



APPLICATION FORM

SUSTAINABILITY & CLIMATE ACTION GRANT

Cairns Regional Council's **Sustainability and Climate Action Grant** provides financial assistance to not-for-profit community groups and organisations delivering projects in the Cairns region. The funding can be used to support initiatives, developments and educational activities that further the grant objectives of emissions reduction, improving ecosystem health and strengthening community resilience and capacity.

Grant amount: \$500 to \$5,000 per applicant

Application period: 1 June to 31 July, annually

If you have any questions regarding the Sustainability and Climate Action Grant, please contact Council's Sustainability Team.

Phone: (07) 4044 3384 | **Email:** sustainability@cairns.qld.gov.au.

APPLICANT ELIGIBILITY

Applicants will be required to provide:

- evidence of their organisation's not-for-profit status.

Applicants may be required to provide (on request):

- the organisation's previous two years' financial statements (as submitted to the Office of Fair Trading)
- the organisation's latest treasurer's report covering the previous 24 months and evidence of the organisation's current bank balance at the time of application.

Applicants must not be:

- an individual
- a school, university or TAFE college
- a political party or discriminatory group
- an organisation that own, lease, manage or operate premises with poker machines.

Applicants must not have:

- outstanding Council grants that have not been acquitted within required timeframes, or grants that have previously not been satisfactorily acquitted.
- overdue outstanding payments to Council (e.g., rents, rates, fees, Council guarantor loan repayments).

PROJECT ELIGIBILITY

The project must:

- demonstrate a measurable improvement toward at least one of the stated Grant Objectives
- provide community education (relevant to the project) in relation to at least one of the stated Grant Objectives.

Applications will be ineligible if they:

- request additional assistance on top of that already received through another Council grant program for the project or event
- request funding retrospectively for an activity that has already occurred
- support an individual's pursuit, private and/or commercial venture without community benefit
- request support for projects that do not benefit the community of the Cairns region
- request funding for routine maintenance or general operating costs
- are for projects, events or activities that are the subject of litigation
- are for the purchase of land, buildings or facilities.

GRANT OBJECTIVES

- **Emissions reduction:** Reducing greenhouse gas emissions in the Cairns region (e.g., through education, energy efficiency, renewable energy generation or sustainable transport.)
- **Natural environment:** Strengthening species and / or ecosystem resilience to human induced environmental pressures (e.g., through education, citizen science and / or on-ground action)
- **Community resilience and capacity:** Strengthening community resilience in relation to food, water, energy, waste, or disaster preparedness.

ASSESSMENT CRITERIA AND WEIGHTING

- Describe how the project will deliver on selected Grant Objective(s) and how these outcomes will be measured. **(50% weighting)**
- Detail the anticipated number of community members that will be reached by the project and how this will be measured. **(30% weighting)**
- Provide evidence of organisational capability to plan, manage and deliver the project and acquit grant funds, or ensure the organisation is a member of Go Clubs. **(10% weighting)**
- Describe how the project budget represents the best value for money. Include quotes (or estimates, if quotes are unavailable) for all items, minimum of two quotes for items over \$1,000. **(10% weighting)**

SUBMISSION AND ASSESSMENT PROCESS

1. (Optional) Contact Council's Sustainability Team to discuss your proposed application prior to submission.
Phone: 07 4044 3384 | **Email:** sustainability@cairns.qld.gov.au
2. Complete the PDF application form, available from 1 June to 31 July annually from:
<https://www.cairns.qld.gov.au/community-environment/community-support/grants/community-sustainability>
3. Submit the form and any required attachments by emailing them to: grants@cairns.qld.gov.au
4. Following the closing date, applications will be reviewed for completeness and eligibility before being assessed by panel and submitted to the Chief Executive Officer for decision making.
This process may take up to six weeks to complete, so please factor that into your project timeline.
5. The Grants Team will inform successful and unsuccessful grant applicants via email.
6. The Grants Team will communicate with successful grant applicants to finalise their funding agreement and distribution of funds – refer to Terms and Conditions.

TERMS AND CONDITIONS

If your application is successful, you will be required to:

- sign a Funding Agreement
- submit a copy of your Certificate of Public Liability Insurance (for \$20M with Council noted as an interested party)
- complete the project within 12 months of the approval date
- notify Council in writing of any proposed changes to the grant funded activity
- submit the grant acquittal documents within two months of activity completion date
- reimburse Council with any unspent grant funds
- acknowledge the support of Cairns Regional Council in any public communications.

GRANT ACQUITTAL REQUIREMENTS

To complete the provided acquittal documentation, you will need to:

- provide evidence of expenditure (copy of receipts)
- provide evidence that the project took place (e.g., project photos, attendance sheets)
- provide evidence that Council funding was acknowledged
- demonstrate project outcomes in accordance with the measurements included in your application.

SECTION 1 APPLICANT DETAILS

ORGANISATION DETAILS			
Organisation name			
Organisation has an ABN?	Yes	No	Organisation's ABN
GST registered	Yes	No	Incorporation number
<i>Note: even if the organisation is not registered for GST, it will still have to pay GST on any expenses that are incurred whilst delivering the activity or event as per federal legislation, see: https://www.ato.gov.au/Business/GST/</i>			
Street address			
Postal address (if different)			
Email address		Website	
MANAGER/PRESIDENT DETAILS			
First name		Last name	
Email address		Phone number	
LEAD CONTACT FOR PROJECT			
First name		Last name	
Position (in organisation)			
Street address			
Email address		Phone number	

SECTION 2 PROJECT INFORMATION AND ASSESSMENT

PROJECT DETAILS			
Project name			
Project location			
Expected project start date <i>Please allow at least 6 weeks after the grant application closing date before starting.</i>		Expected completion date	
Project Description <i>This may be published as part of grant reporting</i>			
SUSTAINABILITY AND CLIMATE ACTION OUTCOMES			
Which of the following outcomes will the project contribute to?			
Emissions Reduction	<ul style="list-style-type: none"> Reducing greenhouse gas emissions in the Cairns region through education, energy efficiency, renewable energy generation or sustainable transport. 		
Natural environment	<ul style="list-style-type: none"> Strengthening species and/or ecosystem resilience to human induced environmental pressures through education and/or on-ground action. 		
Community resilience and capacity	<ul style="list-style-type: none"> Strengthening community resilience in relation to food, water, energy, waste or disaster preparedness. 		

ASSESSMENT CRITERIA

Describe how the project will deliver on the outcome(s) selected above and how these outcomes will be measured.
50% weighting

Detail the anticipated number of community members that will be reached by the project and how this will be measured.

30% weighting

E.g., number of active club members, workshop attendees, social media interactions, website visits, etc.

Describe how the project budget (as described in Section 3 Financial Information) represents the best value for money. Attach supporting documentation and list additional funding sources (if any). Please include written quotations (or estimates, if quotes are unavailable) for all items, with a minimum of two quotes for items over \$1,000.

10% weighting

E.g., If applying for a rooftop solar system, provide evidence of expected electricity and bill reductions (current power consumption compared to expected consumption after installation).

Provide evidence of the capability of the organisation to plan, manage and deliver the project and acquit grant funds.

10% weighting

SECTION 3 FINANCIAL INFORMATION

FUNDING INFORMATION		
<p>Does your organisation intend to apply for other Council funding (cash or in-kind) for the proposed project?</p> <p><i>(If yes, please include details and the application status)</i></p>	<p>Yes</p> <p>No</p>	

If your organisation is NOT registered for GST, please fill out TABLE 1 below.

If your organisation is registered for GST, please fill out TABLE 2 below.

TABLE 1: <u>NOT</u> REGISTERED FOR GST
Complete the income and expenditure tables below

INCOME/FUNDING SOURCE	DETAILS	AMOUNT (Incl. GST)
Cairns Regional Council <i>(E.g., Sustainability and Climate Action Grant)</i>		
Organisation funding <i>(E.g., club savings)</i>		
Other grants Include any applications pending or planned		
Project income <i>(E.g., ticket sales)</i>		
Fundraising <i>(E.g., barbeque, crowd funding)</i>		
In-kind support <i>(E.g., skills, equipment hire from a club member)</i>		
Other		
TOTAL PROJECT INCOME/FUNDING		

EXPENDITURE	FUNDED BY	AMOUNT (Incl. GST)
<p>List specific products or services</p> <p><i>(E.g., workshop presenter fees, infrastructure, tools, hire of venue, materials, etc.)</i></p>	<p>Please list if you are applying for Council funding for this item</p> <p><i>(E.g., Cairns Regional Council, fundraising, club savings etc.)</i></p>	
TOTAL PROJECT EXPENDITURE		

TABLE 2: REGISTERED FOR GST

Complete the income and expenditure tables below

INCOME/FUNDING SOURCE (Examples for DETAILS column in brackets below)	DETAILS List project income sources below	AMOUNT (Excl. GST)	GST	TOTAL
Cairns Regional Council <i>(E.g., Sustainability and Climate Action Grant)</i>				
Organisation funding <i>(E.g., from club savings)</i>				
Other grants Including applications pending, to be lodged later				
Project income <i>(E.g., ticket sales)</i>				
Fundraising <i>(E.g., barbeque, crowd funding)</i>				
In-kind support <i>(E.g., skills, equipment hire from a club member)</i>				
Other				
TOTAL PROJECT INCOME/FUNDING				

EXPENDITURE List specific products or services, such as purchase of tools, venue hire, presenter fees, etc.	FUNDED BY Please list if you are applying for Council funding for this item <i>(E.g. Cairns Regional Council, Fundraising, Project Income etc.)</i>	AMOUNT (Excl. GST)	GST	TOTAL
TOTAL PROJECT EXPENDITURE				

SECTION 4 PROJECT APPROVALS AND SUPPORTING DOCUMENTATION

PROJECT APPROVALS	
What are the land ownership and/or lease details where the activity, event or project will take place? (If relevant)	
Are you aware of any environmental, cultural or heritage considerations associated with the proposed project? If yes, please provide details	Yes No
Are there any Council approvals or permits applicable to this project, activity or event? <i>(E.g., park hire, food permits, temporary entertainment permit etc. If yes, please attach)</i>	Yes No

ATTACHED SUPPORTING DOCUMENTATION	
<i>All supporting documents are required for this application to be assessed. Please include as attachments in your email.</i>	
	Evidence of your organisation's not-for-profit status
	Quotations for project items or services to be funded as part of the application Provide quotes for each item, and at least two (2) quotes for items over \$1,000.
	Project permits and approvals (if applicable) <i>(E.g., park hire, food permits, temporary entertainment permit, COVID Safe event plan, etc.)</i>

SECTION 5 DECLARATION

DECLARATION / AUTHORISATION	
<p>I/We, as the undersigned, authorise Cairns Regional Council to undertake any necessary due diligence and hereby certify that all details provided in this application are true and correct and understand the Council's policy on confidentiality, commercial in-confidence and privacy statement.</p> <p>I certify that I am authorised by the organisation to prepare and submit this application. I have read the guidelines relating to the grant and certify that to the best of my knowledge the information provided in this is correct. I have disclosed full and accurate information of income and expenditure for the project proposed. I agree to provide Council with any additional information required to assess this application. I agree to comply with all requirements of the grant funding stream and will return any unspent grant monies. I will acknowledge the support of Council in all relevant promotional and printed material. I confirm that the appropriate level of Public Liability Insurance will be arranged for the project described in this application.</p>	
Name	<input type="text"/>
Signature	<input type="text"/>
Position	<input type="text"/>
Date	<input type="text"/>
<p>Cairns Regional Council is collecting your personal information for the purpose of processing your grant application. The collection of this information is authorised under the Local Government Act 2009. Your personal information will not be disclosed to any other person or agency unless you have given your permission or Council is required to by law. Cairns Regional Council and its offices are subject to the Queensland Right to Information Act 2009.</p>	