

## Sustainable Grants Program

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### 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 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 **\$1,500**
3. **Small** projects or initiatives up to **\$500**

### Sustainable Categories

- Water
- Energy and Transport
- Natural Environment
- Fair Trade
- Waste
- Climate Resilience and Adaptation
- 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:

- Are prospective (ie. funds will not be granted for projects that have already occurred or commence before approval is given)

- Deliver at least one of the listed potential community benefits to the Town 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).

Ineligible projects are those:

- Which are conducted for the purpose of fundraising.
- Which aim to cover salaries and core operational costs not directly related to the project.
- Where costs are fully reimbursed by another body
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### Eligible Applicants

Applicants must be legally constituted, incorporated bodies and not-for-profit community organisations or recognised educational institutions located within the Town. 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. Only one funding application will be accepted per year from each applicant.

Ineligible applicants include:

- Past grant applicants who did not successfully acquit previous grant funding
- Businesses
- Individuals
- Government agencies
- Groups who have received more than \$6,000 in grant funding in the previous financial year

### Funding Conditions

- 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.
- Applicants must hold public liability insurance for the duration of a project with a minimum level of cover of \$10 million.
- Applicants must obtain any approvals or licenses required for a project (eg. Development approvals, building permits, food permits, event approvals, working with children checks, etc)
- The Town may require a risk management plan to be developed.
- 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.
- 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 within 6 weeks of project completion and report on project outcomes.
- The applicant must comply with all Council policies, conditions and local laws relating to the project.
- If an applicant breaches any of stated conditions, 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 %
<p>Adopts a locals first approach to supporting the community in embracing environmentally responsible practices and offers at least one of the following community benefits:</p> <ul style="list-style-type: none"> <li>• Sharing skills and gaining knowledge.</li> <li>• Raising awareness of the sustainability categories.</li> <li>• Increasing community networks.</li> <li>• Improving local amenity.</li> <li>• Improving quality of life.</li> <li>• Increasing community participation.</li> </ul>	30%

The project is sustainable and delivers sustainable benefits for the community in accordance with the Town's Sustainability Strategy and addresses two or more of the topics identified in the Strategy. <ul style="list-style-type: none"> <li>• Water</li> <li>• Energy and Transport</li> <li>• Natural Environment</li> <li>• Fair Trade</li> <li>• Waste</li> <li>• Climate Resilience and Adaptation</li> <li>• Sustainable food</li> </ul>	30%
The project meets both the general and specific grant conditions and where applicable, previous funding received has been satisfactorily acquitted.	25%
The organisation demonstrates its commitment to the project through monetary and/or in-kind support and seeks assistance from alternative funding sources where applicable. (eg. State Government, Lotteries Commission, Waste Authority).	15%

## FUND ALLOCATION

<b>Assessment</b>	<b>Funds Allocated (% of Requested)</b>
Meets a minimum of 90% of the weighted criteria	100%
Meets a minimum of 70% of the weighted criteria	75%
Meets a minimum of 50% of the weighted criteria	50%
Meets less than 50% of the weighted criteria	NII