainability categories
- Increasing community networks
- Improving local amenity
- Improving quality of life
- Increasing community participation

Eligible Projects

Eligible projects are those which:

- Fit into one of the grant categories
- Deliver at least one of the listed potential community benefits to the Town of Cambridge Community
- Provide evidence to show community need for the project and a considered solution to meeting those needs
- Be located within the Town and open and accessible to residents
- Be provided to the community free of charge or low cost (expenses recovery only)

Please note:

- Local schools can apply where their project engages the broader community
- Projects previously funded will be given a low priority unless significant community benefit can be demonstrated

Ineligible projects are those which:

- Are conducted for the purpose of fundraising
- Aim to cover salaries and core operational costs not directly related to the project

Funding Guidelines

Specific Funding Conditions

- Applicants must be legally constituted, incorporated bodies and not-for-profit community organisations or recognised educational institutions located within the Town of Cambridge Town of Cambridge Policy Manual - Policy No 4.3.4 – Sustainable Grants Program
- Applicants who are individuals or groups that are not incorporated must fall under the auspices of a legally constituted, incorporated and not-for-profit community organisation
- Upon notification of a successful funding application, the grant agreement is to be signed and returned to the Town accompanied by a tax invoice, prior to the receipt of funds
- Successful applicants must acknowledge the Town in all promotional material and publications relating to the funded project. Promotional material must be approved by the Town prior to publication
- Applicants must promote the project to maximise exposure and participation
- The amount awarded will be dependent on the funds set aside in the Town's annual budget, the extent to which the grant criteria are met and prioritised against other applications
- Funds will not be granted for projects that commence before approval is given
- Only one funding application will be accepted per year from each applicant
- Applicants must hold public liability insurance for the duration of a project with a minimum level of cover of \$10 million

General Funding Conditions

- Applications must be made by completing the application form in full prior to submission
- Applications open 1 September and close 25 September. Grant applicants will be notified of the outcome subsequent to Council approval
- Applications will be assessed at the end of the submission period

- Grants will be awarded to eligible applicants, based on their project ratings and against available annual funding until the funding
- Funding is to be used solely for the specified purpose approved by the Town
- Any part of the funds not used in accordance with the grant conditions must be repaid to the Town unless written approval is obtained
- The total payment provided by the Town includes an amount to cover any liability for GST, if applicable
- To be eligible for future funding the applicant must acquit the grant using the grant acquittal template provided by the Town upon completion of the project. The grant acquittal must be submitted by 31 May
- The applicant must comply with all Council policies, conditions and local laws relating to the project
- Applications will not be considered where costs are fully reimbursed by another body
- If an applicant breaches any of the conditions in section 5 or 6 the Town may terminate the funding arrangement at any time

Selection Criteria

The following selection criteria and project ratings have been developed to assess applications and prioritise funding applications on a fair and equitable basis.

Questions provided in the application form have been designed to obtain the information necessary to make an assessment against the criteria below.

CRITERIA	WEIGHTING %
Supports the following priority areas of the Town of Cambridge Strategic Community Plan 2018-2028 namely: <ul style="list-style-type: none"> ▪ A community that embraces environmentally responsible practices; ▪ A sense of community, pride and belonging; ▪ Embraces the Town's locals first philosophy; and ▪ Offers at least one community benefit e.g. raises awareness of an aspect of sustainability, increases community participation or improves local amenity. 	30%
The project is sustainable and delivers sustainable benefits for the community in accordance with the Town of Cambridge Sustainability Strategy 2019-2023 and addresses at least one of the topics identified in the Strategy: <ul style="list-style-type: none"> ▪ Water, Energy and Transport, Natural Environment, Waste, Climate Resilience, and, Sustainable food 	30%
<ul style="list-style-type: none"> ▪ The project meets both the general and specific grant conditions to their funding program and where applicable, previous funding received has been satisfactorily acquitted 	25%
<ul style="list-style-type: none"> • The organisation demonstrates their commitment to the project through monetary and/or in-kind support and seeks assistance from alternative funding sources where applicable. (E.g. State Government, Lotteries Commission, and Waste Authority). 	15%

FUND ALLOCATION

RECOMMENDATION	ASSESSMENT	FUNDS –Allocated of total requested
High	Meets a minimum of 90% of the weighted criteria	100%
Medium	Meets a minimum of 70% of the weighted criteria	75%
Low	Meets a minimum of 50% of the weighted criteria	50%
Not recommended	Meets less than 50% of the weighted criteria	0%