



CITY *of* PERTH

**City of Perth Environment Grants and
Sponsorship Program
2011/12 Information Kit**

2011/12 Environment Grants and Sponsorship Project Information Kit

1. Background Information

The City of Perth Environment Grant and Sponsorship Program coordinates and helps fund environment proposals of community groups, Non-Government Organisations (NGOs), businesses and organisations that are aligned with the City's environment priorities.

The Environment Grants and Sponsorship Program for 2011/12 will focus on reducing the environmental footprint of buildings and businesses in the city. Applications will be assessed against the:-

- program objectives;
- annual environment priorities; and
- eligibility criteria.

1.1. Purpose of Information Kit

The purpose of the information kit is to help potential applicants determine if their proposal is suitable for the Environment Grants and Sponsorship Program, and ensure that the relevant information is submitted by applicants.

1.2. Objectives

The objectives of the Environment Grants and Sponsorship Program are:

1. Encourage the development or provision of community based environmental services and programs;
2. support community, NGOs and other organisations that demonstrate a contribution to the City's Strategic Plan and environment priorities;
3. encourage innovative and creative environmental projects / initiatives in the city;
4. strengthen partnerships between the City and community groups;
5. increase awareness of environmental issues and opportunities; and
6. advance the corporate image of the City of Perth with significant publics.

1.3. Annual Strategic Environment Priorities

Annual strategic environment priorities are developed as part of the City's Environment and Strategic Plans and these are reviewed annually. Proposals must address at least one of the 2011/12 environment priorities listed below:

Proposals that:-

1. improve the climate resilience of city buildings, by reducing water, energy, waste and increasing biodiversity;
2. educate, raise awareness and influence changes in behaviour that reduce human impact on the environment with a focus on city workers;
3. involve collaboration and partnerships with city businesses and organisations;
4. reduce consumption and use of natural resources by implementing the hierarchy of 'reduce, reuse, recycle' to water, waste and energy.

Please note: higher priority will be given to priorities that address more than one of the annual priorities.

1.4. Who is eligible to apply?

We are welcoming applications from community groups, non government organisations, city-based businesses and other organisations seeking funds to produce positive environmental outcomes in the City of Perth local government area (LGA), see map included.

To be considered eligible for an environment grant or sponsorship, the applicant **must:**

- Have a valid Australian Business Number
- Have the appropriate insurances and authorities
- Offer a project or service primarily for the city of Perth community within the local government area.

The applicant must submit commitment to and proof of meeting the requirements above.

The following are **not eligible** to apply:

- Applicants whose project / service primarily focuses outside the city of Perth local government area
- Businesses, groups or organisations that have an adverse effect on public health, safety, the environment or heritage

- Government Agencies.

Please note: An application for a grant is an application for funding only. Approval for funding should not be seen as an approval to implement the project / initiative. Other approvals may need to be sought from the City of Perth, for example building licences and it is the responsibility of the applicant to obtain such approvals.

1.5. What are the criteria for selection?

Proposals will be assessed against the following:

1. The extent to which the proposal contributes to the program's objectives.
2. The extent to which annual strategic environment priorities are met.
3. A basic business / project plan including a financial assessment demonstrating a well prepared and feasible proposal.
4. The extent to which the budget is comprehensive, realistic and provides value for money.
5. The demonstrated need for the proposal and anticipated community benefit.
6. The capacity of applicants to undertake all aspects of the project including documenting and outcomes.
7. The extent to which consultation, partnering and networking has been considered and included in the proposal.
8. The demonstrated financial need and extent to which alternative and complimentary funding sources have been explored or secured; and
9. The ability to sustain the project or its outcomes after Council funding ceases.

2. Environment Grants

The Environment Grants provide funds to organisations to assist with specific services or projects. The City must receive acknowledgement as the grant giver by the applicant of the grant. The City of Perth is offering cash grants of up to \$10,000 for the 2011/2012 financial year as part of its Environment Grants and Sponsorship Program. Grants awarded are exclusive of GST.

2.1. What is matched funding?

Applicants requesting \$6,000-\$10,000 (exclusive of GST) grant support from the City of Perth must make a matched contribution to the proposal for which the funding is sought. The matched contribution from the applicant may be via cash or in-kind support (in-kind contributions may be costed at a maximum of \$20.00 per person / per hour). Details of how the applicant will match the City's contribution must be included in the application.

If the proposal is requesting grant support of \$1-\$5,999 (exclusive of GST) from the City of Perth, matched funding is not required.

2.2. What do Successful Applicants get from the City of Perth?

Successful applicants will receive:-

- A direct cash grant up to \$5,999 to be used before 30 June 2012; or
- For applications of more than \$6,000 and up to \$10,000 successful applicants will need to match funding, however, this can be in kind support. Funding is to be used before 30 June 2012.

The City of Perth will **not** provide grants for operational costs (e.g. staff wages and utilities), or for money spent before approval of the grant.

2.3. Payment terms

- Grant money will be provided for spending after approval of an environment grant application by the City of Perth (not in advance);
- All successful applicants will be required to provide written proof that the grant money was spent on approved items;
- If \$6,000 or more is granted then the applicants own expenditure must at least match the grant funding provided by the City of Perth. Matched funding may be in kind support;
- To claim approved grant money of approved spending, successful applicants must complete and submit a claim form (to be provided), a business invoice and proof of payment (receipt). A claim number must be included on all documentation submitted (will be assigned if proposal is successful);
- If successful in securing funding, agree to allow the City of Perth to publicise information about their organisation in promotion of the grants, including photographs.
- Applicants must acknowledge and promote City of Perth funding support for their project. This may include placement of the City of Perth logo on promotional material.

3. Environment Sponsorship

The Environment Sponsorship is a business agreement between organisations and the City of Perth, and can be for either organisations or events. The City must receive benefits equal to the value of the sponsorship and agree to the level of support to be eligible for sponsorship funding. The City of Perth is offering sponsorship opportunities of up to \$10,000 for the 2011/12 financial year as part of its Environment Grants and Sponsorship Program. Sponsorship awarded is exclusive of GST.

3.1. What do Successful Applicants get from the City of Perth?

Successful applicants will receive:

- Sponsorship up to \$10,000 to be used before 30 June 2011; and
- Use of the City of Perth logo on approved marketing material.

The City of Perth will **not** provide sponsorship for money spent before approval of the environment sponsorship.

3.2. Payment terms

- Payments to successful applicants will be staged to ensure delivery of the event/campaign prior to full payment of sponsorship monies by the City.
- The applicant must commit to provide the City of Perth with a written report which provides proof of delivery of all promised benefits (or explanation of variance) within six weeks of the event having been conducted. Non or partial completion of the post event report could disqualify an organisation from being eligible for further City of Perth financial assistance.
- To claim sponsorship money of approved spending, businesses must complete and submit a claim form (to be provided), a business invoice and proof of payment.
- If successful in securing funding, agree to allow the City of Perth to publicise information about their organisation in promotion of the grants, including photographs.

4. Application Process

4.1. How do I apply?

Step 1

Download Information Kit and relevant Application Form from the City of Perth website www.perth.wa.gov.au or request a copy from the City of Perth Sustainable City Development Unit (08) 9461 3110.

Step 2

Complete the Application Form and prepare your proposal submission keeping in mind the program objectives and the City's annual environment priorities. Your submission should be no more than 20 pages in total, your responses adequately cover the selection criteria. The following section headings and word limits are to be used:

Section Headings	Word / Page Limit
What my business / group / organisation does	250 words
What the grant / sponsorship will be used for.	1000 words
How this proposal supports the objectives of the Environment Grants and Sponsorship Program?	1000 words
How this proposal supports the 2011/12 annual strategic environment priorities?	500 words
Anticipated community benefit and the community need for the proposal.	300 words
Anticipated partners, networks and / or consultation that will occur as part of the proposal. (Include details on how many people / groups / organisation you expect to be involved in your proposal in your response to this section)	300 words
How this project and / or objectives will be maintained after Council funding cease.	300 words
Basic Business / Project Plan (Include activities, timeframes and key milestones)	4 pages
Proposal Budget (If the request for grant funding exceeds \$6,000 (exl GST) details for the matched applicant contribution (cash or in-kind)	4 pages

must be provided. In-kind contribution may be costed at a maximum \$20.00 per person / per hour. Please provide all figures excluding GST. The maximum City of Perth contribution is \$10,000 exl GST. A budget template is available for download on the City of Perth website.)	
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Step 3

Submit the application form and your proposal submission electronically to jessica.turner@cityofperth.wa.gov.au by **5pm on 12 October 2011**. Please mark applications as '**CONFIDENTIAL - Environment Grant/Sponsorship Application**' followed by your organisations name in the subject heading. Hardcopies may be submitted by request. Remember to address all sections and include all relevant information as it is not possible to amend an application once it has been submitted. If you have any questions in relation to the application form please call the **City of Perth Sustainable City Development** on **(08) 9461 3136**.

What happens next?

At the close of submission all applications will be assessed against the assessment criteria (listed above).

All applicants shortlisted for consideration may be required to discuss their grant application in person with the City of Perth.

Each applicant will be advised in writing as to whether their application is successful or not.

The City of Perth's decision is final and no further negotiations will be entered into.

5. City of Perth Local Government Boundary

