

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.

This document is provided as guidance to enable organisations to prepare their submission content in advance of the application open dates.

**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](mailto:sustainability@cairns.qld.gov.au).

## Grant information

### Applicant eligibility

#### Applicants will be required to provide:

- evidence of their organisation's not-for-profit status
- written Works Approval if not the property owner ([more info on Council Works Approvals here](#)).

#### 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](mailto: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](mailto: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.

# Grant application

The following section is a list of the information you will need to provide when you fill in the online application. It is offered here as a guide to allow organisations to prepare their submission content in advance of the application open dates.

## Applicant details

### Organisation details

- Organisation name
- ABN (if applicable)
- GST registered?
- Street & postal address
- Email address and website

### Manager/President details

- Name
- Email address and phone number

### Lead contact for project

- Name
- Position
- Street address
- Email address and phone number

## Project information and assessment

### Project details

- Project name
- Project location
- Expected project start and completion date
- Project description

### Grant objectives

Which of the following sustainability and climate action outcomes will the project contribute to?

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

### Assessment criteria (continued next page)

- Describe how the project will deliver on selected grant outcome(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)  
*E.g., number of active club members, workshop attendees, social media interactions, website visits, etc.*

- 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)  
*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 organisational capability to plan, manage and deliver the project and acquit grant funds. (10% weighting)

## Financial information

### Funding information

- Does your organisation intend to apply for other Council funding (cash or in-kind) for the proposed project? (If yes, please include details and the application status)

### Income/funding source (including details and amount)

- Cairns Regional Council  
*E.g., Sustainability and Climate Action Grant*
- Organisation funding  
*E.g., club savings*
- Other grants  
Include any applications pending or planned
- Project income  
*E.g., ticket sales*
- Fundraising  
*E.g., barbeque, crowd funding*
- In-kind support  
*E.g., skills, equipment hire from a club member*
- Other

### Expenditure (including the amount and how each item is funded)

- List each purchase individually  
*E.g., workshop presenter fees, infrastructure, tools, hire of venue, materials, etc.*

## 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)
- Are there any Council approvals or permits applicable to this project, activity or event?  
*E.g., park hire, food permits, temporary entertainment permit etc. If yes, please attach.*

### Attached supporting documentation

- Evidence of your organisation's not-for-profit status
- Quotations for project items or services to be funded as part of the application (please provide quotes for each item, and at least two (2) quotes for items over \$1,000)
- Project permits and approvals (if applicable)  
*E.g., park hire, food permits, temporary entertainment permit, COVID Safe event plan, etc.*

Read the [Occupying Council Property - Go Clubs Improvement Works Application Fact Sheet](#) for more information on when your organisation might need to apply for a works approval and how to apply